

Open Enrollment October 31 - November 14, 2024

Now is your opportunity to make changes to your benefit elections without the requirement of a qualifying event. Please read carefully through this Benefit Guide prior to enrollment.

All benefit changes will become effective January 1, 2025. Please make your 2025 benefits selection no later than November 14, 2024. Requests received after this date will not be processed until next year's open enrollment unless you have a qualifying event. Premiums are deducted for the current month. You will see the first 2025 rate change in your January 3, 2025 paycheck.

Benefit changes must be made during Open Enrollment unless a Qualifying Life Event occurs and you provide timely notification to City of Kent – Human Resources.

Open Enrollment elections and changes have to be submitted online through Workday starting October 31, 2024 and no later than November 14, 2024.

If you do not make changes during open enrollment, your current program elections, excluding the Health and Dependent Care FSA, will automatically continue for the 2025 plan year. Please note that you must re-enroll each year in the FSA plans. Your Management Benefits will default to cash out on January 3, 2025. Insurance Rates, plan documents are available online on City Space/Human Resources/Benefits/Open Enrollment and on the City's website at kentwa.gov/departments/human-resources/.

Beneficiary Designations Record Keepers

- 457(b) and IRA plans beneficiaries are maintained by MissionSquare Retirement. Log in to your account to assign or update your beneficiaries at missionsq.org
- PERS, JPERS, PSERS, LEOFF plans beneficiaries are maintained by DRS. Access your account online to assign or update your beneficiaries at drsmemberaccess.drs.wa.gov/.
- Basic Life, AD&D and Voluntary Life plans beneficiaries are maintained in Workday. Access your Workday account to assign or update your beneficiaries.