



Open Enrollment is October 13th – October 29th

You will need to enroll for benefits if you want to change plans, want a medical spending, dependent spending, or health savings account. You will also need to enroll if you want to add or remove a spouse and add or change dependents. Open enrollment is also the time you may want to consider the voluntary benefits offered. You may increase your supplemental life insurance coverage by one time's your annual salary or add dependent life insurance through payroll deduction. Things to consider are listed below.



- **Review Current Benefits** – Check your current benefits in Lawson Employee Self Service (ESS) if you want a reminder of the 2021 coverage you selected.



- **Changing Plans** - If you want to change benefit plans for 2022, you will need to enroll. For example, if you want to switch from the premium medical plan to the high deductible health (HDHP) plan you will need to go into Lawson ESS to enroll. If you want to keep the same plans, you do not need to enroll.
- **Medical Spending and Health Savings Accounts** – If you want a medical spending account, dependent spending account or a health savings account for 2022, you will need to enroll for benefits.



- **Spousal Affidavit/Certification Form** – If you currently have a spouse on your medical plan or plan to add them for 2022, you need to complete the [Spousal Affidavit/Certification Form](#) and fax it to the Benefits Office 314.336.5225.
- **Adding or Changing Dependents** - If you are adding, changing, or dropping dependents, you will need to enroll for benefits online by October 29th. If you are adding them for the first time, you will need to go to the Dependents section in ESS, add their name, birth date and social security number before enrolling them for benefits. You will also need to provide a copy of your marriage license and/or birth certificates to the Benefits Office to process the coverage change for 2022.



- **Life Insurance** – St. Luke's offers you basic life insurance coverage based on your part-time or full-time status. If you want to add supplemental life insurance or add dependent life insurance coverage you will need to enroll when first eligible for the coverage. If you decide to add it later, you will need to complete the Evidence of Insurability forms through Unum, the life insurance carrier, for approval. You may drop supplemental life coverage at any time by contacting the Benefits Office at 205-6016.
- **Voluntary Benefits** – You must re-enroll in VOYA Critical Illness during this open enrollment. ARAG (legal insurance) or VOYA accident insurance will continue unless you need to add or drop these voluntary benefits during open enrollment.



- **Beneficiaries** – Please take time to check your beneficiaries to see if any changes are needed.



Still Need Help?

Username and Password – Call 205-6100 ext. 4357

Assistance to Enroll Remotely – Call 205-6740 or Phone Assistance for Benefit Questions – Call 205-6016