

# Benefits Open Enrollment

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 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, 2023. If no changes are made, all current deductions will continue through 2023. Your next opportunity to make changes will be October 2023, 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, 2022**. You may submit your documents in person at 150 McArthur Hall, via fax, or by uploading them to our secure drop box on our website. Go to [hrm.msstate.edu](http://hrm.msstate.edu). Under Benefits, select "Submit Your Forms On-Line."

WHAT'S HAPPENING	KEY DATES
Open Enrollment Dates	October 1, 2022 - October 31, 2022
Deadline to Enroll	October 31, 2022
Benefit Elections Effective	January 1, 2023



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/](http://www.hrm.msstate.edu/benefits/)

Department of Human Resources Management  
McArthur Hall, Room 150  
Mail: P.O. Box 9603  
Mississippi State, MS 39762  
Campus Mail Stop: 9603  
Phone: 662.325.3713  
Fax: 662.325.0753



HUMAN RESOURCES MANAGEMENT

# 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)

Tuesday, October 4, 2022  
10:00 am – 12:00 pm

## Meridian Campus (Meridian)

Tuesday, October 4, 2022  
3:00 pm – 6:00 pm

## Delta Research & Extension Center (Stoneville)

Thursday, October 6, 2022  
10:00 am – 12:00 pm & 1:00 pm – 2:00 pm

## Forrest County Extension Center (Hattiesburg)

Monday, October 10, 2022  
3:00 pm – 5:00 pm

## Coastal Research & Extension Center (Biloxi)

Tuesday, October 11, 2022  
8:30 am – 11:30 am

## North Mississippi Research & Extension Center (Verona)

Thursday, October 13, 2022  
10:00 am – 1:00 pm