



Department of
Employee Insurance

501 HIGH STREET, 4TH FLOOR
FRANKFORT, KENTUCKY 40601

DEI MEMO 25-07 – CP HRGs ONLY

TO: Commonwealth Paid HRGs

FROM: Department of Employee Insurance (DEI)

RE: New Hires – Open Enrollment

DATE: September 26, 2025

Commonwealth-Paid New Hires & Open Enrollment

Note: All 2025 elections will automatically roll over into 2026, *except* where noted in the “Additional Requirements” column.

Hire Date	New Hire Benefits (KHRIS ESS)	Open Enrollment Elections	Additional Requirements	Processing Note
10/6 – 10/24 (During Open Enrollment)	Elect new hire benefits in KHRIS ESS (as usual).	May elect Open Enrollment elections in KHRIS ESS the following day or any time before midnight on 10/24.	None.	None.
10/25 – 12/31 (After Open Enrollment)	Elect new hire benefits in KHRIS ESS (as usual).	If making different 2026 elections, must complete a 2026 Enrollment/Change Form for HRG to submit to DEI via DEI Upload link.	Form required only if employee: <ul style="list-style-type: none">• Elects Waiver General Purpose HRA• Elects Flexible Spending Account• Chooses a different health plan for 2026 than elected for 2025	EIB will hold the 2026 enrollment until either: <ul style="list-style-type: none">• The new hire elections are completed in KHRIS ESS, or• 30 days from hire date have passed.