Annual Enrollment Checklist

☐ Take some time to learn about all of the benefit options that are available to you. Read the 2020 Benefits Guide carefully as you consider your plan choices. You may also wish to read the HSA Plan Quick Guide which provides a more detailed overview of the HSA Plan. Emory provides a variety of tools and resources to help you make your benefits decisions.

☐ 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 or live webinar to better understand the details of the two medical plan choices, get an overview of all the benefit programs, and have an opportunity to ask questions. If you can’t attend, you can also view a recording of the webinar.

☐ 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 28 through November 11, 2019. Changes are effective on January 1, 2020. 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 2020 benefits elections after Friday, December 6, 2019 by visiting Self-Service online at http://leo.cc.emory.edu. You will receive an email reminder at this time. If you notice any errors, notify the Benefits and WorkLife Department immediately at 404-727-7613. After January 1, 2020, most elections cannot be changed except within 31 days of a family status change.