



2022 Open Enrollment **To-do List**

Resources are located on the **Enrollment Kit** page on the Ascend to Wholeness website.

Share the "Communication Toolkit" with your employees.

- Sample letter to employees
- Open enrollment flyer
- bswift login instructions
- Open enrollment announcement email reminders #1 and #2

Provide employees the Health Plan Documents via email, mail, or direct your employees to the **Plan Documents page** on the Ascend to Wholeness website.

Here is some information you can provide to your employees regarding VOYA:

- VOYA Enrollment at a Glance flyer: Summary of the supplemental life plan and the guaranteed issue amounts.
- Long-term Disability flyer
- Group Basic Life flyer

If you have elected to provide the FSA benefits, share the FSA Communication Toolkit with your employees:

- Healthcare FSA flyer
- Dependent care FSA flyer

If you have elected to provide The Hartford benefits, share the Hartford Communication Toolkit with your employees.

- Three notification emails: a pre-enrollment, 1st day of enrollment, and a reminder email. Use as best-fits your organizational needs.
- The Hartford flyer: an open enrollment announcement flyer you can use as a stand-alone communication or cut and paste into an email.

Run 'Open Enrollment' progress reports in bswift at the midpoint for your open enrollment timeline to view your employee's completion status. Here are the steps:

1. Navigate to your employer site by selecting 'Role' then 'Manager' for your site
2. Hover over 'Report' then select 'Report Center'
3. Search 'Open Enrollment' in the search bar
4. Use the reports title: Open Enrollment Complete, Partially Complete, Not Complete

Communicate with your employees at the midpoint for your open enrollment timeline to encourage completion

Review and approve your employee elections in bswift by no later than October 15, 2021. Here are the steps:

1. Navigate to your employer site by selecting 'Role' then 'Manager' for your employer site
2. View and click on pending alerts on the home page or run a 'Pending Enrollments' report
3. Validate those pending enrollments which can be approved and those which need further documentation from the employee
4. Validate employees are eligible for the plans and amounts they elected (i.e., Pilot AD&D, DisabilityFLEX, VOYA guaranteed issue amounts).
5. Validate employees have elected a healthcare plan or confirm if they intended to waive, if selected.

Review entire 2022 employee final elections with 'Benefit Elections All Coverage' report dated 1/1/2022

Follow up with Evidence of Insurability (EOI) elections based on reports pulled in bswift to ensure employees have filled out an EOI form.

Visit AscendtoWholeness.org to find information about the health plans, primary and voluntary benefits, and about the Ascend to Wholeness wellness program.