

DEI MEMO 22-11

To: ICs and HRGs

FROM: Department of Employee Insurance

RE: PY 2023 Open Enrollment Updates

DATE: October 5, 2022

Refer to [DEI Memo 22-08](#) for additional Open Enrollment information.

New Information:

- OE KHRIS User ID Letter/Packet – All letters were mailed as of Friday, September 23. We cannot reproduce the letters; however, the majority of the information can be found on the Open Enrollment website or in the Benefits Selection Guide, except for the KHRIS User ID.
- 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. They can easily reset their password once they have their ID. You as the IC/HRG, also have access to provide your members with their ID. The ID is in KHRIS under Infotype 105 Communication. It is labeled “System ID”.
- Health, FSA and HRA Open Enrollment Applications –
 - 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.
 - If you receive an Open Enrollment application, you should enter it at the agency level into KHRIS.
 - All OE applications must be entered by **November 25, 2022**. *This is an updated deadline since the OE Training was conducted.*
 - If you receive paper applications and are having trouble 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 2022 new hire option and a 2023 Open Enrollment option. The new hire must use the following process:
 1. Enroll for 2022 coverage.
 2. Wait at least one day.
 3. Return and enroll for 2023 coverage using the Open Enrollment option.