

# BENEFIT BITES

TOTAL REWARDS



## UNDERSTANDING OPEN ENROLLMENT & QUALIFYING EVENTS

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**Open enrollment** is the period during which employees can enroll or make changes in their employer-sponsored benefits.

A **qualifying event** is a life event that allows an employee to enroll, change or terminate coverage outside of open enrollment.

## DETAILS



Open enrollment this year is an **active enrollment**. This means you'll need to log onto ADP TotalSource to select or confirm your benefits.

## QUICK BITES

### Qualifying Events Include:



Transition to full time



Marriage, birth, adoption, death



Loss of other coverage or gaining of other coverage

### CONTACT US

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