

# BENEFITS OPEN ENROLLMENT 2024

## Dual Enrollment FAQ 2023/2024

### Frequently Asked Questions

This FAQ is a guide for employees who are hired during Open Enrollment and will need to make elections for both 2023 and 2024 benefit plan years via Emyrean.

#### 1. When is Open Enrollment for 2024 benefits?

Open Enrollment starts Monday, October 30 and ends Friday, November 10 @ 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 are my Robert Half health benefits effective\*?

- 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 3, 2023, you will be eligible for benefits on December 1, 2023.
- 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 3, 2023, you will be eligible for benefits on January 1, 2024. (Please refer to the FTEP Benefits Effective Dates document on LINK.)

*\* You are eligible for EAP and Commuter benefits on your hire date. You can enroll in parking for 2023 even if your other benefits won't be effective until 2024. However, you may not want to enroll in transit for 2023 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) for more information about the program.*

#### 4. What does dual enrollment mean?

If you are a benefits eligible employee and your hire date falls into the time frame table below, you will need to elect coverage for both 2023 and 2024 benefit plan years. You will have two (2) different enrollment events in the Emyrean system (hence dual enrollment). You must complete the 2023 New Hire event before you will have access to the 2024 Open Enrollment event.

Employee Type	Hire Date	Plan Year	*Coverage Effective Date	Dual Enroll
Regular RH/Protiviti employees	October 24 – November 1	2023	November 1	Yes
	November 2 – December 1		December 1	Yes
	December 2 – January 1	2024	January 1	No
Full-Time Engagement Professionals*	October 24 – November 2	2023	December 1	Yes
	November 3 - December 3	2024	January 1	No
	December 4 – January 3	2024	February 1	No

## 5. When do I enroll for my benefits?

You can enroll once you receive an email from Empyrean which should be within 2-5 business days. You **must complete your New Hire Enrollment AND submit your open enrollment event within 30 days of your hire date.** You don't have to finish by the Open Enrollment deadline but we suggest you complete your Open Enrollment elections by November 24th so any changes made for 2024 will be recorded timely.

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).

## 6. How do I enroll for my benefits?

You will receive welcome emails from Empyrean Benefits for your 2023 new hire enrollment and will include the URL to the **Empyrean platform "Compass": [EnrollMyRHBenefits.com](https://enrollmyrhbenefits.com)**

- [You can SSO into Empyrean from CONNECT](#) (Robert Half), iShare (Protiviti), or LINK (Full Time Engagement Professionals)
- [Or call the](#) Robert Half Benefits Service Center 855.RHI.BENE (855.744.2363)
- [Empyrean GO Mobile App](#)

## 7. Do my 2023 benefit elections roll over into 2024?

Yes, most benefits will rollover. 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 elect these plans or make changes for 2024, you need to go through the entire 2024 OE event and confirm.

## 8. 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 2023 and 2024, 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.

Refer to your benefits guide for more information about these plans.

NOTE: If you did participate in an HSA or FSA at your prior employer, remember to consider prior contribution amounts made since you can't exceed the IRS annual limit(s) without tax consequences.

## 9. Are there any changes from 2023 to 2024 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 2024 OE changes in your 2024 Benefits Guide, online at [Robert Half | OE \(roberthalfbenefits.com\)](https://roberthalfbenefits.com)

## 10. What if I don't enroll for 2023 or 2024 benefits?

If you do not elect 2023 or 2024 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 EAP. Your next opportunity to enroll will be in the fall of 2024, when Robert Half holds its Open Enrollment period for 2025 benefits, unless you have a "Qualified Life Event".

## 11. What if I have a life event and need to change my benefits?

If you experience a qualified life event (such as getting married or having a baby) during the year, you may make select changes to your benefits within 30 days of the event. Add link to Life events on [roberthalfbenefits.com](https://roberthalfbenefits.com). Call Empyrean for assistance with your life event.

However, if your qualified life event is completed after Open Enrollment closes, you need to call Empyrean to make changes to your 2024 benefits. Any changes made in a 2023 Life Event won't carry over to 2024.

## 12. Whom do I contact if I have any questions?

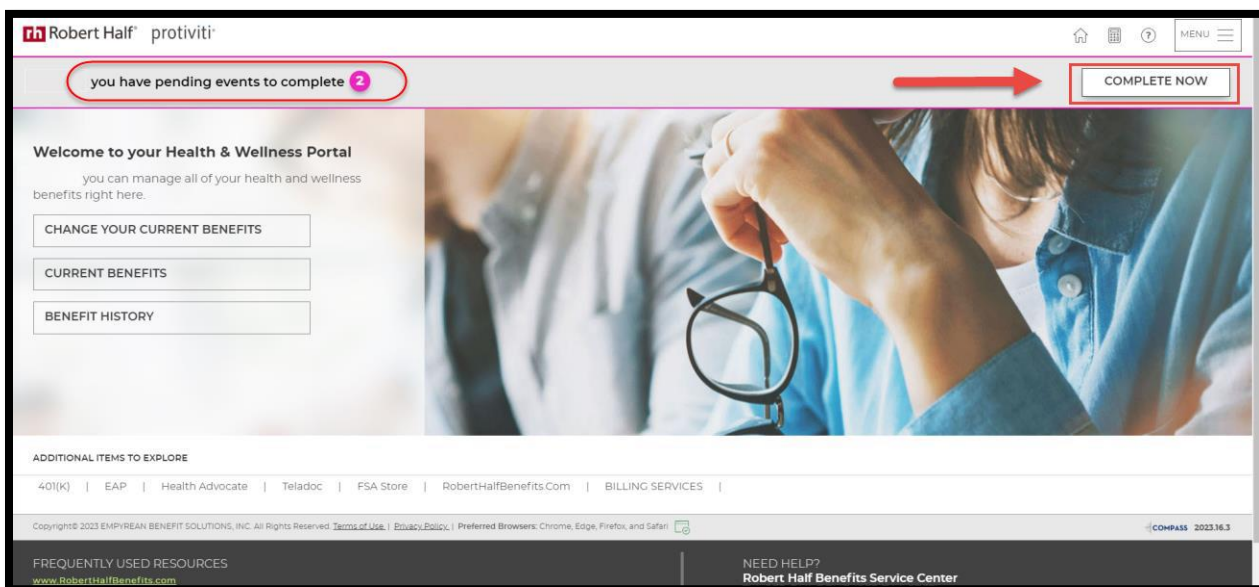
Contact the Empyrean Robert Half Benefits Service Center 855.RHI.BENE (855.744.2363) Monday – Friday: 5 a.m. – 5 p.m. Pacific time.

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

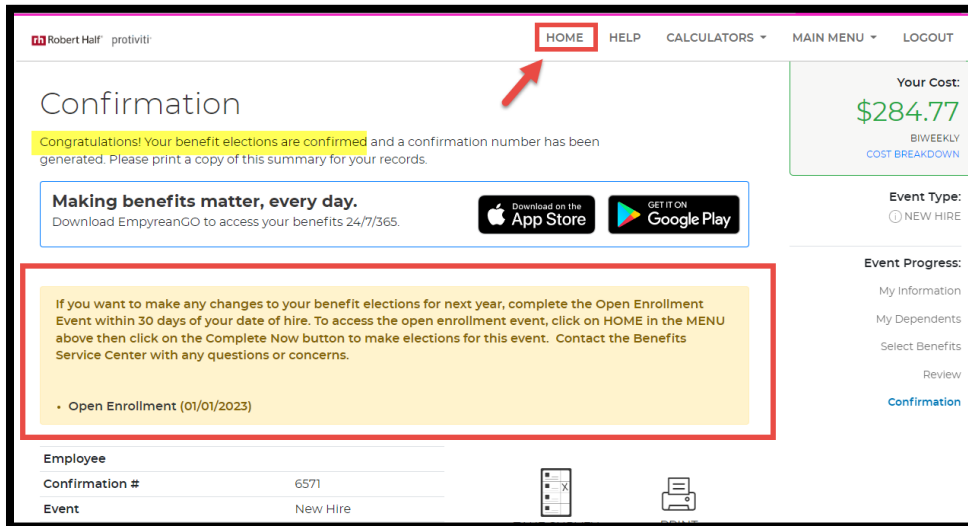
For general questions about your employment, or corrections needed to your personal information displayed on the enrollment site, such as home address, contact HRSolutions Center: 855.744.6947 and Press Option 2 for HR or email at [HRsolutions@roberthalf.com](mailto:HRsolutions@roberthalf.com)

## SCREEN SHOTS ONCE ON THE EMPYREAN ENROLLMENT SITE

- Click “COMPLETE NOW,” then “CONTINUE” to enter New Hire Event (note reminder about “Additional Events to be Completed”)



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



- After you Finalize the Event(s), you may 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.
  - complete the Evidence of Insurability process for your supplemental life insurance election(s)

