

# OPEN ENROLLMENT

2020 - 2021

Plan year begins July 1, 2020



**Save the Date!** Open Enrollment will take place in May for the next plan year and it's not too early to begin thinking about your benefit enrollment.

**Important Notice:** *Due to office closures related to COVID-19 and to maintain physical distancing, the Open Enrollment process may be different this year for some employees.*

To enroll in benefits, you will use the **Oracle Employee Self Service** system again this year. More information will be provided in the upcoming weeks about the process along with information on rates and any additional changes.

## **HELPFUL TIPS: To prepare for Open Enrollment:**

- **Review your coverage** elections for the current plan year - medical, dental, vision, and voluntary benefits including Flexible Spending Accounts, Supplemental Life, Short Term Disability and the Unum voluntary plans.
  - *Check your pay slip for the deductions that are being taken for benefits to identify what you currently pay for.*
  - *Reference the Employee Benefit Guide 2019-2020 for all the benefit offerings made last open enrollment.*
- Check to see if the medical doctors and facilities you use are in the BlueCross BlueShield of TN network. Also check to see if the dentists you visit are in the Cigna networks. *Both companies provide network information on their websites.*
  - [www.bcbst.com](http://www.bcbst.com) for BlueCross BlueShield of TN providers
  - [www.cigna.com](http://www.cigna.com) for Cigna providers

## **!!! Make sure your passwords are current to log in to Employee Self Service:**

- **If you forgot your password, please contact the [IT department](#) to reset your password. Call the Help Desk at (423) 643 - 6301.**

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## Helpful TIPS con't:

**Ask yourself the following questions before enrolling in benefits:** *Decide if your needs for the next plan year have changed.*

- *Did you get married? Divorced?*
- *Have a child who reached age 26?*
- *Have a newborn?*
- *Other life changes?*

*If one or more of the above life events have occurred and you would like to enroll new dependents to your plan, certifications will need to be presented to the Benefits Office before their coverage can go in to effect.*

## Reminder:

- Talk with your spouse or family members about the coverage you or they may need in the next plan year.
- Be ready with all of the information you need to designate beneficiaries and enroll in benefits.
  - *For beneficiaries and dependents, you will need the following:*
    - *Legal name*
    - *Date of Birth*
    - *Social security number*

If you have questions about your current coverage, contact the Benefits Office by sending an email to [benefits@chattanooga.gov](mailto:benefits@chattanooga.gov)

Thank you,

City of Chattanooga  
HR Benefits Team  
423.643.7220