8 Key Steps and Dates for Administrators

1. **4/21/23** Review *Employee Open Enrollment Progress (EO Wizard) Report* in Reta BAS for missing or old email addresses for eligible 30+ employees and add/update employee email addresses to RETA BAS so the employee can access their account.

2. **4/24/23** Once all eligible employees have an email address in RETA BAS, send them an email to remind them that Open Enrollment is almost here. Make sure they can login. They may need to go through the "forgot password" or "forgot username" process on the website. Login instructions are on the website.

3. **4/25/23** Invite your employees to the DOSR Employee OE Benefit Information Zoom and send them the flyer or Zoom link.

4. **5/3/23** DOSR Employee OE Benefit Information Zoom @ 3:30pm.

5. **5/9/23 to 5/23/23** Review Open Enrollment Wizard report in RETA BAS daily and remind employees to make elections by 11:59PM on 5/23/23.

6. **5/22/23** Send email to employees to remind them to complete or make final changes in RETA BAS

7. **5/23/23** Open Enrollment closes, review *Employee Open Enrollment Progress (EO Wizard) Report* to ensure all eligible employees have elected.

8. **5/24/23** Print Enrollment Signature Page from RETA BAS and collect proof of insurance if applicable and file.