OPEN ENROLLMENT CHECKLIST
OCTOBER 23 THROUGH NOVEMBER 6

PREPARE

☐ Mark your calendar
Open Enrollment is October 23 through November 6, 2019. Benefits fairs are October 30 & 31 on Belknap, and Nov 4 & 5 on HSC from 9am - 4pm.

☐ Take a look at our 2020 benefit options
Visit louisville.edu/hr/oe for more info.

☐ Know your ULink User ID and Password and Sign up for UL2FCTR
You are required to make changes through ULink, so you'll need to make sure you remember your login information and sign up for UL2FCTR at louisville.edu/its/ul2fctr. For any assistance call the IT Help Desk at 852-7997.

TAKE ACTION!

☐ Re-enroll or enroll in flexible spending accounts
If you want a health care or dependent care FSA in 2020, you must re-enroll, even if you had one last year.

☐ Make desired changes to health, dental, vision & life
If you do nothing, you will have the same coverage you had last year.

☐ Take your Health Assessment for Get Healthy Now by November 22, 2019
Everyone must take a new assessment every year to be eligible for the health insurance premium incentive. Visit louisville.edu/gethealthynow/open-enrollment for details.

☐ Protect your Loved Ones
This is a great time to double check and confirm your beneficiaries for retirement and life insurance. louisville.edu/hr/benefits/your-beneficiary

CONFIRM

☐ Confirm your elections are correct on your confirmation statement
Approximately 2 weeks after Open Enrollment closes, you will receive a confirmation statement to your UofL email address. Make sure everything looks correct and notify Benefits (benefits@louisville.edu) of any errors by November 27, 2019.

☐ Double-check your first paycheck of 2020
Make sure your benefit deductions look correct.