

# OPEN ENROLLMENT CHECKLIST

Ready, Set, Enroll!

**October 16 – October 30, 2023**

*Changes made during Open Enrollment will be effective January 1, 2024.*



- Enroll** – Monday, October 16 through Monday, October 30, 2023
  
- Consider** – All costs, including your per-pay-period costs. Visit [www.princegeorgescountymd.gov/OE](http://www.princegeorgescountymd.gov/OE) for more information.
  
- Review Your Current Benefits** – Review the Open Enrollment Guide, rates, resources, and information given to you through Open Enrollment emails, live/recorded virtual sessions, and on the Open Enrollment website at [Employee Self Service Portal \(ESS\)](#). Consider all costs for the upcoming plan year.
  
- Make Changes to your Benefits in Employee Self-Service (ESS)** – Access [Employee Self Service Portal \(ESS\)](#) to complete Open Enrollment changes between Monday, October 16 through Monday, October 30, 2023. If you do not remember your Employee Self-Service (ESS) user ID and password, please contact the **OIT Helpdesk** at **301-883-5322**. You will need this to access ESS and make changes to your elections.
  
- Flexible Spending Accounts** – Employees must re-enroll in Health Care Flexible Spending Accounts (FSA) and Dependent Care Flexible Spending Accounts (DCA) each year during Open Enrollment. Current elections do not carry forward.
  - **Health Care Flexible Spending Account (FSA)**
    - Up to \$610 of unused 2023 Health Care FSA funds (only) will rollover to the 2024 FSA plan.
    - The last day to submit a claim is March 31, 2024, for qualifying expenses incurred during the 2023 plan year.
    - Once the IRS approves new amounts for 2024, Prince George’s County will share that information and allow you to update your election.
  
  - **Dependent Care Flexible Spending Accounts (DCA)**
    - This is a “use it or lose it” account, which means that funds must be used by December 31, 2023.

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- The last day to submit claims incurred during 2023 to be processed is March 31, 2024.
- There are no rollovers with a Dependent Care Account (DCA).

**Medical Opt-Out Credit** – Employees may choose to enroll in the Medical Opt-Out Credit each year by completing enrollment through [Employee Self Service Portal \(ESS\)](#). Medical Opt-Out documentation is no longer required to be submitted to the Benefits Division during Open Enrollment.

**Proof of Eligibility** – Any new dependents added will need to have documentation to verify eligibility. If you do not submit the required documents by October 30, 2023, your dependents will not have coverage in the new plan year.

**Beneficiaries** – Add or drop any beneficiaries for the upcoming plan year (effective January 1, 2024). All immediate beneficiary changes should be made through the Anytime Changes module in <https://portal.sap.mypgc.us>.

**Save and Submit** – You must click the Save button in Employee Self-Service (ESS) to complete and submit your enrollment elections. For more information on electing and submitting your benefits, see our [How to Enroll Guide](#).

**Print** – When you have completed your elections in Employee Self-Service (ESS), click the Print Benefit Elections Summary button. Please print this for your records. If you do not receive this option, please immediately contact OHRM at 301-883-6380 or email us at [benefits@co.pg.md.us](mailto:benefits@co.pg.md.us) to confirm your elections were properly submitted. You must select submit by no later than 5:00 p.m. on Monday, October 30, 2023, for changes to be effective in the new plan year.

## Voluntary Benefits

**Voluntary Benefits** – Full-time, part-time, or Limited Term Grant Funded (LTGF) employees actively working 15 or more hours per week can enroll in one or more of the

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voluntary benefit plans. The following program(s) are not available for enrollment through ESS: Whole Life Insurance, Critical Illness Insurance, Group Accident, Legal Resources, Legal Shield, and Aflac Supplemental Dental. All enrollments outside of ESS must be made by October 30, 2023, at 5:00 p.m. No grace periods will be granted for voluntary benefit sign ups.

- To enroll in Whole Life Insurance, Critical Illness Insurance, Group Accident, visit <https://v3.rivs.com/schedule/princegeorgescounty/> or call 301-444-6298.
- To enroll in Aflac Supplement Dental, contact Aflac at 1-800-992-3522.
- To enroll in Legal Resources, visit <https://www.legalresources.com/enroll/login> and enter Company Code: 2369 Password: pgclegal
- To enroll in Legal Shield, call 1-800-654-7757.

## Questions

If you have questions regarding Open Enrollment, please visit the OHRM Benefits Team at 1400 McCormick Drive, Suite 110, Largo, MD 20774, Monday through Friday, 8:30 a.m. to 5:00 p.m. You may also call or email the Benefits Team at (301) 883-6380 or [Benefits@co.pg.md.us](mailto:Benefits@co.pg.md.us).

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