During open enrollment, you may change your coverage for the following year. Below is a full list of changes that you can make during this year’s open enrollment. If you are satisfied with your current coverage, you do not need to do anything during open enrollment – with two exceptions. Make a note that you must always re-enroll in flexible spending accounts each year.

NEW: You must now also re-enroll in supplemental retirement accounts each year (401k, 403b, 457).

This checklist provides a summary of all benefit programs provided by Clemson University. Program eligibility is based on position and employment status. Access and view your personalized benefits package details within Benefitfocus.

**BENEFITS**

**OPEN ENROLLMENT CHECKLIST**

**OCTOBER 1 THROUGH OCTOBER 31, 2019**

- Enroll in or drop the Pretax Group Insurance Premium feature
- Enroll or re-enroll in flexible spending accounts:
  - Medical Spending Account
  - Limited-use Medical Spending Account (available to Savings Plan members only)
  - Dependent Care Spending Account
- Enroll in, re-enroll in or drop a Health Savings Account (available to Savings Plan members only)
- Open your Health Savings Account with Central Bank
- Enroll or drop State Vision Plan coverage for yourself and/or your eligible family members
- Shop and enroll-in a variety of new voluntary programs
- Designate contributions to a 2020 supplemental retirement account(s)
- Change from one health plan to another:
  - State Health Plan Savings Plan
  - State Health Plan Standard Plan
  - GEA TRICARE Supplement Plan
    (available to members of the military who are not eligible for Medicare)
  - Enroll yourself or any eligible family members
  - Drop yourself or any eligible family members
- Enroll in or increase employee Optional Life coverage with evidence of insurability
- Enroll in or increase Dependent Life-Spouse coverage with evidence of insurability
- Enroll in or drop Dependent Life-Child coverage
- Drop or decrease Optional Life and Dependent Life-Spouse coverage
- Apply for Supplemental Long Term Disability coverage or decrease your waiting period with medical evidence of good health
- Drop Supplemental Long Term Disability coverage or increase waiting period
- Enroll in or drop the Pretax Group Insurance Premium feature
- Enroll or re-enroll in flexible spending accounts:
  - Medical Spending Account
  - Limited-use Medical Spending Account (available to Savings Plan members only)
  - Dependent Care Spending Account
  - Enroll in, re-enroll in or drop a Health Savings Account (available to Savings Plan members only)
- Open your Health Savings Account with Central Bank

*Your personal account with Benefitfocus is the easiest way to change your coverage during open enrollment.*