

IMPORTANT UPDATE
FROM THE BENEFITS OFFICE
FOR MEMBERS THAT ARE RECEIVING SUB BENEFITS

NOTICE: EMPLOYEE CENTRAL-SUB PROCESSING UPDATE:

New Recall Processing Button Available

(Effective Monday, October 27, 2025)

- After submitting a SUB request, you can recall and edit your request (including attached documents) while it is in Pending Status
- **Only one request per Benefit Week is allowed, unless your request for that week is rejected by HR.**

If you have any questions, please
reach to the Benefit Office

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