Enrollment Checklist

Use this checklist to help you through the enrollment process. Emory’s annual enrollment period is Friday, October 16 through Monday, November 2, 2015. Changes are effective on January 1, 2016.

Before Enrollment:

Before enrollment begins, take the time to learn more about all of the benefit options that are available to you. Emory provides a variety of tools and resources to help you make your benefits decisions. These tools can be accessed online at www.hr.emory.edu/enrollment.

☐ Review this 2016 Benefits Guide carefully as you consider your plan choices.

☐ Read the HSA Plan Quick Guide which provides a more detailed overview of the HSA Plan.

☐ Use Aetna’s Plan Selection & Cost Estimator Tool which enables you to estimate how much each plan will cost by using your actual claims data from the last 12 months.

☐ Attend a Benefits Enrollment Meeting to hear benefits staff explain the details of each plan and give you an overview of all benefit programs. Meetings are held at several campus locations (see page 31 for dates, times and locations). If you can’t attend, you can watch it online.

☐ Decide if you want to enroll in a Flexible Spending Account (Healthcare and/or Dependent Day Care) or a limited Healthcare FSA (for HSA Plan participants). Remember: you must actively enroll each year.

☐ HSA Plan members, decide if you want to make a contribution to your Health Savings Account.

During Enrollment:

☐ Actively enroll Friday, October 16 through Monday, November 2, 2015. If you are currently enrolled in medical benefits and you don’t make a new medical plan election, your current coverage will roll over.

☐ Complete the spouse/SSDP medical certification. This must be done annually. If the spouse/SSDP medical certification is not completed, you will automatically incur the $50 charge if you have a spouse/SSDP who is covered on the Emory medical plan. If you do not have a spouse/SSDP covered on the plan, you will not incur the charge.

☐ Review your beneficiary(ies). Make any necessary updates to ensure the accuracy of your beneficiary information for life insurance and accidental death and dismemberment insurance.

☐ Once you have completed your enrollment online, save or print a copy of your confirmation statement, review it for accuracy, and retain it for your records. The Benefits Department will not mail confirmations to your home address so this is your only record of your enrollment.

After Enrollment:

☐ Verify your 2016 benefits elections after Sunday, November 29, by visiting Self-Service online at http://leo.cc.emory.edu. You will receive an email reminder close to this date. If you notice any errors, notify the Benefits Department immediately at 404-727-7613. After January 1, 2016, most elections cannot be changed except within 31 days of a family status change.