**Open Enrollment** is your once-a-year opportunity to make changes to your benefits, without a qualifying event.

During Open Enrollment you can:
- Add, cancel, or change your coverage
- Add or remove eligible family members
- Enroll or re-enroll in the Health Care and/or Dependent Care Flexible Spending Accounts

**WHAT’S HAPPENING**

<table>
<thead>
<tr>
<th>What’s Happening</th>
<th>Key Dates</th>
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<tr>
<td>Open Enrollment Dates</td>
<td>October 1, 2021 - October 31, 2021</td>
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<td>Deadline to Enroll</td>
<td>October 31, 2021</td>
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<tr>
<td>Benefit Elections Effective</td>
<td>January 1, 2022</td>
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</table>

**WHAT YOU NEED TO DO:**

**Step 1: Review**
Review your current coverage and deductions in your MyState account. Visit [hrm.msstate.edu/benefits/](http://hrm.msstate.edu/benefits/) to compare your plan with others.

**Step 2: Decide**
Decide what, if any, changes you would like to make. Changes will be effective January 1, 2022. If no changes are made, all current deductions will continue through 2022. Your next opportunity to make changes will be October 2022, unless you experience a qualifying life event.

**Step 3: Complete**
Complete any required forms.

**Step 4: Submit**
Paperwork must be returned to Human Resources by **October 31, 2021**, via File Locker, fax or in person at 150 McArthur Hall. You may also submit documents using the secure drop box on our website.

The Human Resources Management (HRM) website: [www.hrm.msstate.edu/benefits/](http://www.hrm.msstate.edu/benefits/) provides benefits information and resources needed for Open Enrollment. For those without computer access, please contact HRM by calling (662) 325-3713.

www.hrm.msstate.edu/benefits/
Off-Campus Open Enrollment Schedule for MSU Extension Centers and MSU Meridian Campus

All Extension Center and Meridian Campus employees may meet in person with an MSU Benefits Specialist according to the schedule below. Employees who have questions about Benefits, need forms, plan information and/or cost, and general assistance during Open Enrollment should plan to meet with the Benefits Specialist during the times posted. Please contact your extension center to schedule an appointment.

Central Mississippi Research & Extension (Raymond)

Thursday, September 30, 2021
10:00 – 12:00 (Location TBA)

Meridian Campus (Meridian)

Thursday, September 30, 2021
3:00 – 6:00 (Location TBA)

North Mississippi Research & Extension Center (Verona)

Wednesday, October 6, 2021
10:00 – 1:00 (Location TBA)

Delta Research & Extension Center (Stoneville)

Wednesday, October 13, 2021
10:00 – 2:00 (Location TBA)

Coastal Research & Extension Center

Biloxi
Tuesday, October 19, 2021
1:00 – 4:00 (Location TBA)

Hattiesburg
Wednesday, October 20, 2021
10:00 – 1:00 (Location TBA)