

# Open Enrollment 2024 Checklist

## ❑ ENROLL

**Monday, November 13, 2023 through Monday, December 11, 2023.**

## ❑ COVERAGE EFFECTIVE

For employees paid biweekly, changes made during Open Enrollment will be effective **January 14, 2024**. For employees and retirees paid semi-monthly (some DCPS and UDC), changes made during Open Enrollment will be effective **January 14, 2024**.

## ❑ REVIEW

Review resources and information at <http://dchr.dc.gov/page/open-enrollment-2024>.

## ❑ HSA SETUP

If you want Health Savings Accounts (HSA) contributions to come out of your paycheck in 2024, **you must log onto PeopleSoft and re-enroll** by selecting a new contribution amount. **Please Note:** HSA contributions are only for employees enrolled in the Aetna CDHP health insurance plan.

## ❑ FSA SETUP

**If you want a Flexible Spending Account (FSA) for 2024, you must make a new election – current elections do not carry forward.** New elections must be made for health care, dependent care and commuter benefits FSA program plans.

## ❑ BENEFICIARIES

Update life insurance beneficiaries through PeopleSoft; update retirement plan beneficiaries through MissionSquare at [www.dcretire.com](http://www.dcretire.com). (**Please Note:** Your marital status must be updated in PeopleSoft in order to update your beneficiaries online with MissionSquare)

## ❑ PROOF OF ELIGIBILITY

If you **enroll a new spouse or dependent**, you **must provide documentation** to verify eligibility. You are **not required to provide verification for dependents currently covered** by any DC Government benefit plan.

## ❑ QUALIFYING LIFE EVENT

Elections are effective for the entire 2024 calendar year and cannot be changed unless you experience a qualified life event.

## ❑ SUBMIT

You must click the submit button in PeopleSoft to complete your enrollment.

## ❑ SAVE & PRINT

You will receive an email confirmation statement with your elections. Please print this for your records. If you do not receive an email confirmation, please immediately contact DCHR at [dchr.benefits@dc.gov](mailto:dchr.benefits@dc.gov) to confirm your elections were submitted properly.