Annual Enrollment Checklist

Use this checklist to ensure you’ve completed all of your annual enrollment tasks.

☐ Take some time to learn about all of the benefits options that are available to you. Read this *2024 Benefits Guide* carefully as you consider your plan choices. Emory provides a variety of tools and resources to help you make your benefits decisions; these can be found on the annual enrollment website at www.hr.emory.edu/enrollment.

☐ Use the interactive ALEX Tool which will guide you through the plan options and provide you with a personal, confidential recommendation.

☐ Attend a Zoom webinar to better understand the details of the three medical plan choices, get an overview of all the benefits programs, and have an opportunity to ask questions (see page 5 for dates and times). If you can’t attend, you can also view a recording of the webinar on the annual enrollment website at www.hr.emory.edu/enrollment.

☐ 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.

☐ Actively enroll online through Self-Service (http://leo.cc.emory.edu) during the enrollment period: October 23 through November 6, 2023. Changes are effective on January 1, 2024. If you are currently enrolled in medical benefits and don’t make a new medical plan election, your current coverage will roll over.

☐ Complete the tobacco use surcharge certification, if not already done.

☐ 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.

☐ Verify your 2024 benefits elections after Monday, November 13, 2023 by visiting Self-Service online at http://leo.cc.emory.edu. You will receive an email reminder at that time. If you notice any errors, notify the Benefits and WorkLife Department immediately at 404-727-7613 or email hrbenef@emory.edu. You will receive your final confirmation of your benefits enrollment on December 1, 2023. After January 1, 2024, most elections cannot be changed except within 31 days of a family status change.