

SOP

OPEN ENROLLMENT

- Note and file all plan enhancement requests from employees throughout the year



- Carriers will provide renewal documents to you and your broker, 90 days prior to the renewal date
- Meet with broker to discuss changes/enhancements you would like to make for upcoming year and request marketplace analysis



- Broker provides marketplace analysis
- Review with broker



- 45 days prior to plan effective date, determine any changes to plans



- 20-30 days prior to plan effective date, hold open enrollment



- Update benefit census
- Send deduction amounts to payroll