



CITY OF MADISON OPEN ENROLLMENT INTRODUCTION



TIMELINE

- 
- Friday, Sept 22 Department Pickup of Health, Dental and Vision packets
 - Monday, Sept 25 Start of Open Enrollment for Health, Dental, Vision
 - Thursday, Oct 12 OE Sessions
 - Drop in Session 8:30-4:00 (MMB 204)
 - Vendor Benefits Fair 11:30-3:30 (MMB 215)
 - Friday, Oct 20 End of Open Enrollment for Health, Dental, Vision
 - Monday, Oct 30 Start of Flex Open Enrollment
 - Friday, Nov 17 End of Flex Open Enrollment

ENROLLMENT/CHANGE BASICS FOR 2024

- Third year of **all online** Flex Spending open enrollment (via ESS)
- Second year of **all online** Dental and Vision open enrollment (via ESS)
 - ESS instructions are available on the Open Enrollment website and in the ESS Resource Menu
- Health open enrollment → via the myETF portal online **or** via paper form to HR

GHC-SCW is splitting into two networks in 2024: **GHC-SCW Dane Choice** (Dane County) and **GHC-SCW Neighbors** (Columbia, Grant, Iowa, Sauk, Jefferson, Juneau and Lafayette Counties). All employees with GHC-SCW will automatically be enrolled in GHC Dane Choice for 2024 **UNLESS** they actively submit a change to enroll in GHC Neighbors.

ENROLLMENT TIPS AND REMINDERS

- You ***do not need*** to re-enroll in Health, Dental, or Vision Insurance if you are not making changes (no action is required)
- **GHC-SCW will split into two separate networks in 2024. If you are enrolled in GHC-SCW and have a primary provider or clinic outside of Dane County, you will need to enroll in GHC-SCW Neighbors**
- You ***do need*** to enroll in 2024 Flex Spending if you would like to participate
- All City emails are subject to open records requests; as such, if you are submitting a health change as a hardcopy form, you should do so in one of the following ways:
 - Drop off in person at HR (MMB 261)
 - Fax to HR at 608-267-1115
 - Send via inter-d to HR (MMB 261)

If email is the only option available to you, you may send your PDF form to benefits@cityofmadison.com from an email address on file for you with #secure in the subject line

- Online enrollment/changes for health insurance are possible through the MyETF portal. There are instructions on how to access/create your MyETF account on the HR website [here](#)
- Your ETF member ID number is also available under the Employee Notification tab in ESS

EMPLOYEE NOTIFICATION

MUNIS Self Services



ess.cityofmadison.com/ess/employees/EmployeeInfo/SalaryNotification/SalaryNotification.aspx?id=x/jbdxq2OYbFVzkSKW9IpFfa4fzjr79qV%2BifE3WKF...



Timeline

ETF MEMBER ID NOTIFICATION

Employee Self Service

Benefits

Expense Reports

Employee Notifications

Pay/Tax Information

Personal Information

Time Off

Hello ERIN ,

For your reference, here is your Employee Trust Fund (ETF) Member ID Number: 100071 [REDACTED]

Thank you!



CONTACTS AND QUESTIONS

- Your best first resource will be the Open Enrollment memos, which were distributed to you by your Payroll Clerk on the first day of Open Enrollment and are available digitally on the Open Enrollment website
- The HR Open Enrollment website also has additional resources that may be helpful for you
- If you have a question that cannot be answered by the Open Enrollment website or by your agency Payroll Clerk, please reach out to HR:
 - Call HR at 608-266-4615
 - Email HR staff at benefits@cityofmadison.com
 - Stop in HR in suite 261 of the MMB during open office hours of 8am-4:30pm