

Your 2025 Open Enrollment Checklist

THIS DOCUMENT IS FOR REFERENCE PURPOSES ONLY

If you work at Verdugo Hills Hospital, KCMG, USC Arcadia Hospital, Las Vegas Health Care Center, or are represented by Local 11, you have different benefits options and Open Enrollment information. For information on your specific benefits, [click here](#).

Open Enrollment for your 2025 benefits takes place in Workday and runs from **Monday, Oct. 21 – Monday, Nov. 4, 2024**.

Benefit Options	I will enroll in the following Benefits	Information you will need to provide to Benefits when enrolling
MEDICAL		
USC PPO		<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 deducted from your paycheck if your marital status in Workday is "Married" or not specified. If it doesn't apply to you, be sure to select "Waive."
USC Trojan Care EPO		
Anthem HMO		
Kaiser HMO		
Dependent Care Flexible Spending Account		
Healthcare Flexible Spending Account		
DENTAL		
Delta Dental PPO		
United Concordia DHMO		
VISION		
Vision Service Plan		
LIFE/AD&D INSURANCE		
Supplemental Term Life/AD&D		<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.
Spouse/Domestic Partner Supplemental Term Life		
Dependent Children Life Term Insurance		
OTHER INSURANCE		
Accident Insurance (MetLife)		<ul style="list-style-type: none"> • Protect your pet by calling 1-800-GET-MET8. Enrollment can not be done in Workday.
Critical Illness (MetLife)		
Hospital Indemnity Insurance (MetLife)		
Legal Plans (MetLife)		
Identity & Fraud Protection (MetLife)		
Pet Insurance (MetLife)		

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 \$300 ON YOUR 2025 MEDICAL PLAN PREMIUMS

Complete your quick, convenient, and confidential [Vitality Health Review and Vitality Check](#) or achieve "Silver" status (2,500 total points) by completing health and wellness related activities by Dec. 13, 2024, and you can save \$25 every month on your 2025 medical plan premiums.

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 AND COVID VACCINE

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).



Email
uschr@usc.edu



Phone
213-821-8100



Office Hours
8 a.m.-5 p.m.
Monday-Friday



Special Extended Hours:
10 a.m.-3 p.m. on Saturday, Nov. 2
10 a.m.-3 p.m. on Sunday, Nov. 3