

TESTING YOUR OPEN ENROLLMENT



THINGS TO CONSIDER

Do I have different rates for plans with dependents?

Yes	Test your Open Enrollment with different combinations of dependents
No	No action required

Do I have plans that are only available in certain states?

Yes	Test with employees in those states and employees not in those states, to ensure the correct plans are offered
No	No action required

Do I have multiple benefits classes?

Yes	Test your Open Enrollment with an employee from each class
No	No action required

Do I have any age-banded plans?

Yes	Test your Open Enrollment with employees in different age bands
No	No action required

Do I offer domestic partner benefits?

Yes	Test with a domestic partner to ensure the rates are calculating correctly
No	No action required

CHECKLIST

- Are the correct plans being offered to employees?
- Are the rates correct?
[Do the rates adjust appropriately if I add or remove dependents?](#)
- Are the employer contributions correct?
- Am I able to waive plans appropriately?
- Is the system prompting employees to enter PCP information ([if applicable](#))?
- Are all of my plan documents uploaded and linked in the proper place?
- Are the optional instructions on the page correct and free of typographical errors?
- Are salary-based plans calculating correctly?
- Is the system respecting any minimums or maximums?
- Are plans that require beneficiaries requesting them as they should?
- Are plan rules behaving as they should?

Examples:

- Is HSA offered if you select an HDHP Medical Plan?
- Is FSA not offered if an employee enrolls in HSA?
- Are employees offered both Life and AD&D?