Open Enrollment Checklist
Follow these instructions to learn about and select your 2022 benefits:

Before Open Enrollment
☐ Review the information at go.iu.edu/oe
☐ Attend a virtual Open Enrollment session (schedule at go.iu.edu/oe)

During Open Enrollment (October 18–29)
☐ Complete online Open Enrollment:
  1. Go to one.iu.edu and search for “Employee Center”
  2. Select and log in to the Employee Center task
  3. Select the Open Enrollment tile
  4. Review the Welcome screen then click Next in the upper right-hand corner to proceed to the Benefits Enrollment screen
  5. On the Benefits Enrollment screen you’ll see the following:
     • Enrollment Summary section which lists your per-pay-period cost of the benefits you have selected, as well as buttons to review and submit your elections.
     • Benefit Plans section which lists all of the benefits you are eligible to enroll in, or make changes to, during Open Enrollment. Select the icons directly under the heading to switch between a tile or list view.
  6. Select each benefit tile one at a time to review your election, enroll, or make plan changes. For each plan, click the Done button in the upper right-hand corner of the screen when you are done selecting your coverage to return to the Benefits Enrollment screen.
     • Medical: You can add, change, or drop coverage as well as dependents.
       – Remember to sign the Tobacco-free Affidavit at the bottom of the medical page for yourself and your spouse. You must sign it each year to get the premium reduction.
     • Health Savings Account (HSA): If you enroll in a high deductible health plan (HDHP), review and update your annual HSA election.
     • Dental: You can add, change, or drop coverage as well as dependents.
     • Flexible Spending Accounts (formerly known as TSB): Enter your annual Healthcare and/or Dependent Care FSA pledge. You must re-enroll in these accounts each year to participate.
     • Supplemental AD&D: You can add, change, or drop coverage.
  7. Once you’ve made all of your elections, click the Submit Enrollment button under the Enrollment Summary heading.
  8. A submission verification will immediately appear on the screen. Click View to review your submission, or Done to complete online enrollment.
  9. Check your IU email account within 48 hours for a confirmation that your elections were accepted and processed by IU Human Resources. If you do not receive this email within 48 hours, your changes were not submitted properly.

Have questions? Need assistance?
Contact AskHR at askhr@iu.edu or (812) 856-1234.
What You Need to Know

It’s time for 2022 Benefits Open Enrollment—your annual opportunity to review and make changes to your IU benefits. Open Enrollment begins on Monday, October 18, 2021, and closes at 11:59 p.m. ET on Friday, October 29, 2021. During this period, you can change your benefits, add or remove dependents, with changes going into effect on January 1, 2022.

Some important things to keep in mind:

1. During Open Enrollment, you have the opportunity to enroll in, or change, these benefits:
   - Medical & dental coverage (including signing a new Tobacco-free Affidavit for the 2022 premium reduction)
   - Supplemental AD&D
   - Healthcare and Dependent Care Flexible Spending Accounts (formerly known as the Tax Saver Benefit (TSB) Plan)
   - Health Savings Account (HSA)

2. The elections you make during Open Enrollment will stay in place from January 1 – December 31, 2022, unless you experience an IRS-defined qualifying life event, such as marriage or the birth of a child.

3. If you take no action during Open Enrollment:
   - Your medical, dental, Health Savings Account (HSA), and Supplemental AD&D elections will continue in 2022.
   - You will not be enrolled in the Healthcare or Dependent Care Flexible Spending Accounts, and will not receive the Tobacco-free Affidavit premium reduction. You must re-enroll in these plans each year.

What’s Changing for 2022

Even if you’re happy with your current elections, it’s always a good practice to review and confirm that you’re still in the best plans for you and your family. Review the information below for a summary what’s changing for 2022. For full plan details and premiums, visit go.iu.edu/oe.

Online enrollment will look a little different this year.

You’ll still log in to the Employee Center to enroll in benefits this year, but the look and feel has been updated to be more responsive across your devices, and to provide you with a simpler, more intuitive enrollment experience. Some changes you’ll notice include:

- **Tiled layout for easier navigation on any device.** You also have the ability to switch between a tiled or list view.
- **Enrollment Summary section.** Located at the top of the main Benefits Enrollment screen, this section provides convenient access to view your per-pay-period cost in real time, review your elections, and submit your enrollment for processing.
- **On-screen submission verification.** Instead of an email, you’ll receive an immediate on-screen verification when you submit your elections. Click View to review your submission, or Done to complete online enrollment.
- **Benefit election confirmation within 48 hours.** You’ll receive an email to your IU account confirming that your elections were accepted and processed by IU Human Resources within 48 hours of submitting your elections.

Everything You Need in One Place

Visit the Open Enrollment website—go.iu.edu/oe—for everything you need to make your 2022 elections including:

- **2022 Open Enrollment Guide**
  - The Open Enrollment Guide contains detailed 2022 benefit plan information to help guide you during the enrollment process.

- **2022 Plan Information & Premiums**
  - View 2022 plan premiums and detailed benefit information including summaries and comparisons, prescription lists, federal notices, and more.

- **Step-by-Step Enrollment Instructions**
  - Visual step-by-step instructions to guide you through the updated online enrollment process.

- **Open Enrollment Webinars**
  - Register for a live webinar to learn more about your options for 2022 and how to enroll online.

### Medical Coverage

**All Medical Plans**
- There will be an overall 3.5% increase in employee contributions for medical coverage across all salary bands, plans, and coverage levels. For the full list of 2022 premiums visit go.iu.edu/oe.
- All medical plan members will be issued new ID cards that must be used starting 1/1/2022. Anthem plan members will see a new group number, so failure to give your doctor your new ID card may result in your claims being denied.

**Anthem PPO HDHP**
- Out-of-network prescriptions will no longer be covered.
- All prescriptions must be obtained through an in-network pharmacy or by mail order.

**Anthem PPO $500 Deductible**
- Out-of-pocket maximum for in-network prescriptions will increase to $6,300 individual/$10,200 family

**IU Health HDHP**
- No plan changes.

### Dental Coverage

- There will be an overall 3.2% increase in employee contributions for dental coverage across all salary bands and coverage levels. For the full list of 2022 premiums visit go.iu.edu/oe.
- No plan changes.

### Supplemental AD&D

- No plan or premium changes.