

OPEN ENROLLMENT TIMELINE SAMPLE

Meet with the broker to review plans/rates/carriers	October 1, 2020
Confirm plans/carriers and company contribution	October 19, 2020
Provide payroll with employee rates and contributions	October 26, 2020
Submit carrier connection orders/updates to HCM software	October 26, 2020
Conduct employee OE meetings	November 2-6, 2020
Start open enrollment	November 9, 2020
Conclude open enrollment	November 20, 2020
Submit company elections to payroll	November 20, 2020
Submit census to carriers to ensure timely coverage/cards	December 14, 2020
First payroll with new rates/ Plan(s) coverage effective date	January 1, 2021
Bill Reconciliation / carrier billing with new plan/rates	January 15, 2021
Submit corrections based on audit to carriers	January 15, 2021
Meet with team to debrief OE process	February 1, 2021

