



501 HIGH STREET, 2ND FLOOR
FRANKFORT, KENTUCKY 40601

DEI Memo 21-05

TO: Insurance Coordinators and Human Resource Generalists

FROM: Department of Employee Insurance

RE: Open Enrollment Updates

DATE: September 30, 2021

Please refer to [DEI Memo 21-04](#) for additional Open Enrollment information.

New Information:

- OE KHRIS User ID Letter/Package – Due to an issue with the envelope supplier, the letters were not mailed as early as in prior years; however, they should all be in the mail by this Friday, October 1.
- KHRIS User ID – Members do not have to call the OE hotline to get their ID or password. They can easily retrieve their own ID, provided there is a valid email address under Infotype 0105 and reset their password. You as the IC/HRG, also have access to provide your members with their ID. The ID is located in KHRIS under Infotype 105 Communication. It's labeled System ID.
- Life Insurance Open Enrollment – For 2022, the new life insurance carrier is Metropolitan Life Insurance Company (MetLife). Find additional information on the plans and premiums on the [OE website](#).
 1. Strongly encourage your employees to visit khris.ky.gov and enroll online! They can enroll in an optional plan, dependent coverage, drop current coverage, and update beneficiary information.
 2. If you receive a life insurance Open Enrollment application, you should enter it at the agency level into KHRIS, including the beneficiary information.
 3. All OE applications must be entered by November 15, 2021.
- Health, FSA and HRA Open Enrollment Applications –
 1. Strongly encourage your employees to enroll online! Only employees who have a disabled dependent or are beginning a new cross-reference payment option should complete a paper application. This will eliminate a great deal of work for you and for the DEI team. It is much easier for the member to enroll online than completing a paper application.
 2. If you receive an Open Enrollment application, you should enter it at the agency level into KHRIS.
 3. All OE applications must be entered by November 15, 2021.

4. If you receive a large number of paper applications and are experiencing difficulty entering them timely in the system, do not wait until the OE deadline. Contact DEI immediately. Early communication is key to ensure we can assist you.
- **New Hire Enrollment** – Members hired between Sept. 1 and Nov. 1 can enroll through KHRIS ESS. If you enter the hiring action, the new hire will see both a 2021 new hire option and a 2022 Open Enrollment option. The new hire must use the following process:
 1. Enroll for 2021 coverage.
 2. Wait at least one day.
 3. Return and enroll for 2022 coverage using the Open Enrollment option.
 - **Benefit Fairs** – We will not have face-to-face benefits fairs this year. Instead, we will have virtual benefit fairs, like in 2020. We will provide virtual 30-minute informational webinars about Open Enrollment. Each webinar will be presented twice to allow more flexibility for members to attend.

It's easy for members to join! Just visit KEHP.ky.gov and click on the link to join the webinar.

Thursday September 30, 2021

KEHP | 9:00 – 9:30 AM
KEHP | 5:00 – 5:30 PM

Friday October 1, 2021

Anthem | 9:00 – 10:00 AM
Anthem | 5:00 – 6:00 PM

Monday October 4, 2021

CVS Caremark | 9:00 – 9:30 AM
CVS Caremark | 5:00 – 5:30 PM

Tuesday October 5, 2021

WebMD | 9:00 – 9:30 AM
WebMD | 5:00 – 5:30 PM

Wednesday October 6, 2021

HealthEquity | 9:00 – 9:30 AM
HealthEquity | 5:00 – 5:30 PM

Thursday October 7, 2021

SmartShopper | 9:00 – 9:30 AM
SmartShopper | 5:00 – 5:30 PM

Friday October 8, 2021

TRS | 9:00 – 9:30 AM
TRS | 5:00 – 5:30 PM

Monday October 11, 2021

MetLife | 9:00 – 9:30 AM
MetLife | 5:00 – 5:30 PM