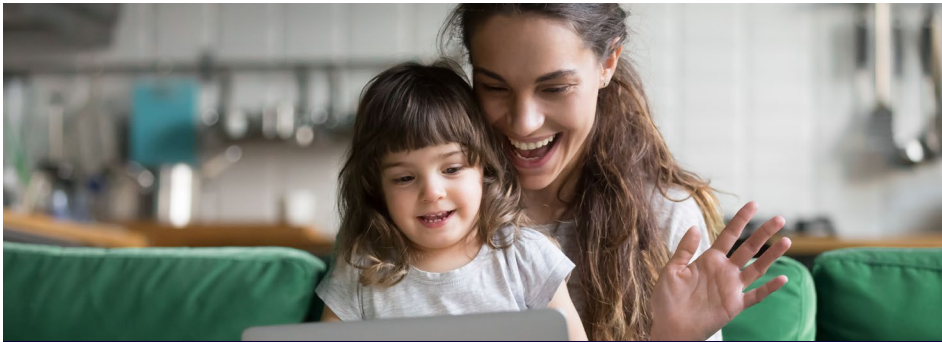


# Open Enrollment Toolkit

Open enrollment is your worksite employees' once-a-year opportunity to enroll in or change their benefits unless they experience a life status change event later in the year.

TriNet will communicate with your worksite employees throughout the enrollment period. However, if you want to supplement our communications, we are providing resources you may use to encourage worksite employees to learn about any changes and to actively enroll.



## KEY DATES:

- **Worksite Employee Open Enrollment:** October 30–November 14, 2024
- **Worksite Employee Benefits Correction Period:** December 5–11, 2024
- **2025 Benefits Plan Year:** January 1–December 31, 2025

## Open Enrollment Guide

View a comprehensive guide to open enrollment information, which is included in each open enrollment email from TriNet. This guide is also a great resource for conducting your own open enrollment presentation.



## Open Enrollment Videos

Share these videos with your worksite employees to help support open enrollment.

- [Open Enrollment – It's Important](#)
- [Benefits Basics: Understanding Your Benefits](#)
- [Benefits Basics: Plan Types](#)
- [Benefits Basics: HDHP + HSA](#)

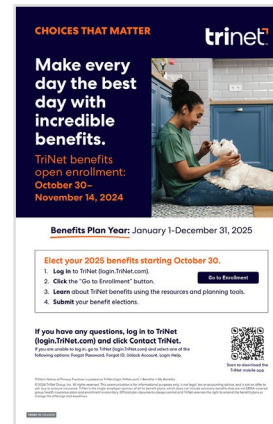
## Open Enrollment Email Template

Promote your company's specific changes with your worksite employees during open enrollment.



## Open Enrollment Poster

Share a digital poster with your worksite employees to announce the open enrollment period.



## PRO TIP:

To view current plan costs, log in to TriNet ([login.TriNet.com](http://login.TriNet.com)) and navigate to your Admin view.

Once there, you will go to Benefits > Resources > Plan Costs and you will be able to view by state.

To view worksite employee's open enrollment status, log in to TriNet ([login.TriNet.com](http://login.TriNet.com)) and navigate to your Admin view.

Once there, you will go to Company Dashboard > Scroll down to Open Enrollment Status > Click on the "people" icon to access your company's open enrollment status report.

Please note, this dashboard is only available during open enrollment and correction periods.

To help worksite employees maximize their savings with their flexible spending accounts (FSA) and understand important deadlines, click [here](#) to launch the FSA eGuide.

For more information on HDHP + HSAs, please click [here](#).

## Worksite Employee Contact

If your worksite employees have any questions, please have them log in to TriNet ([login.TriNet.com](http://login.TriNet.com)) and click Contact TriNet.

If your worksite employees are unable to log in, please have them watch this short video.

TriNet's Notice of Privacy Practices is posted on TriNet ([login.TriNet.com](http://login.TriNet.com)) > Benefits > My Benefits.

© 2024 TriNet Group, Inc. All rights reserved. This communication is for informational purposes only, is not legal, tax or accounting advice, and is not an offer to sell, buy or procure insurance. TriNet is the single-employer sponsor of all its benefit plans, which does not include voluntary benefits that are not ERISA-covered group health insurance plans and enrollment is voluntary. Official plan documents always control and TriNet reserves the right to amend the benefit plans or change the offerings and deadlines.