paylocity®
Forward Together.

Checklist

9 Steps to a Successful Open Enrollment

Checklist: 9 Steps to a Successful Open Enrollment

In today's competitive labor market, you can't afford to swing and miss when it comes to what employees look for most: 60% of employees want benefits packages that offer comprehensive support for every aspect of their lives—from tuition assistance to wellness incentives and beyond.[1]

Enter open enrollment season equipped with benefit administration solutions that take the weight off HR's shoulders and give employees the empowered, supportive experience they demand. Here's what to check off your list for smooth sailing:

1. Start Early and Avoid the Rush
Avoid bottlenecks by starting the open enrollment process and communication early, using tools like Paylocity's Community. Make changes to your benefits package in advance, and let your employees know what's new. Familiarize yourself with and create a plan to share any relevant details to stay ahead of questions, and go digital with employee education and communication.

2. Guide Your Team
On-demand learning modules are an effective way to encourage participation by giving your employees a variety of ways to access information on how your offerings have changed and how to enroll. Paylocity's Learning Management System (LMS) allows you to customize, assign, and track progress on design video tutorials and bite-sized learning employees can access from anywhere and on their own time.

3. Empower Employees With Access
An HCM platform allows employees to take the lead on enrolling for benefits, from start to finish, including enrollment, life events, contribution changes, dependents, and beneficiaries, and Employee Self-Service extends access to benefits information year-round. That means less administrative lift for your team and a more engaging, empowering experience for your employees.

4. Attract (and Keep) Top Talent With Transparency
The benefits that you offer are key to attracting and retaining top talent in a competitive labor market. Pay equity and transparency are the name of the game. So appeal to today's workforce with a Total Rewards Statement. Let them know how you compare and what you're doing to ensure their benefits options, compensation, and other perks are first-rate.

5. Ditch Compliance Worries
When your open enrollment process takes place on one, interconnected platform with a robust Compliance Dashboard, you can be confident you're in compliance with evolving regulations, such as COBRA, ACA, and HIPAA, keeping your organization agile when it matters most.

1   https://www.metlife.com/content/dam/metlifecom/us/noindex/pdf/ebts-2021/MetLife_EBTS_2021.pdf

paylocity

6. Go Mobile and Save Time

Keep critical deadline, coverage information, and updates in the palm of your employees' hands with Paylocity's mobile app. Employees can track benefits on the go, anywhere, on any device, and access insurance cards, get real-time notifications, and check the status of their benefits without HR involvement.

7. Make Managing Costs a Breeze

Financial wellness is as critical for your employees as physical and mental wellness. A flexible benefits experience integrates easily with complementary programs, like health savings accounts (HSAs) and flexible spending accounts (FSAs), among others. Deliver a unified experience to participants with easy access to plans and funds with a single login.

8. Use Data to Measure Impact and Progress

Use analytics and robust reporting to get up close and personal with your benefits metrics. Our Data Insights gives you access to data points like utilization of benefits as well as contribution amounts to help you make data-based decisions and tailor your offerings to what your employees want. Download open enrollment reports to boost participation, and share critical data with leadership.

9. Request Feedback to Grow Your Organization

Co-create benefits offerings tailored to your unique workforce by using direct feedback from your employees in addition to data. Surveys helps you fill in the gaps of what reporting can't tell you, ending the guesswork on what changes you should make next year.

Your Solution Is a Click Away

Paylocity is a leading provider of cloud-based HR and benefits management solutions for the evolving workplace. See for yourself how our benefits administration solutions help you simplify while delivering a top-notch experience.

Learn more. →

paylocity

paylocity

Forward Together.

Take a guided tour of our solutions. →