**Recipients:** Employees whose OE event is in Notified Status

**Query:** OE\_2024\_EM\_NOTIFIED

**Target Send Date:** 10/12, 10/19, via Employee Messaging

**Email Subject:** Action Required – Must Submit Your Saved Open Enrollment Elections by October 20, 2023

**Text:**

You are receiving this email because our records indicate that you have logged into STAR to make your Open Enrollment elections but have NOT submitted them.

**If you do not take any action, all Open Enrollment elections made will be void.**  Your 2023 Health, Vision, Dental and Accident Plan elections will continue but coverage under all other plans will end on December 31, 2023.  Please use the [Health Plan Search](https://etf.wi.gov/its-your-choice/2024/health-plan-search/state) tool for health plans available in your current service area. All elections must be submitted via eBenefits by October 20, 2023, at 11:59pm.  Enrollments made after this time will not be accepted.

**Open Enrollment Resources**

See [the 2024 It’s Your Choice Decision Guide](https://etf.wi.gov/resource/its-your-choice-2024-decision-guide-state-wisconsin-group-health-insurance-employees) and [Website](https://etf.wi.gov/its-your-choice/2024/state-employee-and-retiree-health-plan-supplemental-benefits) for full details.

**Plans that Require Enrollment Every Year**

You must re-enroll in all Pre-Tax Savings Plans (Healthcare Flexible Spending Account (FSA), Dependent Day Care FSA, Health Savings Account, Pre-Tax Parking/Transit Accounts) and the Opt-Out Stipend every year.  Enrollment does not automatically continue under these plans.

**All benefit elections will be made through eBenefits in STAR**

You will be able to enroll in and make changes to all benefits through eBenefits in [STAR](https://ess.wi.gov/).  Please review the [eBenefits Quick Guide](https://dpm.wi.gov/Documents/Central%20Benefits/OE_eBN_guide.pdf) and [Employee Toolkit](https://dpm.wi.gov/Documents/Central%20Benefits/OE_toolkit.pdf) before making your elections.

**Don’t miss your chance to enroll in or make changes to your benefits for 2024!   All benefit elections must be submitted by October 20, 2023 (eBenefits will close at 11:59pm on October 20th).**Remember, this is typically the only time during the year when you are eligible to make benefit changes unless you have a life event (marriage, birth, divorce...) that allows you to add or change benefits.

**Note:**  *Once you submit your Open Enrollment elections, you will no longer receive reminder emails.*