

OPEN ENROLLMENT CHECKLIST



- ☐ Attend the in-person benefit fair on October 23 and view the 2024 Open Enrollment Presentation. Visit www.drexel.edu/hr/benefits/open-enrollment for more information.
- ☐ Login to the benefits enrollment site by clicking the link to **My Drexel Benefits** located on the Employee Tab of DrexelOne via one.drexel.edu. Review your current benefit elections and make any desired changes.
- ☐ **Don't Forget!** The medical waiver, Flexible Spending Accounts (FSA) and Health Savings Account (HSA) must be re-elected every year. Your 2023 elections will not rollover into 2024. Once the enrollment window closes, changes cannot be made until the next annual enrollment unless you experience a qualified life event. Please see page 6 for more information.
- ☐ Full-time employees who do not wish to be covered by a Drexel medical plan are required to waive coverage **each year**. If you waived coverage in 2023, you will automatically be enrolled in the Point of Service (POS) (or PPO Basic for out of area) medical plan for 2024 and will remain there until you log into the enrollment system and affirmatively select the waiver option for 2024. If you take no action during open enrollment, you will be covered by the POS plan single coverage and premiums will be deducted from your paycheck, effective January 1, 2024.
- ☐ All other benefit elections, including medical, dental, vision, supplemental life and AD&D insurance, and disability coverage will continue into 2024 unless you make a change during open enrollment. New elections and changes will take effect January 1, 2024.
- ☐ If adding a new dependent, have the required documents available to add them to the plan (examples of acceptable documentation are: birth certificate, or an adoption agreement, a marriage certificate, or Drexel's domestic partner affidavit with supporting documentation located in our benefits enrollment system).
- ☐ Make sure your beneficiaries are up to date, you will need an SSN for newly added beneficiaries.
- ☐ If required, be sure to complete the Evidence of Insurability (EOI) process for the supplemental life insurance benefit.
 - Instructions can be located on your confirmation statement at the end of the enrollment process. Increases to your life insurance coverage may require evidence of insurability approval and will not be applied until your EOI approval has been received.
- ☐ **Review your disability coverages. As a reminder, short-term disability is offered on a voluntary basis. The university provides long-term disability coverage at no cost to you.**
- ☐ Review your Summary Confirmation Statement after you complete your enrollment to be sure your changes are applied as expected. Correct any issues ASAP.
- ☐ Visit your Dragon Perks portal to view voluntary benefits offered year round by clicking the link "learn more" on My Drexel Benefits.