



2023 HR 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
 - bswift login instructions
- **Give employees the documents that are on the [Enrollment Kit](#) page, including health plan documents and benefits guide**
- **If you have elected to provide The Hartford benefits, share the Hartford Notification Emails with your employees**
 - **Three notification emails:** a pre-enrollment, 1st day of enrollment, and a reminder email. Use as best-fits your organizational needs.
- **Run 'Open Enrollment' progress reports in bswift at the midpoint of your open enrollment period to view your employee's completion status. Keep in mind that this year is a passive enrollment, not every employee will make an election. 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 period to encourage completion, if they want to change their benefit elections
- **Review and approve your employee elections in bswift by no later than **October 17, 2022**. 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 non-EOI 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. Confirm with employees if they intended to waive coverage. If you need help to locate the waived coverage report in bswift, please contact us at benefits@adventistrisk.org.
 6. Contact employees if:
 - a) Accelerate in 2022 but didn't qualify in 2023
 - b) Access in 2022 and qualify for Accelerate in 2023
- **Review all 2023 employee final elections with 'Benefit Elections All Coverage' report dated 1/1/2023**
- **Follow up with Evidence of Insurability (EOI) elections based on reports pulled in bswift. Please **DO NOT** approve any**