

# 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?](#)