

Welcome To Open Enrollment 2022

Open enrollment runs from **10/15/2021 through 11/15/2021**.

All elections you make during open enrollment will be effective 1/1/2022. If you do not complete open enrollment, your current benefits will roll over on 1/1/2022. **Important to remember is that The Health Care Reimbursement Account and Dependent Care Reimbursement Account (flexible spending accounts) must be elected each year!**

When Deciding Your 2022 Benefits:

There are two rate options available for the medical plan. Please refer to the 2022 Benefits Guide, page 8 to determine, which rate option you qualify for; iCare or Standard. You may contact a member of the Benefits Team for assistance.

**All benefit elections for 2022 will be made in UKG.
To login to UKG, please follow the instructions below:**

Website: <https://ew31.ultipro.com/login.aspx>

Login: driver code (drivers)/ AS400 login (office staff)

Default Password: birthdate without “-“or “/” (ex: 09051900)

Password if it's been set: DriverCode@last 4 digits of SSN (ex: LOWRJ@1234)

1. Getting Started – watch the Quick Tour “Making Open Enrollment Elections” –available on the right-hand side of your UltiPro Open Enrollment Page.
2. Begin the process by selecting the **Next** arrow in the upper right corner of the screen. This will bring you to the “Verify Beneficiary and Dependent” screen where you will enter your beneficiary and dependent information. You will need social security number and birth date for your dependents to complete this section. Click on the green **Add** button to add your dependent's information.
3. You can save a draft of your benefit elections until you are ready to finalize them. If you need to save a draft – click on the draft button located in the upper right corner of the screen.
4. The elections you make in Open Enrollment will override any previous elections you have made so be sure UltiPro is accurate (ex: if you currently have short term disability and want to keep the benefit, make sure you elect it). Your current election is listed in the top right-hand corner highlighted in a gray box. Once you have finished making all changes and election choices, click the **Submit** button located in the upper right corner of the screen. Once you have clicked the **Submit** button, your elections are final.
5. You will have the option to print out your final selections at the end – this will serve as your confirmation statement.

**For Benefit questions or making elections in UKG, please call a member of the Benefits Team at
844.577.7807 option 2.**