

Congratulations on your international assignment!

Important Things to Know once your global authorization process has commenced.

1. After your arrival in your host country, the HR Service Center will finalize your beginning of assignment record in Workday. Please direct any questions regarding Workday to your HR business partner.

IMPORTANT: If you are traveling to the Czech Republic, Germany, Saudi Arabia, or United Arab Emirates, it is important to contact [Alyssa Short](#) with Caterpillar's Total Rewards team early in the process as these countries may have additional requirements before they will issue travel visas.

2. Once your international assignment effective date occurs and has been updated in Workday, Caterpillar will notify the Caterpillar Benefits Center at Alight who will in turn notify Cigna Global of your healthcare plan eligibility. Your international assignment effective date is typically the first of the month after you make your final move to the host country. If you relocate on March 15th, your eligibility for the Cigna Global healthcare plan will not be until April 1st.
3. Your international assignment start is also considered a qualifying event. This means if you want to enroll or decline the Cigna coverage or add/remove dependents from the benefit plan, this is the time to do so. You will have 31 days from the international assignment effective date to make any changes. It is advisable to handle this as soon as possible from the international assignment effective date to ensure a timely transition to the Cigna Global healthcare benefit plan.
4. Once Cigna receives and processes your information, you will receive a welcome email directly from them. This will include registration instructions for Cigna Envoy and your new membership ID number. Cigna may also mail you a physical copy of your ID card, so be certain Workday always has a US-based mailing address.

If you do have a medical emergency prior to receiving your Cigna ID cards, do seek medical attention. Please note some providers may require you to pay for the service up front. It is always advisable to work with Cigna in the event of any medical emergencies.

5. If you need general assistance from Cigna prior to receiving your enrollment materials, review the [pre-assignment assistance form](#) from Cigna. If you have any questions, you can contact Cigna Global: 1-800-441-2668 or www.CignaEnvoy.com.

WEBSITE RESOURCE: For general assignee healthcare information, visit: benefits.cat.com> Assignees (IA) section

This site includes webinars about your Cigna benefits, Frequently Asked Questions (FAQs), contact details, documents as well as a summary of the benefits.