

# Launching My Adobe Benefits Singapore



Dear Colleague,

As the region continues to grow, we are constantly looking for ways to scale and streamline our processes. To this end, we are excited to share that beginning this September, we are bringing **My Adobe Benefits**; our new employee benefits tool, to the region.

**My Adobe Benefits** is a leap forward and offers an enhanced employee experience that allows employees to manage their Adobe-sponsored benefits and submit reimbursement requests, all in one place. We have globally partnered with Thomsons (a part of Mercer) to consolidate employee experience around Adobe sponsored benefits to employees.

## The All New My Adobe Benefits

Beginning **2 September**, employees in **Singapore** will need to access the tool to complete the following tasks:

- View benefits sponsored by Adobe
- Add dependents and enroll them in eligible benefit programs
- Submit claims for Learning Fund, Wellness and country specific reimbursement programs

## Immediate Action for You

- You will soon receive a welcome email from [adobebenefits.apac@thomsons.com](mailto:adobebenefits.apac@thomsons.com) with a link to **My Adobe Benefits**
- It is important that you **log on to the site to verify that your benefits information is accurate.**

## What Is Changing

- All benefits-related questions will now be managed by the Thomsons helpdesk.
- The following reimbursement programs, that were previously managed by Concur, will now be transitioned to **My Adobe Benefits** effective **Monday, 2 September**:
  - Global Education Reimbursement
  - Professional Development Reimbursement
  - Global Wellness Reimbursement
  - Preventive Care Allowance

## Please Note

- **You will no longer be able to claim the above expenses in Concur after Friday, 16 August**
- T&E function will continue as per usual in Concur
- After the two-week period (**16–30 August**), you can claim these expenses on **My Adobe Benefits**, post go-live on **2 September**
- The yearly deadline of **30 December** will continue to apply on all reimbursement programs.

### What Is Not Changing

- Time Off & Leave programs will continue to be managed through [Workday](#) and supported by the Employee Resource Center (ERC).
- If you have questions about Time Off & Leave, you may contact the Employee Resource Center (ERC).
- Detailed benefits information, policy documents, contact information and additional resources can still be found at [benefits.adobe.com/sg](https://benefits.adobe.com/sg) or [Inside Adobe/sg](#).
- **Benefits.adobe.com/sg** continues to be the primary benefits communication channel.

We are very excited that our employees will have a centralised tool for all their benefits needs. It's a part of our commitment to make Adobe a great place to work!

For any queries, please feel free to reach [ERC](#).

– Employee Experience, APAC