Open Enrollment for 2024 Benefits

Monday, October 30th through Friday, November 10th.
Benefits DO NOT rollover!
You must enroll or waive each benefit option by Friday, November 10th.

/ All benefit eligible employees MUST complete open enrollment even if you plan to waive all 2024 benefits.
/ PRN employees do not need to complete open enrollment.
/ You can make as many changes as needed after submitting until the deadline on November 10th.

Open Enrollment Period and Election Process
Open Enrollment is a period during the calendar year when employees can make additions or changes to their benefit plans. Employees can review, elect, and submit benefit choices during the Open Enrollment session. For example, employees may change health care or life insurance coverage for themselves and eligible family members.

Navigation in UKG: Menu > Myself > Manage My Benefits

From the Manage My Benefits page, review the Open Enrollment session information and click on Get Started to make benefit election changes.
Step 1: Review Profile
From the Manage your profile page, verify your personal information is accurate. Once you have verified or edited personal information select Next: Review My Family.

Step 2: Verify Dependents
From the Manage Your Family Members information page, you can view, edit, or remove dependents. You will need to confirm that all information for your dependents is listed correctly (including social security numbers and date of birth.) If you add a new family member, the family member won’t be added to your benefits automatically. You will still need to add the family member to any applicable benefits. Dependents must be listed on this page to be enrolled in coverage. Review current family members information to ensure it is accurate.

1. Update information by completing one of the following using the Add/Change contact page.
   o Select the Edit to update existing dependent information.
   o To add a beneficiary or dependent, select Add.
2. Select Save.
3. Select Next: Shop for Benefits.

Step 3: Elect Your Benefits

1. Employee must select or decline each plan option.
2. Select Shop Plans or View or Change for each plan option.
3. Select the dependents to be enrolled in each plan option.
4. Select Update Cart to add plan option or Decline Coverage to decline coverage.
5. Once all plan options have been selected or waived, Select Review and Checkout.

Want to learn more about plan options? Click Watch Video or open Flyers for additional information.

<table>
<thead>
<tr>
<th>Elected Coverage</th>
<th>Coverage effective from 01/01/2024 to 12/31/2024</th>
<th>2024 Benefit Elections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$98.16 Per Pay Period</td>
<td></td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>$248.00 Per Pay Period</td>
<td></td>
</tr>
<tr>
<td>Employee + Domestic Partner</td>
<td>$248.00 Per Pay Period</td>
<td></td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
<td>$226.11 Per Pay Period</td>
<td></td>
</tr>
<tr>
<td>Employee + Spouse and Child(ren)</td>
<td>$362.03 Per Pay Period</td>
<td></td>
</tr>
<tr>
<td>Employee + Domestic Partner and Child(ren)</td>
<td>$362.03 Per Pay Period</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Benefit</th>
<th>Coverage effective from 01/06/2023 to 12/31/2023</th>
<th>2023 Benefit Elections</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMR</td>
<td>Cheyenne Regional Plus PPO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$362.03 Per Pay Period</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Get Critical illness Insurance from The Standard for your spouse, as well as yourself.</th>
</tr>
</thead>
</table>

You know that the Critical illness Insurance compliments your family’s medical plan, but did you know the benefit pays out cash for each eligible diagnosis so your spouse can use the money as they need.

Cover your spouse with a benefit that can aid the whole family, and add Critical Illness Insurance below.
You must select or decline each plan. For example, for the Flexible Spending Account plan type, you may select or decline dependent care or health care.

Evidence of insurability (EOI) may be required for life insurance plans. A message appears stating that evidence of insurability is required for amounts surpassing the amount the company has configured as the guaranteed issue amount for a particular plan. The maximum benefit amount that can be elected appears.

Based on the valid dependent relationships configured by your company for the Open Enrollment plan, only those dependents who match the relationship configured for the plan will appear for enrollment. For example, while you may have "spouse", "child", and "brother" configured as dependents in your contacts, the plan you are enrolling in may only have spouse and child configured as valid dependent relationships for plan enrollment.

**Step 3: Review and Submit Elections**

Review the election information on the **Confirm your Benefit Elections** page. This page contains personal information as well as the selected and declined benefits.

1. Review the selected and declined benefit type and plan details including covered family members, plan beneficiaries, and cost information.
2. Return to the applicable page to complete changes, as needed.
3. Select **Checkout**, to complete the enrollment process.
4. Select **Send my Email** to send confirmation statement and select email address.

**For additional questions**, visit [www.crmc-benefits.com](http://www.crmc-benefits.com) to learn more about enrollment options. You can schedule an appointment with an EMB benefit counselor to complete your enrollment on-site or over the phone. Or you can reach out to the Benefits Team at 307-633-3590 or [benefits@crmcwy.org](mailto:benefits@crmcwy.org).