




Annual open enrollment

Insurance Benefits Training
2024

1

Important information

- This overview is not meant to serve as a comprehensive description of the insurance benefits offered by PEBA.
- More information can be found in the following:
 - [Benefits Administrator Manual](#); and
 - [Insurance Benefits Guide](#).
- The plan of benefits documents, certificates of coverage and benefits contracts contain complete descriptions of the insurance benefits offered by or through PEBA. Their terms and conditions govern all of these benefits.

PEBA Academy | employer training 2

2

Annual open enrollment

- Enroll in, drop or change health plans.
- Enroll in or drop vision coverage.
- Add or drop dependents from health and vision.
- Enroll in or increase Optional Life and/or Dependent Life-Spouse insurance.
 - Medical evidence may be required.
- Enroll in Dependent Life-Child insurance.
- Decrease or cancel Optional Life and/or Dependent Life-Spouse insurance.
- Apply for Supplemental Long Term Disability.
 - Medical evidence may be required.
- Enroll or re-enroll in MoneyPlus flexible spending accounts.
- Enroll in or change contributions to Health Savings Account.

PEBA Academy | employer training 3

3

Annual open enrollment

- Odd-numbered years only:
 - Enroll in, drop or change dental plans.
 - Add or drop dependents from dental plans.
- Make other changes as announced.

4

Employer responsibilities

- Distribute hard copies of federally mandated notices to insurance-eligible employees by October 1.
- Review other insurance products you may offer.
- Monitor hours of all employees, identify eligible employees and offer benefits, as a newly eligible employee, for the next plan year.
 - If determined ineligible, notify employees of loss of eligibility for the next plan year.
- Review and update the salary information for Supplemental Long Term Disability (SLTD) subscribers during open enrollment.¹
- Prepare and issue COBRA initial notices, when applicable.

¹Not applicable to Comptroller General agencies.

5

Open enrollment resources

- Webpage for employers with helpful resources to use during open enrollment will be available before the start of the open enrollment period.
 - *Preparing for open enrollment* training;
 - Employer responsibilities;
 - Marketing toolkit; and
 - Links to publications and forms.
- A promotional webpage for employees will also be available before the start of the open enrollment period.

6

Disclaimer

This presentation does not constitute a comprehensive or binding representation of the employee benefit programs PEBA administers. The terms and conditions of the employee benefit programs PEBA administers are set out in the applicable statutes and plan documents and are subject to change. Benefits administrators and others chosen by your employer to assist you with your participation in these employee benefit programs are not agents or employees of PEBA and are not authorized to bind PEBA or make representations on behalf of PEBA. Please contact PEBA for the most current information. The language used in this presentation does not create any contractual rights or entitlements for any person.
