

Open Enrollment 2021

Enrollment Period is Nov. 3 through Nov. 23, 2020

How to Enroll

The Infor Employee Self Service Portal is the tool available to employees to enroll in benefits.

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.

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



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

- *Benefit Information 2021* for plan details
- *Open Enrollment* to select your 2021 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 6pm, Nov. 23rd.

Employee Benefit Open Enrollment begins November 3rd and will close at 6pm on November 23rd.

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 1/1/2021).

Review the Open Enrollment Presentation and Benefit Guide on InforESS under the Benefit Information section for important information regarding deductible, network, pharmacy and 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 2020 Flex Spending Account (FSA) funds before March 15, 2021

- You have until March 15, 2021 to incur eligible expenses for the 2020 year. You have until March 30, 2021 to submit those claims otherwise any remaining 2020 FSA account balance will be forfeited.
- Use your Optum Bank FSA Debit card to spend those remaining amounts.

Employee Benefit Meeting Schedule

We will be available to answer your benefit questions at any of the times and locations listed below or call the Benefit Call Center at ext. 5621

Revised 11/11: Due to Covid safety protocols, all group meetings will now be held virtually via GoToMeetings. Use the link, dial in, and access codes listed for each individual day to join.

Tues, 11/10 **9am and 4pm** **Virtual Meetings- Click on the link below from your computer, tablet or phone**
<https://global.gotomeeting.com/join/515307941>
Dial in: +1 (571) 317-3112 Access Code: 515-307-941

We will keep the GoToMeeting open between presentations so that you can log on anytime to ask your questions.

Weds, 11/11 **10am, Noon, 2:30pm, 4pm** **Virtual Meetings- Click on the link below from your computer, tablet or phone**
<https://global.gotomeeting.com/join/483503733>
Dial in: (872) 240-3311 Access Code: 483-503-733

We will keep the GoToMeeting open between presentations so that you can log on anytime to ask your questions.

Thurs, 11/12 **7am and 5pm** **Virtual Meetings- Click on the link below from your computer, tablet or phone**
<https://www.gotomeet.me/HumanResources226>
Dial in: +1 (408) 650-3123 Access Code: 366-566-557

Fri, 11/13 **7am to 2pm** **InforESS enrollment help** **Cyber Café (hospital cafeteria)**

Sat, 11/14 **9am to Noon** **Drop in to ask your questions** **H.R. Office ~ Open Door**

Mon, 11/16 **2pm and 4pm** **Virtual Meetings- Click on the link below from your computer, tablet or phone**
<https://global.gotomeeting.com/join/483503733>
Dial in: (872) 240-3311 Access Code: 483-503-733

We will keep the GoToMeeting open between presentations so that you can log on anytime to ask your questions.

Tues, 11/17 **9am and 2pm** **Virtual Meetings- Click on the link below from your computer, tablet or phone**
<https://www.gotomeet.me/HumanResources226>
Dial in: +1 (408) 650-3123 Access Code: 366-566-557

Weds, 11/18 **11pm to 1am** **Night Shift Benefit Event** **Hospital Cafeteria Hallway**
to coincide with the Midnight Meal

Thurs, 11/19 **9am and 4pm** **Virtual Meetings- Click on the link below from your computer, tablet or phone**
<https://global.gotomeeting.com/join/483503733>
Dial in: (872) 240-3311 Access Code: 483-503-733

We will keep the GoToMeeting open between presentations so that you can log on anytime to ask your questions.

Fri, 11/20 **7am to 2pm** **InforESS enrollment help** **Cyber Café (hospital cafeteria)**

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

Individual meetings will be held in H.R. or over the phone by calling 779-701-2023