



**OFFICE OF HUMAN RESOURCES**

**2022 ANNUAL OPEN ENROLLMENT NOTICE**

Annual Open Enrollment for Health Benefits Plan Year 2023 begins Monday, November 21 and ends Wednesday, December 14, 2022 12:00 noon. It is **MANDATORY** for all benefit information/forms to be updated with the Office of Human Resources (HR). All employees are required to meet with an HR representative.

Annual Open Enrollment is the time you can make changes for the 2023 Health Benefit Plan Year, other than for specific life events as outlined by the Health Plan guidelines.

**INSTRUCTIONS FOR OPEN ENROLLMENT**

1. Contact the Office of Human Resources to schedule an appointment by calling 734-3212 or walk-in to meet with an HR representative (expect wait time). It is highly recommended your spouse be in attendance to learn of the changes, added benefits and participate in completing the benefit enrollment forms.

HR staff will be scheduled to meet with employees from 8:15am - 4:45pm (30 minute intervals) Monday – Friday (except Holidays).

2. Complete the following list of **REQUIRED** forms prior to your visit with Human Resources. Complete additional forms if necessary.
  - a. Enrollment / Change Form
  - b. Health and Pre-Tax Form
  - c. Transamerica Beneficiary Designation Form
  - d. Hartford Beneficiary Designation Form

Important Reminder: Bring the required documentation to make changes (spouse and/or dependents birth certificate, social security card, marriage/divorce certificate, legal guardianship documents, etc.)

The Benefit Enrollment Forms and Employee Benefits Guide is available via the following links:

- <https://www.hopi-nsn.gov/tribal-services/human-resources/human-resources-forms>
- <\\KTOWN-1\Shared\Tribal Programs Shared Forms\Office of Human Resources Open Enrollment>

A Summit representative will be conducting Benefits Sessions to provide an overview of the health benefit changes and additions, and to answer questions. Employee names will be placed in a raffle for attending, winners will be announced at the end of each day. Limited seats are available for each session, so please contact the Office of Human Resources at 928-734-3212 to sign up.

Monday	11/28/2022	9 – 10:00 am	10:15 – 11:15 am	1 – 2:00 pm	2:15 – 3:15 pm	3:30 – 4:30 pm
Wednesday	11/30/2022	9 – 10:00 am	10:15 – 11:15 am	1 – 2:00 pm	2:15 – 3:15 pm	
Thursday	12/01/2022	9 – 10:00 am	10:15 – 11:15 am	1 – 2:00 pm	2:15 – 3:15 pm	3:30 – 4:30 pm
Friday	12/02/2022	9 – 10:00 am	10:15 – 11:15 am	1 – 2:00 pm	2:15 – 3:15 pm	