

Open Enrollment 2019

Enrollment Period is November 5 through November 26

How to Enroll

The Riverside Employee Self Service Portal is the tool available to employees to enroll in benefits

To access these tools from home on www.riversidemc.net, click on "Employees" then "Employee Self Service", and sign in using your secure log on.

From work click on the infor ESS (employee self service) icon on your desktop.



Once on the Employee Self Service Home Page, hover over the "Benefit Information" icon and choose...

- Benefit Information for plan details
- Open Enrollment to select your 2019 benefits
- Current Benefits to view your current enrollment

You can begin and come back to the enrollment platform as needed during open enrollment but you must submit your elections no later than 6:00 p.m. on November 26th.

Employee Benefit Open Enrollment begins November 5th and will close at 6pm on November 26th.

It is important to note that this is an "active" Enrollment, which means you must enroll or your coverage will end.

Open Enrollment is your annual opportunity to review, enroll in, or make changes to your benefits, as well as add or drop coverage for eligible dependents (changes effective 1/1/19).

Please review the Open Enrollment Presentation and updated Benefit Guide for important information regarding deductible, network, pharmacy and plan design changes for the new year.

REACH Employee Wellness:

- You will save \$780 on health insurance premiums by completing Level 1
- Save another \$520 on your spouse's premiums if they participate as well
- Earn up to \$520 in Wellness Credit by completing all levels of REACH.

**If you or your spouse did not complete Level 1, you will see additional premiums (\$30 for employee / \$20 for spouse) each pay period.*

Spend your 2018 FSA funds before March 15, 2019

- You have until March 15, 2019 to incur eligible expenses for the 2018 year. You have until March 30, 2019 to submit those claims otherwise any remaining 2018 FSA account balance will be forfeited.
- Use your new Optum Bank FSA Debit card to spend those remaining amounts after the first of the year.



RIVERSIDE HEALTHCARE

Christi Landeck, Benefit Coordinator for Human Resources, will be available to answer your benefit questions at any of the times and locations listed below or call the Benefit Call Center at ext. 5621

<https://rhc.webex.com/join/hr>

Dial In: 1-415-655-0002 Access Code: 803-512-952

Go to the WebEx and sign in to participate in any of the PRESENTATION dates/times below:

Mon, 11/5 RMC Boardroom 10:00am Presentation/WebEx Q&A to follow until Noon

Tue, 11/6 Miller Rehab 3:00pm Presentation/WebEx Q&A to follow until 5:00pm
Small Dining Room

Weds, 11/7 **BENEFIT & WELLNESS FAIR**

Hospital Lobby 11:00am – 3:00pm

Give-aways and door prizes!

Can't make it to the fair? You can still get a chance to win a prize and earn 25 Health Habit Points by viewing the Open Enrollment Presentation on the REACH portal -- www.riversidemc.net/reach.

Thurs, 11/8 Hoover (cafeteria) Noon Presentation Q&A to follow until 2:00pm
RMC Boardroom 3:00pm Presentation/WebEx Q&A to follow until 5:00pm

Fri, 11/9 RMC Boardroom 6:00pm Presentation/WebEx Q&A to follow until 8:00pm
for weekenders and those who can't come during the day or who would like to bring their spouse

Sat, 11/10 H.R. Office 9am-Noon Open Door Drop in to ask your questions

Mon, 11/12 RMC Boardroom 2:00pm Presentation/WebEx Q&A to follow until 4:00pm

Tues, 11/13 Atrium (Corp Hlth Conf Rm) 10-11:00am presentation followed by Q&A
Bourbonnais Plaza Conf Rm 12-1:00pm presentation followed by Q&A
Riverside Health Fitness Center 2-3:00pm presentation followed by Q&A

Weds, 11/14 RMC Boardroom 2:00pm Presentation/WebEx Q&A to follow until 4:00pm

Thurs, 11/15 Miller Rehab 3:00pm Presentation/WebEx Q&A to follow until 5:00pm
Small Dining Room

Fri, 11/16 RMC Boardroom Noon Presentation/WebEx Q&A to follow until 2:00pm

Sat, 11/10 H.R. Office 9am-Noon Open Door Drop in to ask your questions

Monday 11/19 through Weds 11/21 Individual meetings by appointment only (see below)

Tues, 11/20 **Night Shift Benefit & Wellness Mini-Fair** *to coincide with the Midnight Meal*
In the Cafeteria Hallway 11:00p – 1:00am

In addition to these presentations and Q&A sessions, you may also request an individual meeting by going to <https://calendly.com/clandeck/benefitmeeting>