

# Open Enrollment 2022

Enrollment Period is Oct 25<sup>th</sup> through Nov 15<sup>th</sup>, 2021

## How to Enroll

The Infor Employee Self Service Portal is the tool available to employees to enroll in benefits.

To access these tools from home on [www.riversidemc.net](http://www.riversidemc.net), click on "More" then under "For Employees" choose "Employee Self Service", and sign in using your secure log on.

From work click on the Infor ESS (employee self service) icon on your desktop.



Once on the Employee Self Service Home Page, hover over the "Benefit Information" icon and choose...

- *Benefit Information* for plan details
- *Open Enrollment* to select your 2022 benefits
- *Current Benefits* to view your current enrollment

You can begin and come back to the enrollment platform as needed during open enrollment but you must submit your elections by 6:00pm, Nov 15<sup>th</sup>.

Employee Benefit Open Enrollment begins October 25<sup>th</sup> and will close at 6pm on November 15<sup>th</sup>.

**It is important to note that this is an "active" Enrollment, which means you must enroll or your coverage will end.**

Open Enrollment is your annual opportunity to review, enroll in or make changes to your benefits, as well as add or drop coverage for eligible dependents (changes effective 1/1/2022).

Review the Open Enrollment Presentation and Benefit Guide on InforESS under the Benefit Information section for important information regarding deductible, pharmacy and plan design changes for the new year.

### REACH Employee Wellness:

- You will save \$780 on health insurance premiums by completing Level 1
- Save another \$520 on your spouse's premiums if they participate as well
- Earn up to \$520 in Wellness Credit by completing all levels of REACH.

*\*If you or your spouse did not complete Level 1, you will see additional premiums (\$30 for employee / \$20 for spouse) each pay period.*

### **Spend your 2021 Flex Spending Account (FSA) funds before March 15, 2022**

- You have until March 15, 2022 to incur eligible expenses for the 2021 year. You have until March 30, 2022 to submit those claims otherwise any remaining 2021 FSA account balance will be forfeited.
- Use your Optum Bank FSA Debit card to spend those remaining amounts.

## What's new for 2022...

Be sure to watch the Open Enrollment Benefit Presentation. The presentation and much more is available to review on InforESS under "Benefit Information" [See How to Enroll on Page 1 for directions.]

We will be available to answer your benefit questions at the times listed below or call the Benefit Call Center at ext. 37263.

Mon, 10/25, 3:00 pm

Weds, 10/27, 9:00 am

Fri, 10/29, 11:00 am

Mon, 11/1, 7:00 pm

Tues, 11/2, 7:30 am

Thurs, 11/4, 1:00 pm

Tues, 11/9, 6:00 pm

Weds, 11/10, 10:00 pm

Fri, 11/12, 4:00 pm

To attend the virtual meetings go to:

<https://www.gotomeet.me/lclarkson1>

You can also dial in using your phone.

[\(872\) 240-3311](tel:(872)240-3311)

Access Code: 632-898-317

## Virtual Benefit & Wellness Fair

Watch for daily emails during open enrollment that will feature a different benefit vendor each day and their raffle item, such as gift cards, Yeti's, bluetooth ear buds, wireless speakers, and more!

To enter the raffle, simply submit your enrollment... the earlier you enroll, the more chances you have to win! We will also draw for several daily goodie bags.

Enroll between October 25<sup>th</sup> and November 15<sup>th</sup> to win!

You may also schedule an individual meeting with Christi in H.R. by going to <https://calendly.com/clandeck/benefitmeeting>

Just need help with InforESS and enrolling, call Megan at Ext. 37265