



Your 2024 Open Enrollment Checklist

Open Enrollment for your 2024 benefits takes place in **Workday** and runs from Monday, Oct. 16 – Monday, Oct. 30, 2023.

THIS DOCUMENT IS FOR REFERENCE PURPOSES ONLY

BENEFIT OPTIONS	I WILL ENROLL IN THE FOLLOWING BENEFITS	INFORMATION YOU WILL NEED TO PROVIDE TO BENEFITS WHEN ENROLLING
MEDICAL	<input type="checkbox"/>	<ul style="list-style-type: none"> • If enrolling children, USC will need birth certificates and SSNs. • If enrolling your spouse, USC will need a copy of your marriage certificate and your spouse’s date of birth and SSN. • Remember: If enrolling your spouse, a Spousal Surcharge is added to your record if your marital status in Workday is “Married” or not specified. If it doesn’t apply to you, be sure to select “Waive.”
USC PPO	<input type="checkbox"/>	
USC Trojan Care EPO	<input type="checkbox"/>	
Anthem HMO	<input type="checkbox"/>	
Kaiser HMO	<input type="checkbox"/>	
Dependent Care Flexible Spending Account	<input type="checkbox"/>	
Healthcare Flexible Spending Account	<input type="checkbox"/>	
DENTAL	<input type="checkbox"/>	
Delta Dental PPO	<input type="checkbox"/>	
United Concordia	<input type="checkbox"/>	
VISION	<input type="checkbox"/>	
Vision Service Plan	<input type="checkbox"/>	
LIFE/AD&D INSURANCE	<input type="checkbox"/>	<ul style="list-style-type: none"> • An employee cannot make a spouse or child term life election until they have elected voluntary term life in Workday.
Supplemental Term Life/AD&D	<input type="checkbox"/>	
Spouse/Domestic Partner Supplemental Term Life	<input type="checkbox"/>	
Dependent Children Life Term Insurance	<input type="checkbox"/>	
OTHER INSURANCE	<input type="checkbox"/>	<ul style="list-style-type: none"> • Protect your pet by calling 1-800-GET-MET8. Enrollment can not be done in Workday.
Accident Insurance (Metlife)	<input type="checkbox"/>	
Critical Illness (Metlife)	<input type="checkbox"/>	
Hospital Indemnity Insurance (Metlife)	<input type="checkbox"/>	
MetLife Legal Insurance	<input type="checkbox"/>	
Identity & Fraud Protection (Metlife)	<input type="checkbox"/>	
Pet Insurance (Metlife)	<input type="checkbox"/>	



Other important reminders

SELECT YOUR LIFE INSURANCE BENEFICIARY

Even if you do not elect to purchase supplemental life insurance, USC is proud to provide all benefit-eligible faculty and staff with Basic Term Life and Accidental Death. To assure that your policy is designated to the correct person, and to protect your loved ones' futures, make sure you have designated your life insurance beneficiary. For easy-to-follow steps on how to enter your beneficiary information in Workday, please click [here](#) to see a brief video.



SAVE \$480 ON YOUR 2024 MEDICAL PREMIUMS

Complete your quick, convenient, and confidential [Vitality Health Review and Vitality Check](#) by Dec. 15, 2023, and you can save \$40 every month on your medical premiums.



GET \$220 BACK WITH A FITNESS INCENTIVE

To help pay for expenses like gym memberships, fitness classes, and equipment, the WageWorks Fitness Incentive can reimburse you for many of the most common health and fitness services and activities – up to \$220 per year. For a list of eligible expenses and instructions on how to file a claim, visit the [Healthy Choice Offerings page on the Employee Gateway](#).



FILE YOUR WELLNESS BENEFITS

If you have MetLife's Accident, Critical Illness, or Hospital Indemnity policies, don't miss out on your up to \$60 wellness benefit per policy by completing a number of preventative healthcare activities and [submitting a MetLife claim](#).



GET YOUR FLU SHOT

Shots are available at no cost to USC employees at USC Pharmacies (UPC, HSC, and Verdugo Hills). You can schedule an appointment at pharmacies.usc.edu/flu.



HAVE QUESTIONS OR NEED HELP ENROLLING?

For help with current or next year's benefits, contact the HR Service Center (HRSC).



Phone
213-821-8100



Office Hours
8 a.m.-6 p.m., Monday-Friday

Special Extended Hours:
7 a.m.-6 p.m., on Friday, Oct. 27
10 a.m.-3 p.m., on Saturday, Oct. 28
10 a.m.-3 p.m., on Sunday, Oct. 29
7 a.m.-6 p.m., on Monday, Oct. 30



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