

Open Enrollment Timeline

Open Enrollment is your opportunity to help employees find the benefits that truly support their lives and well-being. This timeline helps you plan thoughtfully, communicate clearly, and create an experience that works for your people—and your business.



Evaluation

8-12 Weeks Before Open Enrollment

- ✓ What's working in your current benefits strategy? What isn't?
- ✓ Review costs, explore new carrier options
- ✓ Obtain and listen to employee feedback



Education

7-4 Weeks Before Open Enrollment

- ✓ Create helpful resources like FAQs and quick reference guides
- ✓ Schedule webinars, Q&A sessions and other educational events
- ✓ Equip managers with tools and training to support employees



Preparation

1-2 Weeks Before Open Enrollment

- ✓ Send friendly reminders and clearly communicate the OE timeline
- ✓ Host open office hours to address any lingering questions
- ✓ Ensure systems are in place and functioning properly
- ✓ Create and communicate plans for tech issues and unexpected challenges



Execution

During Open Enrollment

- ✓ Track participation and follow up with employees who haven't begun enrollment
- ✓ Provide multi-channel support
- ✓ Share regular updates and celebrate team engagement



Post Evaluation

After Open Enrollment

- ✓ Double-check elections and payroll deductions
- ✓ Send confirmation notices
- ✓ Gather feedback while the experience is fresh
- ✓ Celebrate wins with leadership and plan for next year's improvements

Let's Tackle Your Challenges Together

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