

Open Enrollment Process Changes

Dependent Verification Process

- Email going out week of September 24 announcing Open Enrollment
 - Encourages employees to submit dependent documentation if adding new dependent eff. 1/1/2019
- New this year, employees only able to see eligible dependents in their open enrollment event.
- If employees adding a dependent they have never covered, will need to provide required documentation to Benefits Division before dependent will appear in open enrollment event

What we need from you: encourage employees to return the required documents to the Benefits Division before open enrollment begins to ensure they are processed before open enrollment begins.

If an employee does not provide the required documents before open enrollment begins, they will need to submit these documents to the Benefits Division before completing open enrollment.

Confirmation statements

NEW! This year we have made a change to confirmation statements. The following are some highlights:

- During open enrollment employees will receive a confirmation email the evening they submit their open enrollment election (they will go out around 11 PM each evening). This email will provide a summary of their elections for 2019.
- If errors are found, employees will have the ability to go back into their open enrollment event and make corrections.
- Employees can make changes as many times as needed during open enrollment.
- Each time a change is made, employees will receive a new confirmation email.
- We strongly encourage employees to save a copy of this email as this will serve as their final notice.
- If an employee does nothing during open enrollment, they will receive a confirmation email once open enrollment has closed.

Additional note

For employees who go into their open enrollment event and make changes but do not submit their elections, they will receive a nightly email reminding them action is required. This email will stop once they log back into APEX and submit their elections.

