

## CONTENT AREA

New Hires: Enrolling in New Hire Benefits and Open Enrollment during Open Enrollment Period

## ANNOUNCEMENT

New Hires can complete both their new hire benefit elections and their open enrollment elections through YES during the Open Enrollment period of 10/26/15 through 11/13/15, 5 pm. They will need to complete the **new hire enrollment first**, then wait until the following *business* day to complete their open enrollment. Due to that wait, they can only do both online until 11/12/15 at 5:00 pm. Any New Hire enrolling for benefits after 11/12/15 at 5:00 pm. can still enroll for New Hire benefits through YES, but will need to complete a paper open enrollment form for their 2016 elections.

New Hires enrolling between 11/12/15, 5 pm, and 12/18/15, and having a benefits effective date of 12/19/15 or earlier, will need to complete a paper open enrollment form for their 2016 elections.

New Hires enrolling online on or after 12/19/15 will have a benefits effective date past the new plan year effective date of 1/01/16 and will be enrolled into the new plans. There will no longer be a need to complete a paper open enrollment form.

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