

# USC Arcadia Hospital 2025 Open Enrollment Checklist

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

THIS DOCUMENT IS FOR REFERENCE PURPOSES ONLY

All USC Arcadia Hospital employees must enroll in benefits through Workday. For 2025 medical rates, visit the [Open Enrollment website](#). For helpful FAQ guides, an Open Enrollment checklist, Workday login instructions, key dates, and more, visit the [USC Arcadia Hospital Integration SharePoint](#) (requires login).

Benefit Options	I will enroll in the following Benefits	Information you will need to provide to Benefits when enrolling
<b>MEDICAL</b>		
HPI – PPO Medical		<ul style="list-style-type: none"> <li>• If enrolling children, USC will need birth certificates and SSNs.</li> <li>• If enrolling your spouse, USC will need a copy of your marriage certificate and your spouse’s date of birth and SSN.</li> </ul>
Dependent Care Flexible Spending Account		
Healthcare Flexible Spending Account		
<b>DENTAL</b>		
Keck Medicine of USC Community Hospitals Dental		
<b>VISION</b>		
Keck Medicine of USC Community Hospitals Vision		
<b>LIFE/AD&amp;D INSURANCE</b>		
Supplemental Term Life/AD&D		<ul style="list-style-type: none"> <li>• An employee cannot make a spouse or child term life election until they have elected voluntary term life in Workday.</li> </ul>
Spouse/Domestic Partner Supplemental Term Life		
Dependent Children Life Term Insurance		
<b>OTHER INSURANCE</b>		
Accident Insurance (MetLife)		<ul style="list-style-type: none"> <li>• Protect your pet by calling 1-800-GET-MET8. Enrollment can not be done in Workday.</li> </ul>
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.

## ATTEND THE BENEFITS FAIR

[Attend the Benefits Fair](#) to learn about NEW BENEFIT PLANS: Oct. 21 and Oct. 22 from 7 a.m. to 3 p.m. at Lewis Hall.

## WORKDAY LOGIN INSTRUCTIONS

Check your @med.usc.edu account for Workday login instructions and your USC NetID & 10-Digit USC ID. It will be sent to you on Oct. 14.

On-Site Support is available Oct. 21–Oct. 25 from 7 a.m.–4 p.m. in Classroom 4.

## GET YOUR FLU SHOT AND COVID VACCINE

Immunizations are available at no cost to USC Arcadia Hospital employees during Annual Health Screenings and through the Occupational Health Office at the hospital.

## Have questions or need assistance?

For help with current or next year's benefits, attend the Workday Login Labs from Oct. 21-25, 7 a.m.–4 p.m. in Classroom 4 on-site or contact the following resources:

### Arcadia Human Resources

🕒 M–F 7 a.m.–4:30 p.m.

☎️ (626) 574-3607

Contact for:

- USC Arcadia Policies
- 2024 PTO Cashout

### USC Human Resources Service Center

🕒 M–F 8 a.m.–5 p.m. PST

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

☎️ (213) 821-8100

✉️ Email: [uschr@usc.edu](mailto:uschr@usc.edu)

Contact for:

- Benefits questions
- Dependent verification questions
- Open enrollment questions