

OPEN ENROLLMENT CHECKLIST

October 15 – October 29, 2021

REVIEW, REVISE, RENEW



- Enroll** – Friday, October 15 through Friday, October 29, 2021
 - Coverage Effective Date** – Changes made during open enrollment will be effective January 1, 2022.
 - Consider** – All costs, including your per-pay-period costs. The rate sheet is located [here](#):
 - Review Your Current Benefits** – Review the Open Enrollment Guide, rates, resources, and information given to you through Open Enrollment emails, live/recorded virtual sessions, and on the Open Enrollment website at 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, October 15 through Friday, October 29, 2021. If you do not remember your Employee Self-Service (ESS) user ID and password, please contact the **OIT Helpdesk** at 301-883-5322. You will need this to access ESS and make changes to your elections.
 - Flexible Spending Accounts** – Employees must enroll in Health Care and Dependent Care Flexible Spending Accounts (FSA) each year during open enrollment. Current elections do not carry forward; new elections must be made for Health Care and Dependent Care Flexible Spending Accounts (FSA) programs. On the last day of your 2021 plan year, any balance up to \$550 in your Healthcare FSA is rolled over into the new 2022 plan year. You don't need to request this be done; it will happen automatically.
 - Medical Opt-Out Credit** – Employees may choose to enroll in the Medical Opt-Out Credit each year by completing enrollment through Employee Self Service (ESS) and submitting proof of coverage along with the **Medical Opt-Out cover form** during Open Enrollment to the Benefits Division by October 29, 2021 at 11:59 p.m. Email or fax to benefits@co.pg.md.us or 301-883-6192. Otherwise, the medical opt-out plan will terminate at the end of the current plan year.
 - Proof of Eligibility** – Any new dependents added will need to have documentation to verify eligibility. If you do not submit the required documents by October 29, 2021 your dependents will not have coverage in the new plan year. See the [list of required documentation](#).
 - Beneficiaries** – Add or drop any beneficiaries for the upcoming plan year (effective January 1, 2022). All immediate beneficiary changes should be made through the Anytime Changes module in <https://portal.sap.mypgc.us>.
 - Voluntary Benefits** – 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 Whole Life Insurance, Critical Illness Insurance, Group Accident, please visit <https://v3.rivs.com/schedule/princegeorgescountygovernment/>
 - To enroll in Aflac Supplement Dental, please contact Aflac at 1-800-992-3522.
 - To enroll in Legal Resources please visit <https://www.legalresources.com/enroll/login> and Enter **Company Code: 2369**
Password: pgcglegal
 - To enroll in Legal Shield please call **1-800-654-7757**
- All enrollments outside of ESS must be made by October 29, 2021 at 11:59 p.m. No grace periods will be granted for voluntary benefit sign ups.
- 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](#).
 - 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 to confirm your elections were properly submitted.