2022 Open Enrollment Checklist

Before Enrollment

☐ Mark your calendar
   Open Enrollment is October 20, 2021 through November 3, 2021.

☐ Know your ULink userID and password and sign up for UL2FCTR
   You are required to make changes through ULink, so you will need to know your
   login information and sign up for UL2FCTR. For additional assistance, call the
   IT Helpdesk at 502-852-7997.

During Enrollment

☐ Enroll or re-enroll into Flexible Spending Account (FSA)
   If you want a health care and/or dependent care FSA in 2022, you must enroll or
   re-enroll, even if you had an account last year.

☐ Make desired changes to Medical, Dental, Vision and Life
   If you do not make any changes, you will have the same coverage you had last year.

☐ Review your Beneficiary
   Open Enrollment is a great time to confirm or change your beneficiaries for
   retirement and Supplemental Life Insurance. To know how to change your Basic Life
   beneficiaries, visit our Life Insurance FAQ webpage.

☐ Contact your Benefits Counselor
   If you have questions about your 2022 benefits, contact your designated
   Benefits Counselor.

After Enrollment

☐ Confirm your elections are correct on your confirmation statement
   Approximately two weeks after Open Enrollment closes, you will receive a
   confirmation statement to your UofL email address. You will need to confirm
   and notify the Benefits team of any errors by November 19, 2021.

☐ Double-check your first paycheck of 2022
   Review and confirm on your first paycheck of 2022 that all benefit deductions are correct.

Complete your 480 points to earn the $40 GHN Monthly Incentive
   To earn the $40 Get Healthy Now monthly incentive in 2022, you must receive 480 total
   wellness points by November 30, 2021. You can register and log into their Health
   Advocate account using your new Health Advocate username and password. Instructions
   on how to register and log in are on the Get Healthy Now Enrollment webpage.