

At AbbVie, we make your Total Rewards programs easy to find, understand and use.

Use the table below to simplify your benefits onboarding. If you have questions, contact the AbbVie Benefits Center at 844-729-2236 (Mon-Fri, 8 a.m. – 5 p.m. CT), or contact the vendor directly at the [Total Rewards Contacts website](#).

Task	When	Important Information
<input type="checkbox"/> Learn about and enroll in your 2026 benefits at AbbVieBenefits.com .	Days 3-30 NOTE: you cannot enroll until your <u>first Thursday</u> .	<ul style="list-style-type: none"> • If you do not enroll within your first 30 days, you will be enrolled in employee-only coverage in the UnitedHealthcare (UHC) High Deductible plan and the Basic Vision plan. You cannot enroll in any other benefits. • Explore AbbVieBenefits.com to learn about your options. When ready, enroll by clicking “Go” in the AbbVie Benefits Enrollment website box. Coverage and contributions are retroactive to your first day. • If your spouse/domestic partner has access to medical coverage under another employer-sponsored plan and you enroll them in AbbVie medical coverage, or if you don’t verify their coverage options, you’ll pay a non-refundable Spousal Surcharge (\$46.15/pay period). • If you are insuring someone else, you must prove they are eligible for coverage. Visit the AbbVie benefits enrollment site to learn more. • If you choose to enroll in spouse/domestic partner supplemental life coverage, you must add them as a dependent when you enroll.
<input type="checkbox"/> Enroll in your AbbVie Savings Plan Plus (ASP+) at the AbbVie Savings Plan website .	Days 3-30 NOTE: you cannot enroll until your <u>first Thursday</u> .	<ul style="list-style-type: none"> • Per-paycheck contributions start after you enroll (no retroactive deductions). If you don’t enroll within your first 30 days, we will enroll you at 3% on a pre-tax basis. Learn about the plan and investment options in the ASP+ Enrollment Kit emailed to you after your first week. • Use the AbbVie Contribution Modeler to maximize contributions. Your 401(k) contributions at your previous employer go towards the annual IRS limit. It is your responsibility to not exceed these limits.
<input type="checkbox"/> Download and register with Transcarent .	A week after you enroll in benefits	<ul style="list-style-type: none"> • Transcarent brings together all AbbVie health care and related benefits within one, personalized app experience. It offers curated and confidential services to help you find quality care, leverage available benefits, and even provides personalized oncology care support. Learn more on HRConnect. • Transcarent is available to you and your dependents. If you do not enroll in an AbbVie health plan, you can access services by calling 888-572-7973.
<input type="checkbox"/> Explore AbbVie’s Virtual Assistant (AVA) and HRConnect .	As needed	<ul style="list-style-type: none"> • Ask a question or start a case with your personalized HR and IT assistant, AVA. Access through MS Teams or MyAbbVie home page. See page 2. • HRConnect’s New Employee Experience Wall helps you navigate your first months at AbbVie. Find other information like completing Workday tasks, learning about the Legal and Ethics Resource Network (LERN) and more.
<input type="checkbox"/> Save the Total Rewards Contacts website .	As needed	<ul style="list-style-type: none"> • Explore this knowledge article on HRConnect to learn how you and your spouse/domestic partner can add this site to your mobile device’s home screen for quick reference.
<input type="checkbox"/> Explore available childcare benefits, if needed.	As needed	<ul style="list-style-type: none"> • Get preferred enrollment at Bright Horizons centers and 10% discounts at participating network childcare centers. Learn about these benefits and more in this knowledge article on HRConnect. • <i>Lake County, IL only</i> – Early Discoveries is a state-of-the-art childcare facility available to full and part-time AbbVie employees. Learn more and schedule a tour by calling 847-935-9100 (available 6 a.m – 6:30 p.m.).

Need help? Can't find something? Ask AVA.

Get answers to questions and automate tasks to improve productivity.

AVA is a conversational assistant that provides answers based on more than 35,000 internal sources created by AbbVie experts. Use common language in your preferred language for questions related to HR, IT, Finance, Corporate Travel, SAP and more.

Helpful AVA prompts for New Hires

Once you have access to AbbVie's systems, copy these prompts into AVA – found in **Microsoft Teams**, **My AbbVie** and the **HR Portal** – to get answers to common new hire questions:

- "Where can I find contact information for our benefits vendors?"
- "What is the number for IT?"
- "I completed Step 1 of my I-9 confirmation, what's next?"
- "How do I order business cards?"
- "Which holidays are recognized by AbbVie?"
- "Where do I get my badge?"
- "Where do I actually go to enroll in benefits?"
- "If I stay on my spouse's health insurance, do I still need to complete benefits enrollment in my first 30 days?"
- "Benefits enrollment starts on my first Thursday, but coverage is retroactive to our start date. How does that work?"
- "Which AbbVie drugs are covered for me and my dependents?"
- "Is there a spousal surcharge if I only enroll my spouse in AbbVie's dental and vision plans?"
- "Can I rollover my 401(k) from my prior employer?"
- "How do I ensure I don't exceed IRS limits for the 401(k) since I contributed at my prior job?"
- "I started on [date]. How much vacation will I have this year?"
- "Where do I clock my working hours?"



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Possibilities.®