Welcome!

Trinity Health is pleased to provide you with our new Open Enrollment Action Items to help you navigate through the 2023 enrollment process. This quick reference details your tasks to ensure that you enroll in the right Trinity Health benefits for you and your family. It also highlights “What’s New for 2023” as well as your enrollment requirements.

To find more information about Trinity Health’s benefits, please review the 2023 Benefits Guide which can be found in the MyBenefits website at trinity-health.org/my-benefits/.

If you have questions after reviewing your benefit options, refer to the For More Information section of the Benefits Guide.

Your Top Tasks for Open Enrollment

- Review and make changes to your benefit elections by Nov. 10, 2022 at 11:59 p.m. EST.
- Verify new family members by providing your dependent documentation to Human Resources. Dependent documentation must be submitted by Nov. 25, 2022.
- Determine if you want to contribute to the Health Savings Account, the Health Care or Dependent Care Flexible Spending Accounts or elect PTO cash-out. You must make an election if you wish to enroll. These plans will not automatically carry over to 2023.
- Determine if you want to participate in the Essential Assist Plan for 2023. You must apply each year and meet specific income and eligibility guidelines. This plan will not automatically carry over to 2023.
- Submit your Personal Health Application for supplemental life insurance to The Hartford, if applicable.

DEADLINE DATES YOU NEED TO KNOW

NOV. 10, 2022 at 11:59 EST
- Review and make changes to your benefit elections.

NOV. 25, 2022
- Provide your written dependent documentation to Human Resources, if you are adding family members for 2023.
- Submit your electronic application and tax form, if you are applying for the Essential Assist Plan for 2023.

It’s also a good time of year to:

- Review and update your beneficiaries.
- Update your personal information through Alight, your new enrollment system.
- Check the eligibility rules if you, your spouse/eligible adult and/or dependent child both work at Trinity Health at trinity-health.org/my-benefits/.
- Review the Live Your Whole Life Colleague Well-being section of the 2023 Benefits Guide to learn about activities, tools, and benefits that can support you in achieving your unique well-being goals.
- Remember that all benefit costs are paid over 26 pay periods.
- If you have an eligible adult who qualifies as a tax dependent, you must complete the Non-Spouse Eligible Adult Dependent Certification form posted on the MyBenefits website, each year, in order to receive pre-tax deductions.
Your Enrollment Requirements

If you don’t make benefit elections by Nov. 10, 2022, you will receive the same elections you had last year for medical, dental, vision, life insurance, AD&D, and disability. Keep in mind:

- If you want to contribute to the Health Savings Account, the Health Care or Dependent Care Flexible Spending Accounts or elect PTO cash-out, you must make an election. Your 2022 election will not carry forward.
- If you want to participate in the Essential Assist Plan for 2023, you must apply each year and meet specific income and eligibility guidelines. We encourage you to enroll in a medical plan during Open Enrollment in the event that you do not meet the Essential Assist Plan requirements for 2023. If you do not choose another plan and/or do not reapply for the Essential Assist Plan, your election will be set to “NO COVERAGE” for the new plan year and you will not have medical coverage. To participate in the Essential Assist Plan for the upcoming plan year, you must apply and meet specific income and eligibility guidelines. If you qualify for the Essential Assist Plan, you will be enrolled by HR after your application is approved.

⚠️ If you wish to participate in these programs next year you must complete your enrollment by Nov. 10, 2022 at 11:59 p.m. EST.

Benefit elections are final for 2023

Remember, the benefits you elect during open enrollment will be in effect from Jan. 1 through Dec. 31, 2023. The choices you make now are final for 2023, because open enrollment is your only opportunity during the year to make changes to benefits such as medical, dental or vision plan coverage unless you experience a qualified family status change or certain employment status changes.