



TRILOGY BENEFITS RESOURCE CENTER CONTACT INFORMATION

When to contact the Benefits Resource Center (examples):

- Understanding your leave options
- Applying for Paid Family Leave and Short Term Disability
- Completing leave and disability forms
- Submitting claims with insurance carriers
- Following up with physicians
- Coordinating your return to work
- Personal leave of absence
- ADA/reasonable accommodations
- All benefits-related questions
- Understanding benefits programs and options
- Eligibility questions
- Life event changes throughout the year
- Assistance enrolling in benefits
- Specific benefit questions (i.e., cost of benefits)
- and all your benefits and leave-related questions!

When to contact Trilogy directly (examples, in addition to the above):

- Changes in personnel information (i.e., change in address)
- Payroll and withholding questions
- Job related functions, processes, and procedures
- Retirement plan questions
- Vacation/paid time off questions
- Workers' compensation

How to contact the Benefits Resource Center:

Submit an online request: [myhrworks.com](https://myhrworks.com/erc-trilogy/) (<https://myhrworks.com/erc-trilogy/>)



Scan the QR code with your camera to be taken to the BRC Website

If you cannot access a mobile phone or computer, please call us at **(888) 350-0532**.

Please send Faxes to **(585) 445-3480**.