

OPEN ENROLLMENT TIMELINE

Open Enrollment for Actives and Retirees: April 16 – May 4

Open Enrollment for COBRA Participants: April 9 – April 27

Significant Dates:

FEBRUARY 1	Announcement of Open Enrollment Dates; Reminder to Employees to Update Home Address in ADP System
FEBRUARY 1 – MARCH 10	Open Enrollment System Configuration and Testing by ADP
MARCH 1 – MAY 4	Various Open Enrollment Communications to Employees
MARCH 5	Biometric Screening Campaign Begins at Several County Locations
MARCH 12 – MARCH 19	User Acceptance Testing by Maricopa County Administrators
MARCH 22	Open Enrollment Kick-Off Meeting w/Department Representatives
MARCH 26 – APRIL 5th	17 Employee Presentations - “What’s New with your Benefits” at Several County Locations
APRIL 2	COBRA Packets Mailed to COBRA Participants
APRIL 5	Open Enrollment E-Mail Sent by ADP to Active Employees
APRIL 9	Open Enrollment Worksheets Mailed Out
APRIL 9	Open Enrollment Begins for COBRA Participants
APRIL 9	“Soft Open” of Benefit Enrollment System for Administrators Only
APRIL 16	Global Voicemail Reminding Employees About Open Enrollment
APRIL 16	Open Enrollment Begins for Actives and Retirees
APRIL 21	Onsite Biometric Screening Campaign Ends
APRIL 27	Open Enrollment Ends for COBRA Participants
MAY 3	Town Hall Meeting with Carriers
MAY 4	Open Enrollment Ends for Actives and Retirees

May 5 – MAY 18	Correction Period
MAY 10	Confirmation Statements Mailed Out
MAY 24	Correction Period Confirmation Statements Mailed Out
JUNE 4	COBRA Payment Coupons Mailed Out
JUNE 8	Open Enrollment and Card Files Sent to Carriers by ADP
JUNE 12	Confirmation from Carriers that Files were Loaded with No Errors
JUNE 13	Direct Bill Payment Coupons Mailed Out
JUNE 25	Final Payroll Deduction File for Current Year Sent to Maricopa County by ADP
JUNE 25	Rollover to New Plan Year in ADP System
JULY 2	First Payroll Deduction File, eff 7/1, sent to Maricopa County by ADP
JULY 3 – AUGUST 15	Dependent Verification Process