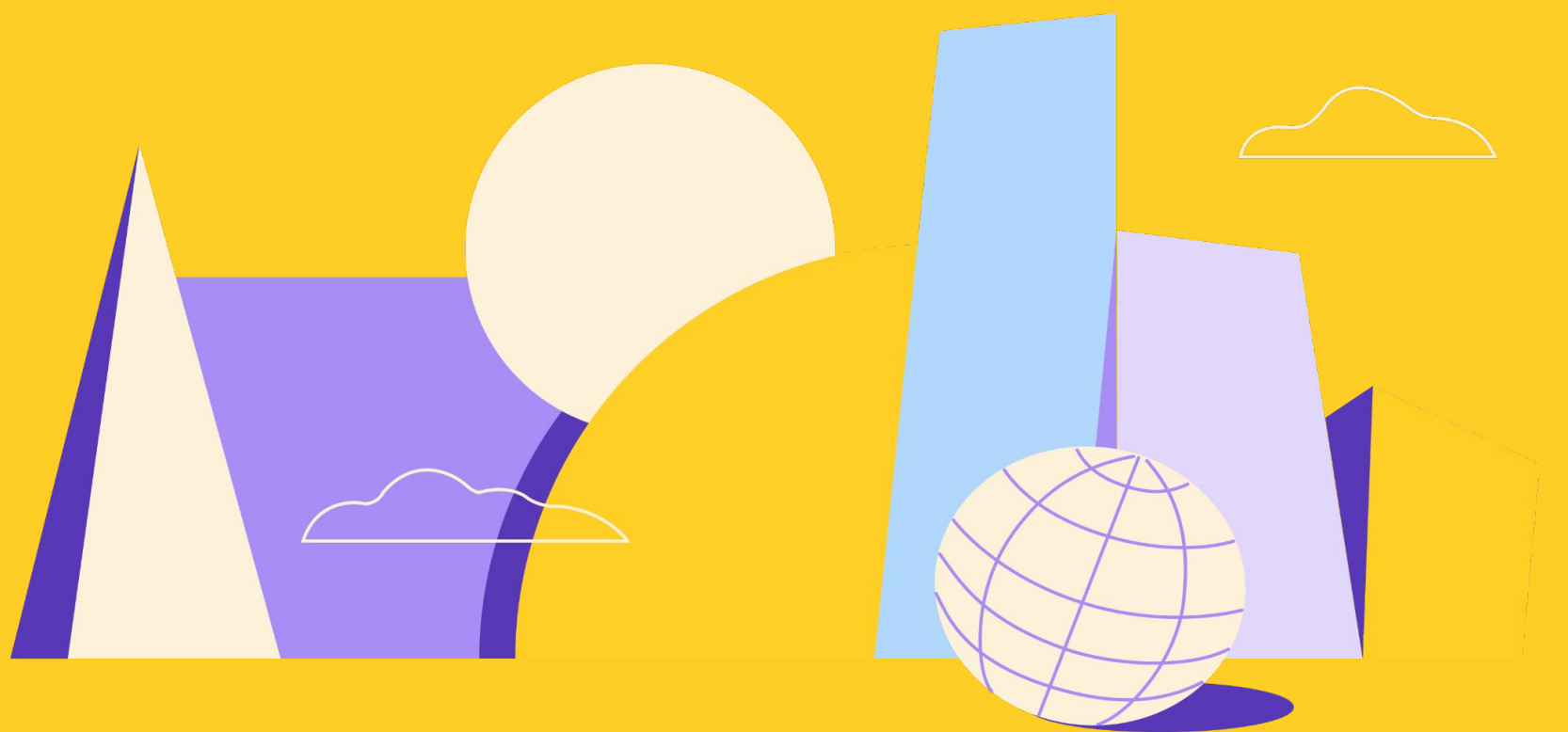


A guide to open enrollment windows

deel.



Group open enrollment

As part of your company's life with Deel PEO, your employees will participate in open enrollment windows to make their benefit elections; these will vary slightly based on the situation, and whether your whole group, or an individual employee is participating.

Situation 1

Group new to Deel

When you join Deel PEO, your whole population will go through Open Enrollment to make their individual benefit elections.

An individual's employee's OE window will open when they have successfully onboarded with Deel, and will close 14 days after your group's effective date with Deel PEO.

Example:

Your group joins Deel PEO with an effective date of 7/1, and this is the date upon which your benefits are effective.

Your employee completes their onboarding with Deel on 6/15.

That means that this employee has from 6/15 through 7/15 to complete their open enrollment and make their benefit elections.

Important notes:

💡 If an employee elects benefits past the benefit start date, their premiums will need to be retro-collected if the first payroll has already been run.

💡 An employee has 30 days from the effective date to make any changes to their benefit elections, (even if they've already submitted their elections).

Situation 2

Plan renewal

When it comes time to your group's plan renewal, your entire team will go through a dedicated Open Enrollment. This window will be **fixed** at the same 14 day period for the entire team.

You'll be given plenty of time and notice ahead of this Open Enrollment cycle, and support throughout from the Deel team.

Individual employee open enrollment

When making a new hire you should complete the standard employee onboarding process on the Deel platform.

However if this new employee has a job title or work location which was not included in your original employee census, you will need to submit additional details prior to their being able to onboard. (i.e. job description, working and home location zip codes).

Situation 3

New employee

When you make a new hire, they will have a designated OE window in which to make their benefit elections, (or waive them if they have alternate coverage).

A new employee's OE window will open when they have successfully onboarded with Deel, and will close 14 days after their Date of Hire.

Example:

A new employee is hired with a DOH of 6/10, but completes their Deel onboarding on 6/5. That means they have from 6/5 through 6/25 to complete their open enrollment and make their benefit elections.

Important notes:

- 💡 If an employee elects benefits past the benefit start date, their premiums will need to be retro-collected if the first payroll has already been run.
- 💡 An employee has 30 days from the effective date to make any changes to their benefit elections, (even if they've already submitted their elections).

