

# Open Enrollment Checklist for a Hybrid or Remote Workforce

## Day 120-100



Survey employees on benefits preferences



Start preparing communications

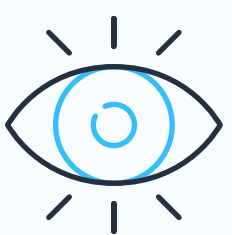
✓ Create a hub in your HRMS where employees can access all digital resources

✓ Get benefit selection tools and premium calculators from your broker

✓ Plan a virtual benefits fair

✓ Create an FAQ and benefits glossary

## Day 99 - 90



Analyze survey results and confirm the budget



Discuss plan options with your broker

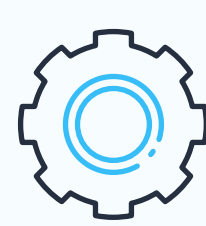


Your broker will shop plans and prepare quotes

## Day 89 - 62



Review quotes and finalize choices with your broker



Set up your HR enrollment system



Add final details to employee communications

✓ Present virtual benefits fair several times and make recording available

✓ Let employees schedule one-on-one appointments to get questions answered

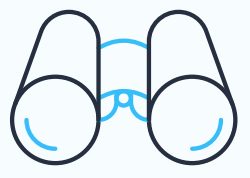
## Day 61 - 36



Open enrollment begins



Start collecting enrollment documents and submit to carriers



Monitor participation so you can send reminders

## Day 29 - 0



Carriers process enrollments, print ID cards and mail to employees



Coverage begins

## WorkforceHub HR Solution for Modern Workforces

WorkforceHub handles HR (including benefits enrollment) in an intuitive, unified system. Visit [WorkforceHub](https://www.workforcehub.com) to request a demo.