

FALL 2009 SHBP OPEN ENROLLMENT MILESTONE CHART for State Employers

Note: If the event is underlined, you should be accomplishing the event.

<u>PROJECTED DATE</u>	<u>EVENT</u>
September 4	First paycheck message to employees paid through the State Centralized Payroll Unit announcing Open Enrollment to start October 1, 2009. <u>State universities, colleges, authorities and commissions should consider similar messages to their employees.</u>
Late-September	<i>Health Capsule</i> newsletter shipped to State universities, colleges, authorities and commissions. <u>Distribute <i>Health Capsule</i> newsletter to employees prior to the start of the Open Enrollment.</u>
October 1	Open Enrollment Begins.
October 2	Open Enrollment “reminder” paycheck message to employees paid through State Centralized Payroll. <u>State universities, colleges, authorities and commissions should consider similar “reminder” messages to their employees.</u>
October 30	Open Enrollment “last chance” paycheck message to employees paid through State Centralized Payroll. <u>State universities, colleges, authorities and commissions should consider a similar message to their employees.</u> Open Enrollment Ends.
November 6	<u>Employer certified applications due at the Health Benefits Bureau.</u>
January 1, 2010	Open Enrollment changes effective for State employees at State universities, colleges, authorities and commissions.
January 2, 2010	Open Enrollment changes effective for State employees paid through State Centralized Payroll.