



02.06.04 Benefit Enrollment Process



Why This Procedure Is Important

To document Milwaukee County's procedure regarding the Benefit Enrollment Process.



To Whom Does This Procedure Apply?

All Milwaukee County benefit-eligible employees



Here Is What the Procedure Says:

- A new hire employee will attend New Employee Orientation and will receive instructions on the benefits available to employees and how to enroll on the benefit enrollment system.
- Current benefit eligible employees can make changes to their benefits on the benefit enrollment system with a Qualifying Life Event or during Open Enrollment.



If you are a benefit-eligible employee and choose to participate in the benefits program, you must enroll in the benefit enrollment system via one of the three (3) options below:

- Within 30 days of your date of hire
- Within 30 days of a Qualifying Life Event
- Within the Open Enrollment period



To enroll in benefits, follow these steps:

- Log into the enrollment portal at www.benefitenroll.com
- Enter user ID (1083 followed by employee clock number) and password (first five digits of Social Security Number, unless the employee personalized it)
- Review demographics and update dependents (if necessary)
- Enroll or change benefits
- Review confirmation statement

For new hires, benefits become active the 1st of the month following date of hire.

For existing employees electing benefits during open enrollment, benefits are effective on January 1st of the following year.



Quiz Questions?

After reviewing the Procedure, you will be asked the following questions to complete the training:



True or False?

The New Hire benefit eligible employees have 45 days from their date of hire to enroll in benefits?

- True. New Hires have 45 days from their date of hire to enroll in benefits.
- False. New Hires have 30 days from their date of hire to enroll in benefits



True or False?

The Open Enrollment period allows benefit eligible employees the ability to enroll at any time during the calendar year?

- True. Benefit eligible employees can enroll in benefits at any time during the calendar year.
- False. Open Enrollment is an annual two-week enrollment period held in the fall.



When can a benefit eligible employee enroll in benefits?

- A. Within 30 days from their date of hire.
- B. Within 30 days of a qualifying life event.
- C. Within the Open Enrollment period.
- D. All the above