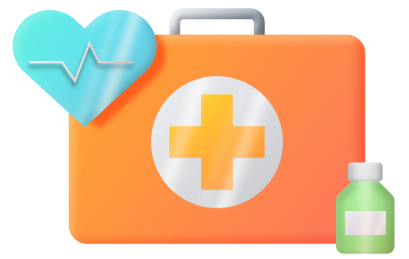


# Have a successful open enrollment every time



Open enrollment happens every year. But you know how things can go. When something isn't top of mind, it can creep up on you seemingly out of nowhere. Don't let that happen with open enrollment.

Keeping these **five essential tips** front and center as you plan for open enrollment will go a long way towards guaranteeing a successful event this year and every year.

## 01 Lay the groundwork for success by exploring your options

To lay the groundwork for success, you have to start by meeting with vendors to see what, if anything, you will change for next year. You also need to understand if any laws have changed since the previous enrollment period. And if you have a service partner, you'll want to share with them any rate sheets your vendor has provided.

## 02 Communicate early, often and effectively

Communicating with employees is critical for success. And as millennials and Generation Z make up more of the workforce, organizations will need to reexamine how they're communicating in order to make those communications more effective. You should begin this process sooner rather than later so that you have a revised communication plan in place well before open enrollment begins.

## 03 Give your employees enough time to complete the process

To ensure that your employees are adequately prepared for open enrollment, make sure they have all the materials they will need at least a week before enrollment begins. Then, you should allow at least two weeks for completion. If you have remote employees, or employees who travel frequently, even more time should be allotted.

## 04 Simplify the process as much as possible

Just as changing demographics will impact how you communicate, so will it impact how your employees complete open enrollment. Ask yourself how you can use technology to make the process simpler and take the necessary steps to implement these solutions well before the next open enrollment period begins.

## 05 Make sure your team is available to help

At some point, employees will have questions. Does your team have the expertise and the flexibility to offer that help when it's needed? If you need support in this area, having an experienced benefits administration service partner can make an enormous difference.

Decisions that employees make during open enrollment will affect them for the rest of the year and organizations should do everything possible to make the process easier to understand and to complete. Following these best practices will equip organizations, not to mention employees, for success with each new enrollment period.

We offer benefit services all within your Workday application, offering maximum transparency and control over any administration that is required.

Whether you need the full Benefits package within Workday, or a helping hand with a single service, we're here every step of the way.

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