



## 2024 Annual Enrollment Checklist

This checklist was created to assist you with 2024 Annual Enrollment and hope you find this to be a useful tool as you navigate this year's enrollment. For more detailed information please review the 2024 Benefits Guide and visit the benefits website [Hendrick.Health/employeebenefits](https://Hendrick.Health/employeebenefits).  
**Questions?** Contact HR Benefits at [benefits@hendrickhealth.org](mailto:benefits@hendrickhealth.org) or 325-670-3163

- Complete Biometric Screening and Submit Forms to Employee Wellness by October 31, 2023, if applicable.**
  - Employees and spouses, if applicable, may participate in the Wellness Program to earn discounts. For more information refer to the 2024 Benefits Guide or contact Employee Wellness at [wellness@hendrickhealth.org](mailto:wellness@hendrickhealth.org) or call 670-7777.
  
- Review 2024 Benefits Guide**
  - Please review the 2024 Benefits Guide on the benefits website to ensure you understand the benefit plans offered prior to your enrollment.
  
- Complete 2024 Annual Enrollment between October 24, 2023 through November 3, 2023**
  - Visit [www.selectbenefits.com/hendrickhealth](https://www.selectbenefits.com/hendrickhealth), available 24/7 or call BCI at 877-540-6761, available Monday through Friday 8 a.m. through 5 p.m.
  
- Review 2024 Benefits Confirmation Statement**
  - You may review your Benefits Confirmation Statement on the enrollment portal at [www.selectbenefits.com/hendrickhealth](https://www.selectbenefits.com/hendrickhealth). BCI, the Hendrick enrollment vendor, will also mail your Benefits Confirmation Statement to your home address on file. If you notice an error please report the error to HR Benefits within 3 business days.
  
- Complete Evidence of Insurability (EOI), if applicable**
  - If newly electing Life or Disability coverage(s), you may be required to complete an EOI. For more information follow the instructions on your Benefits Confirmation Statement or visit the benefits website.
  
- Complete Dependent Verification, if applicable**
  - If adding new dependents to your pre-tax plans, complete the Dependent Verification process. For more information refer to the 2024 Benefits Guide.
  
- Review First Paycheck of the New Year – January 5, 2024**
  - It's always a good idea to review your paystubs to ensure accuracy, but with changes in benefits and premiums at the start of the year, it is especially important to review your first paycheck stub of the new year. If you notice an error, please contact HR Benefits promptly.