

Open Enrollment 2023

Enrollment Period is Oct 24th through Nov 14th, 2022

How to Enroll

The Infor Employee Self Service Portal is the tool available to employees to enroll in benefits. Employees who are .5 FTE or greater are eligible.

From work click on the Infor ESS (employee self service) icon on your desktop.



To access these tools from home on www.riversidemc.net, click on "More" then under "For Employees" choose "Employee Self Service", and sign in using your secure log on.

Once on the Employee Self Service Home Page, hover over the "Benefit Information" icon and choose...

- *Benefit Information* for plan details
- *Open Enrollment* to select your 2023 benefits
- *Current Benefits* to view your current enrollment

You can begin and come back to the enrollment platform as needed during open enrollment but you must submit your elections by 6:00pm, Nov 14th.

Employee Benefit Open Enrollment begins October 24th and will close at 6pm on November 14th.

It is important to note that this is an "active" Enrollment, which means you must enroll or your coverage will end.

Open Enrollment is your annual opportunity to review, enroll in or make changes to your benefits, as well as add or drop coverage for eligible dependents (changes effective 1/1/2023).

Review the Open Enrollment Presentation and Benefit Guide on InforESS under the Benefit Information section for important information regarding plan design changes for the new year.

REACH Employee Wellness:

- You will save \$780 on health insurance premiums by completing Level 1
- Save another \$520 on your spouse's premiums if they participate as well
- Earn up to \$520 in Wellness Credit by completing all levels of REACH.

**If you or your spouse did not complete Level 1, you will see additional premiums (\$30 for employee / \$20 for spouse) each pay period.*

Spend your 2022 Flex Spending Account (FSA) funds before March 15, 2023

- You have until March 15, 2023 to incur eligible expenses for the 2022 year. You have until March 30, 2023 to submit those claims otherwise any remaining 2022 FSA account balance will be forfeited.
- Use your Optum Bank FSA Debit card to spend those remaining amounts.

What's new for 2023...

Be sure to watch the Open Enrollment Benefit Presentation.

The presentation and much more is available to review on InforESS under "Benefit Information" [See 'How to Enroll' on Page 1 for directions.]

We will be available to answer your benefit questions at the times listed below or call the Benefit Call Center at ext. 37263.

Mon, 10/24, 3:00 pm

Weds, 10/26, 9:30 am

Fri, 10/28, 11:00 am

Mon, 10/31, 7:00 pm

Tues, 11/1, 7:30 am

Thurs, 11/3, 1:00 pm

Tues, 11/8, 6:00 pm

Weds, 11/9, 10:00 pm

Fri, 11/11, 4:00 pm

To attend the virtual meetings go to:

<https://www.gotomeet.me/lclarkson1>

You can also dial in using your phone.

[\(872\) 240-3311](tel:(872)240-3311)

Access Code: 632-898-317

Virtual Benefit & Wellness Fair

Watch for daily emails during open enrollment that will feature a different benefit vendor each day and their raffle item, such as gift cards, Yeti's, FitBit, designer sunglasses, free personal training at Riverside's Health Fitness Center, and more!

To enter the raffle, simply submit your enrollment... the earlier you enroll, the more chances you have to win! We will also draw for several daily goodie bags.

Start enrolling October 24th and the final drawing will be November 11th

You may also schedule an individual meeting with Christi in H.R. by going to <https://calendly.com/clandeck/benefitmeeting>

Need help with InforESS and enrolling, call Megan at Ext. 37265