2017 Open Enrollment Checklist

All full-time employees have to meet with a member of the benefits team during departmental meetings in November 2016. If you are not making any insurance changes this year, you still have to meet with a member of the benefits team and complete the enrollment form. If you are enrolled in the Flexible Spending Accounts or Health Savings Accounts, you must complete a new form to continue your accounts. Life insurance changes and beneficiary changes will be done on a separate enrollment/change form.

Here are some steps to follow to ensure a successful open enrollment:

- ☐ Review your Current Benefit Statement on the Employee Self-Service option on the I-Portal.

- ☐ Be sure all family members are enrolled in the chosen benefits. Put all names and Social Security numbers of enrolled family members on the enrollment form if changes are being made.

- ☐ Carefully review the open enrollment information. Consider any changes you wish to make.

- ☐ Attend one of the departmental open enrollment meetings to have the benefits team review your forms.

- ☐ Print the Open Enrollment Form, review changes and bring the form to the departmental enrollment meetings. Make a copy for your records.

- ☐ Print and complete the Flexible Spending and/or Health Savings Account deduction forms if you plan to sign up for 2016. Forms must be completed and turned in every year that you wish to participate.

- ☐ If you wish to enroll or make changes to AFLAC, attend one of the designated meetings or contact Anthony Cuington at (972) 331-2790 or anthony_cuington@us.aflac.com before the end of November.

- ☐ If you are adding a dependent for the first time, be sure to turn in dependent eligibility documents.

- ☐ Make sure you have completed and turned in all paper forms to the Benefits & Employee Wellness Office no later than 5 p.m. Mon., Nov. 28, 2016.