

## Quick Links



## Internal Job Openings

Click [here](#) for a list of internal job openings and choose "Corporate Login" on the iCIMS login page.

Our company has specific prerequisites in place for internal applications. When applying for a promotion, please keep the following items in mind before submitting your application.

### Internal Application Qualifications:

- No more than 7 attendance points
- No documented disciplinary action in the past 12 months
- Must have a score of 3 or higher on your last performance review
- Must have support of your current supervisor (*\*Your supervisor will approve your application before you are contacted by an HR recruiter.\**)

## Insurance & Related Benefits

Access related insurance and benefits documents in the [Human Resources Folder](#) under the Files tab of the All Employee Communications Team.

- **Medical Insurance Coverage:**  
[Apta Health \(Meritain Health with Aetna Choice POS II Network\)](#)  
 Plan# 17005  
[palmerdonavin.myaptahealth.com](http://palmerdonavin.myaptahealth.com)  
 Customer Service: 866-274-9478
- **Dental Insurance Coverage:**  
[Delta Dental of Ohio](#)  
 Group# 0794  
 Customer Service: (800) 524-0149  
[Find a Provider](#)
- **Vision Insurance Coverage:**  
[VSP](#)  
 Customer Service: 800-877-7195  
[Find a Provider](#)
- **Life and Disability Insurance Coverage:**  
[Lincoln](#)  
 Customer Service: 800-423-2765
- **Wellness Program:**  
[WellWorks for You](#)  
 Phone: 800-425-4657  
[wellworksforyoulogin.com](http://wellworksforyoulogin.com)  
 PD Account rep: Caroline Davis, [c.davis@wellworksforyou.com](mailto:c.davis@wellworksforyou.com)
- **Employee Assistance Program:**  
[Lincoln's EmployeeConnect](#)  
 Connect to a counselor for free support services 24/7: 888-628-4824  
 Visit [www.GuidanceResources.com](http://www.GuidanceResources.com)  
 (Username: LFGsupport; password: LFGsupport1)
- **Benefits Broker:**  
[USI Insurance Services](#)  
 Benefit Resource Center/Employee Advocate: 855-874-0829  
 Employee Advocate available Monday – Friday, 8:00am - 5:00pm EST

## Retirement & ESOP

- **401k Retirement Plan:**  
[Vanguard](#)  
 Plan# 092424  
 Customer Service: 800-523-1188  
[Website](#) | [Espanol](#)
- **Employee Stock Ownership Plan (ESOP):**  
[Principal Financial Group](#)  
[www.principal.com](http://www.principal.com)  
 800-547-7754

## UKGPro (UltiPro)

1. **Install the App:** download the UKGPro Mobile app
2. **Enter the Company Access Code:** [PDUltiProApp](#)
3. **Sign In:** DO NOT use the username and password boxes on the UKGPro login screen. Scroll down to the "Sign in with corporate credentials" and tap it. You will be redirected to the Single Sign-On company page. Enter your company email address and password there to log into UKGPro.

## Contact HR

- ✉ [Help@palmerdonavin.com](mailto:Help@palmerdonavin.com)
- ☎ 614-317-0066
- 🖨 614-317-0041