

LET'S

# TALK ABOUT

## 2021 EMPLOYEE BENEFITS OPEN ENROLLMENT OCTOBER 5-23

### Your Annual Open Enrollment Period Has Arrived!

Between **October 5 and 23**, full-time civilian, uniformed police, and uniformed fire City employees have the opportunity to enroll in their 2021 health care benefits. **Open enrollment is the one time all year when you can change your benefits without experiencing a Qualifying Life Event (marriage, divorce, birth/adoption of a child, etc.).** The benefits you select during this annual enrollment period become effective on January 1.



2021 BENEFITS OPEN ENROLLMENT



If you have dependents on the City's health plan and want to continue their medical coverage in 2021, you must visit the [Employee Self Service \(ESS\) enrollment portal](#) between October 5 and 23 to re-enroll them. To add dependents during open enrollment, please contact [your department's Employee Relations team](#) to get the necessary forms, and you will need to provide dependent validation documents for them. You cannot add dependents in the enrollment portal. Also, if you wish to decline health care coverage in 2021, you must go to the enrollment portal to waive it.

It is important that you enroll in or decline your 2021 health care benefits between October 5 and 23. Failure to do so will result in automatic enrollment at the employee-only level for 2021, and **your dependents will not have medical coverage beginning on January 1.** **Note:** *If you declined health care coverage in 2020 but do not go into the enrollment portal to waive it for 2021, you will be enrolled in the Consumer-Driven Health Plan (CDHP) at the employee-only level.*

### **While you are in the enrollment portal:**

- Review your 2020 benefits information;
- Select or waive your 2021 health care benefits and re-enroll or remove your dependents;
- **NEW!** Register for a 2021 VIA Bus Pass;
- Update your address and emergency contact;
- **NEW!** Authorize the use of your City I.D. photo;
- **Complete the Acknowledgement section. Your benefits enrollment is NOT complete until this section is complete; and**
- Print and save your 2021 benefits confirmation statement.

### **Do not forget:**

- If you take no action during open enrollment, your dependents **WILL NOT** have medical coverage in 2021.
- You cannot add dependents in the enrollment portal. Contact your department's Employee Relations team to add a dependent.
- Flexible Spending Accounts (FSAs) do not carry over from year to year, so if you want one in 2021, be sure to select it in the enrollment portal.

Enroll Now >>

Click Here to Enroll



### QUESTIONS

Visit [sanantonio.gov/openenrollment](https://sanantonio.gov/openenrollment) for detailed open enrollment-related tools and resources. Contact Human Resources Customer Service at 207.8705 or [AskHR@sanantonio.gov](mailto:AskHR@sanantonio.gov) if you have any questions.



HUMAN RESOURCES DEPARTMENT

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