

2023 OPEN ENROLLMENT

Dual Enrollment FAQ 2022/2023

Frequently Asked Questions

This FAQ is a guide for employees who are hired in October/November of 2022 and will need to make elections for both 2022 and 2023 benefit plan years via Empyrean.

1. When is Open Enrollment for 2023 benefits?

Open Enrollment starts Monday, October 31 and ends Friday, November 11 @ 9:59 p.m. Pacific.

2. Am I eligible for Robert Half benefits?

You can read about [eligibility on roberthalfbenefits.com](https://www.roberthalfbenefits.com).

3. When am I eligible for the Robert Half health benefit plans?

If you are a benefits eligible employee and your hire date falls into the timeframe in the table below, you are eligible to elect coverage for both 2022 and 2023 benefit plan years. The effective date of your benefits is the date you become eligible for benefits.

- Robert Half and Protiviti employees are eligible for benefits on the first day of the month following or coinciding with your hire date (or eligibility date). For example:
 - If you're hired on November 10, 2022, you will be eligible for benefits on December 1, 2022.
- Full-Time Engagement Professionals become eligible for benefits on the first day of the month following or coinciding with 30 days of continuous, active full-time employment. For example:
 - If you're hired on November 10, 2022, you will be eligible for benefits on January 1, 2023. (Please refer to the Benefits Effective Dates document on the Portal.)

Employee Type	Hire Date	Plan Year	*Coverage Effective Date	Dual Enroll
Regular RH/Protiviti employees	October 17 – November 1	2022	November 1	Yes
	November 2 – December 1		December 1	Yes
	December 2 – January 1	2023	January 1	No
Full-Time Engagement Professionals*	October 17 – November 2	2022	December 1	Yes
	November 3 - December 3	2023	January 1	No
	December 4 – January 3	2023	February 1	No

* You are eligible for EAP and Commuter benefits on your hire date. You can enroll in Commuter parking for 2022 even if your other benefits won't be effective until 2023. However, you may not want to enroll in transit for 2022 since you need to use the debit card to purchase transit cards, you can't file claims for transit expenses. Please go to [Commuter Benefits \(roberthalfbenefits.com\)](https://www.roberthalfbenefits.com) for more information about the program.

4. When do I enroll for my benefits?

You **must enroll within 30 days of your hire date for both the new hire and open enrollment event**. You don't have to enroll by the November 11th Open Enrollment Deadline if your 30-day enrollment deadline is after November 11. Put your deadline on your calendar! You should enroll as soon as possible so you can receive your medical and prescription ID cards (if you enroll in Anthem or Cigna, you will also receive an ID card from Express Scripts).

5. How do I enroll for my benefits?

You will receive welcome emails from Empyrean Benefits for your 2022 new hire enrollment. You will be prompted to complete your new hire event before you can complete the Open enrollment event.

Online: Enrollment is required on the Empyrean platform, use your applicable site link:

- Robert Half or Protiviti employees, please access [EnrollMyRHBenefits.com](https://enrollmyrhbenefits.com)
- Full-Time Engagement Professionals, please access [FTEPENrollMyRHBenefits.com](https://ftepenrollmyrhbenefits.com)

By Phone: Empyrean Robert Half Benefits Service Center 855.RHI.BENE
(855.744.2363)

6. Do my 2022 benefit elections roll over into 2023?

- Yes. When you go into your Open Enrollment event, you should see the same elections from the new hire event, **except** the Flexible Spending Accounts (FSAs) and/or Health Savings Account (HSA). If you want to make changes, you need to go through the entire OE event and confirm.

7. Do I need to choose a Flexible Spending Accounts (FSAs) and/or a Health Savings Account (HSA) for both years?

Yes. If you want to contribute for both 2022 and 2023, you need to elect a plan for each year.

- The FSA plans include the Health Care Flexible Spending Account, Limited Use/Limited Purpose Health Care FSA, and the Dependent Care FSA.
- Health Savings Account (HSA) can be elected or changed at any time during the year, unlike the FSA plans. However, if eligible for the employer match, be sure to elect it to receive the full contribution. Please refer to your benefits guide for more information about these plans.

Remember to consider any prior contributions you made at your previous employer when making your 2022 elections since you can't exceed the IRS annual limits for the HSA or FSA plans without tax consequences.

8. Are there any changes from 2022 to 2023 that I should be aware of?

Each year, Robert Half makes changes to the benefit plans for Open Enrollment. We encourage you to review information about the 2023 OE changes in your 2023 Benefits Guide, online at roberthalfbenefits.com.

9. What if I don't enroll for 2022 or 2023 benefits?

If you do not elect 2022 or 2023 benefits, you will only have company-provided benefits coverage, including Basic Life and AD&D insurance, Short-term and Long-term Disability, Health Advocate, and the Magellan EAP. Your next opportunity to enroll will be in the fall of 2023, when

Robert Half holds its Open Enrollment period for 2024 benefits. However, if you experience a qualified life event (such as getting married or having a baby) during the year, you may enroll or change your benefits within 30 days of the event.

10. Whom do I contact if I have any questions?

Contact the Empyrean Robert Half Benefits Service Center 855.RHI.BENE (855.744.2363)

Monday – Friday: 5 a.m. – 5 p.m. Pacific time

If you need assistance with enrolling for your benefits with Empyrean, you can also access the [Empyrean 2023 Enrollment Job Aid](#) on roberthalfbenefits.com.

For general questions about your employment, or corrections needed to your personal information displayed on the enrollment site, such as home address, contact HRSolutions Center: 855.744.6947 and Press Option 2 for HR or email at HRsolutions@roberthalf.com

SCREEN SHOTS ONCE ON THE ENROLLMENT SITE

- **Click Continue to enter New Hire Event** (note reminder about “Additional Events to be Completed”)

Welcome

NEW HIRE EVENT

Completing this “New Hire Event” allows you review your benefit options and finalize your benefit elections for this year. You should also check your personal information and add your dependent information for coverage on our benefit plans. You must complete this event within 30 days of your date of hire.

CONTINUE

[CANCEL AND CONTINUE TO MY DASHBOARD >>](#)

ADDITIONAL EVENTS TO BE COMPLETED

You can complete the following once you have completed this event

- [Open Enrollment Event](#)

- Once your New Hire Event is confirmed, click “**Home**” on top menu to begin the Open Enrollment Event.

The screenshot shows the top navigation menu with the following items: Robert Half protiviti, HOME (highlighted with a red box and a red arrow pointing to it), HELP, CALCULATORS, MAIN MENU, and LOGOUT. Below the menu, the main content area displays a confirmation message: "Confirmation" followed by "Congratulations! Your benefit elections are confirmed and a confirmation number has been generated. Please print a copy of this summary for your records." To the right, a box displays "Your Cost: \$284.77 BIWEEKLY COST BREAKDOWN".

rh Robert Half protiviti **HOME** HELP CALCULATORS MAIN MENU LOGOUT

Confirmation

Congratulations! Your benefit elections are confirmed and a confirmation number has been generated. Please print a copy of this summary for your records.

Your Cost:
\$284.77
BIWEEKLY COST BREAKDOWN

Event Type:
NEW HIRE

Event Progress:
My Information
My Dependents
Select Benefits
Review
Confirmation

Making benefits matter, every day.
Download EmpyreanGO to access your benefits 24/7/365.

Download on the App Store | GET IT ON Google Play

If you want to make any changes to your benefit elections for next year, complete the Open Enrollment Event within 30 days of your date of hire. To access the open enrollment event, click on HOME in the MENU above then click on the Complete Now button to make elections for this event. Contact the Benefits Service Center with any questions or concerns.

- Open Enrollment (01/01/2023)

Employee	Confirmation #	Event	Requested Event Date	Event Effective Date
	6571	New Hire	09/21/2022	09/21/2022

TAKE SURVEY | PRINT

YOUR COST SUMMARY

	BIWEEKLY COST (ELECTED)	ANNUAL COST (ELECTED)	BIWEEKLY COST (APPROVED)	ANNUAL COST (APPROVED)
EMPLOYEE PRE-TAX AMOUNT	\$284.77	\$2,868.00	\$284.77	\$2,868.00

CONFIRMED ELECTIONS

Welcome

OPEN ENROLLMENT EVENT

This is your once a year opportunity to make benefit elections/ changes for 2023.

Completing this "Open Enrollment Event" allows you review your benefit options and finalize your benefit elections for next year. You should also check your personal information and add your dependent information for coverage on our benefit plans.

CONTINUE

CANCEL AND CONTINUE TO MY DASHBOARD >>



- **Note:** you will see the black bar(s) in screen shot below as a reminder if you:
 - need to verify dependent(s) so they can be added to medical, dental or vision coverage
 - need to complete the Evidence of Insurability process for your supplemental life insurance election(s)

rh Robert Half protiviti HOME HELP CALCULATORS MAIN MENU LOGOUT

Open Enrollment Event - Confirmed 1 UPDATE NOW

Welcome to your Health & Wellness Portal
you can manage all of your health and wellness benefits right here.
CHANGE YOUR CURRENT BENEFITS

YOU HAVE AN ELECTION THAT IS PENDING EVIDENCE OF INSURABILITY

YOU HAVE DEPENDENTS REQUIRING VERIFICATION