

CONTENT AREA

New Hire Benefit Enrollment and Open Enrollment Guidelines for Benefit Liaisons

ANNOUNCEMENT

For non-university employees, new hires can complete both their new hire benefit elections and their open enrollment elections through Y.E.S. during the Open Enrollment period of 10/27/14 through 11/20/14 at 5pm (Arizona time). They will need to complete the **new hire enrollment first**, then wait until the following *business* day to complete their open enrollment. Due to that wait, they can only do both online until 11/20/14. Any new hire enrolling in benefits after 11/20/14 at 5pm may enroll for new hire benefits through Y.E.S., but will need to complete a paper [Open Enrollment form](#) for their 2015 elections.

New hires enrolling between 11/20/14 after 5 pm and 12/19/14, with a benefit effective date of 12/20/14 or earlier, will need to complete a paper [Open Enrollment form](#) for their 2015 elections.

New hires enrolling online on or after 12/20/14 will have a benefits effective date after 1/1/15 and can complete their new hire benefit elections in Y.E.S. They will not need to complete a paper Open Enrollment form.

ISSUED

October 20, 2014