

2024 OPEN ENROLLMENT CHECKLIST

- ☐ Download and review the [2024 Benefits Guide](#).
- ☐ Download and review the [Open Enrollment Job Aid](#).
- ☐ Review your current benefit elections by logging in to [USFWorks](#).
- ☐ Gather required documentation (i.e. birth certificate, marriage certificate, etc.).
- ☐ Start your enrollment by going to My Tasks in [USFWorks](#) and opening the Open Enrollment task.
- ☐ If adding a new Dependent, ensure that the box next to their Dependent's name is checked on each plan in which you wish to enroll them.
- ☐ Review the selected option on the Medical Spousal Surcharge card to ensure it is correct.
- ☐ Enroll in Healthcare Flexible Spending Account (FSA), if applicable.
- ☐ Enroll in Dependent Care FSA, if applicable.
- ☐ Apply for the Childcare Subsidy, if applicable, by submitting a new [application form](#).
- ☐ For 2024 **only**, you can elect Voluntary Term Life coverage up to 3x your base annual salary, up to the guaranteed issue amount of \$400,000, without completing an Evidence of Insurability (EOI).
- ☐ Ensure you designate a Beneficiary(ies) for your life insurance plans, if you have not done so already (*required during Open Enrollment*).
- ☐ If enrolling in the Medical Waiver Plan, select the University of San Francisco Waiver option.
 - ☐ You will receive a Medical Waiver Attestation task in your inbox to certify your election, once you have submitted your Open Enrollment task.
- ☐ Please remember to **submit your Open Enrollment task** once completed by clicking on the orange *Review and Sign* button. On the next page, check the box next to *I Accept* and click on the orange *Submit* button.
- ☐ Download your benefits statement for your review.