

Dear Employee,

Welcome to your 2022 Annual Open Enrollment for Health Insurance/FSA!

The Open Enrollment period begins May 2nd and closes at midnight on May 16th. Any benefit election changes made during this period will go into effect on July 1st. There will be **no** extension for Employee Self-Service access after May 16th.

This email and information apply to you if you are a benefits eligible employee, as defined below.

- An active employee working at least 1,000 hours annually.
- An educator with a ½ time or more contract.
- A religious employee on official assignment to the Archdiocese, excluding Archdiocesan priests.
- A Kenrick-Glennon Seminarian, studying for the Archdiocese of St. Louis priesthood.
- A Permanent Deacon.

Action Is Required To:

- Newly waive health insurance coverage.
- Continue to waive health insurance coverage.
- Newly enroll in health insurance coverage.
- Change health insurance plans from/to Premier and Standard.
- Add/drop spouse or child dependents from health insurance coverage.
- Newly enroll/re-enroll in FSA Plan (Remember, FSA contribution elections must be designated each year - even if your contribution amount is not changing. Participation in an FSA plan does not automatically carry over from plan year to plan year.)

In order to initiate any open enrollment actions above, please click here: [Employee Self-Service website](#) to go through the online open enrollment process.

No Action Is Required If:

You are currently enrolled in the United Healthcare (UHC) Premier or Standard Plan, and want to continue in your current UHC Premier or Standard Plan and do not wish to enroll or re-enroll with the FSA plan.

Before proceeding with Open Enrollment, please see the following:

- An important **Open Enrollment Cover letter** is attached. Please read the cover letter before you proceed.

- Your **2022 Open Enrollment** video will be posted on the Archdiocese Benefits webpage towards the end of April for your reference: <https://www.archstl.org/human-resources/employee-benefits-and-forms/open-enrollment>
- Be sure to have your Employee Number and password readily available so you are able to access Employee Self-Service.
- Employee Confirmation Statements will not be mailed. Please make sure to print a copy for your records or save a PDF version on your PC/laptop at the end of your online enrollment. Alternatively, you always have the option to view your current benefits through Employee Self-Service (ESS) by clicking Bookmarks/Employee Self-Service/Benefits/Current Benefits.
- Open Enrollment, Employee Self-Service, & Flexible Spending Account (FSA) Brainshark videos will be posted on the Archdiocese Benefits webpage in the Open Enrollment, Employee Self-Service, and FSA icons towards the end of April for your viewing. We hope you find these videos engaging and beneficial to understanding your benefits.

If you have any Benefits or Employee Self-Service questions, please email openenrollment@archstl.org or call the Office of Human Resources at 314-792-7546 and we will be happy to assist you.

Thank you for your ongoing service to the Catholic Church.

For any benefits information or forms, please visit our Benefits/Human Resources webpage on the Archdiocese website at <https://www.archstl.org/human-resources/benefits-and-forms>.

God Bless,

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