



# Open Enrollment Checklist

## Enroll

Friday, November 1 through Friday, November 15, 2019.

## Coverage Effective

Changes made during open enrollment will be effective January 4, 2020.

## Consider

All costs, including your per-pay-period costs.

## Review Your Current Benefits

Review the Open Enrollment Guide, rates, resources and information given to you through Open Enrollment emails, provider sessions, and on the Open Enrollment website at [www.princegeorgescountymd.gov/oe](http://www.princegeorgescountymd.gov/oe). Consider all costs for the upcoming plan year.

## Make Changes to Your Benefits in Employee Self-Service (ESS)

Access Employee Self-Service (<https://portal.sap.mypgc.us>) to complete Open Enrollment changes between Friday, November 1, 2019 and Friday, November 15, 2019.

*If you do not remember your Employee Self-Service (ESS) user ID and password, please contact the IT Helpdesk at 301-883-5322. You will need this to access ESS and make changes to your elections. **ESS will not be available** for Open Enrollment Changes on Tuesday, November 5, 2019 due to payroll processing.*

## Flexible Spending Accounts

Employees **must enroll** in Healthcare Flexible Spending Accounts and Dependent Care Flexible Spending Accounts each year during open enrollment. Current elections do not carry forward; new elections must be made for healthcare and dependent care FSA programs. Funds for 2019 do not roll over and must be used by December 31, 2019.

## Medical Opt-Out Credit

Employees must re-enroll in the Medical Opt-Out Credit each year during Open Enrollment by resubmitting proof of coverage. A copy of your medical card must be submitted to the Benefits and Pensions Division and postmarked by November 15, 2019, with your full name and Employee ID (located on the front of your ID badge). Email or fax to [benefits@co.pg.md.us](mailto:benefits@co.pg.md.us) or 301-883-6358.

## Proof of Eligibility

If you **enroll a spouse or dependent**, you **must provide documentation** to verify eligibility by November 15, 2019. You are not required to provide verification for dependents currently coverage by any Prince George's County benefit plan. All documents must be submitted to the Benefits and Pensions Division and postmarked by November 15, 2019, with your full name and Employee ID (located on the front of your ID badge). Email or fax to [benefits@co.pg.md.us](mailto:benefits@co.pg.md.us) or 301-883-6358.

## Beneficiaries

Add or drop any beneficiaries for the upcoming plan year (effective January 4, 2020). All immediate beneficiary changes should be made through the *Anytime Changes* module in <https://portal.sap.mypgc.us>.

## Voluntary Benefits

A full-time, part-time or Limited Term Grant Funded (LTGF) employee that is actively working 15 or more hours per week can enroll in one or more of the voluntary benefit plans. The following program(s) are **not available** for enrollment through ESS: Whole Life Insurance, Critical Illness Insurance, Group Accident, Legal Resources, Legal Shield, and Aflac Supplemental Dental\*. To enroll in these voluntary benefits, please contact iBenefit at 1-844-816-0224. \*Note: To enroll in Aflac Supplemental Dental, please contact Aflac at 1-800-992-3522.

## Save and Submit

You must click the **Save** button in Employee Self-Service to complete and submit your enrollment elections. For more information on electing and submitting your benefits, see our *How to Enroll Guide* at <https://tinyurl.com/HowToEnrollGuide>.

## Print

When you have completed your elections in Employee Self-Service, click the Print Benefit Elections Summary button. Please print this for your records. If you do not receive this option, please immediately contact OHRM at [benefits@co.pg.md.us](mailto:benefits@co.pg.md.us) to confirm your elections were properly submitted.