

## CONTENT AREA

### New Hire Benefit Enrollment and Open Enrollment Guidelines

#### ANNOUNCEMENT

New hires with a benefit effective date of 12/8/12 or earlier can complete both their new hire benefit elections and their open enrollment elections though YES. They will need to complete the new hire enrollment first, then wait until the following business day to complete their open enrollment.

New hires with a benefit effective date of 12/22/12 will be able to complete their new hire enrollment in YES, but NOT open enrollment. They will need to complete a paper enrollment form for their 2013 elections.

New hires with a benefit effective date after 1/1/13 can complete their new hire benefit elections in YES but will not be able to do open enrollment. If they try, they will get a message that they already have benefits starting after the open enrollment date.

#### ISSUED

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