

Employee Engagement Checklist

Open Enrollment 2024

- Send calendar invites**
to employees to remind them of key open enrollment dates.
- Provide employees with their open enrollment materials several weeks ahead of time**
so they have ample opportunity to review and get their questions answered.
- Highlight features of your plan**
that help employees reduce costs, such as wellness programs.
- Establish open-office hours**
when employees can ask benefits questions.
- Provide contact information**
for all parties involved in benefits— internal human resources team, broker, carriers, and other partners.
- Make sure your meetings and resources are available virtually**
to accommodate remote or hybrid employees.
- Talk about benefits with your employees year-round, not just at open enrollment time:**
Survey employees about the benefits that are most important to them, provide tips for reducing costs, and remind them about the different benefits that your plan offers and how to access them.



Need help with your open enrollment season? We can help!
Contact our employee benefits experts.

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