



Visit ALEX

Open Enrollment is the one chance during the plan year for you to make changes to your benefits without having a valid family status change. With so many changes to the health plan this year, there's never been a better time to ask ALEX to help you through it.

ALEX can help you decide which Health Plan and flexible benefits are right for you and your family. All you have to do is log on and respond to ALEX's questions. The program will prompt you for some basic information about you and your family, ask a few questions about your personal situation, and help you figure out what to choose based on your answers. **Everything you say to ALEX remains confidential.**

ALEX is available anywhere that's convenient for you. Log on from your work computer, your smartphone, or your home computer with an internet connection. Use it by yourself or with your family as you consider your options. And if you have any questions about how any of the benefits work, ALEX can walk you through them.

ALEX does not actually elect your benefits. When you're ready to participate in Open Enrollment, you'll need to visit the **FY22 Enrollment Site** between May 3 and 1:00 p.m. CDT, on May 17.

ALEX is live and ready to assist you!



FY22 Open Enrollment: May 3 – 17

Because the health plans are new this year, all state employees are required to participate in FY22 Open Enrollment.

If you do not participate in Open Enrollment, your coverage will be defaulted to the Washington High Deductible Health Plan, and you will be enrolled in employee only coverage. Your dependent(s) coverage will not rollover, if you currently have them covered.

The only benefit that will rollover into the new plan year are supplemental life insurance. You will need to actively re-elect all flexible benefits, such as dental and vision, along with any savings account contributions, such as Health Savings Accounts and/or Flexible Spending Accounts.

In addition to visiting with ALEX and reading the FY22 Benefits Guide, you can also find updated information on the **New Plans Page** on the BHR website. Important documents include the FAQ, Frequently Used Terms, Plan Design Matrix, Premiums Side-by-Side, and more.

Open Enrollment will be conducted through a new system this year. Information on navigating the new system will be available at <https://bhr.sd.gov/FY22OE/>.



Open Enrollment

May 3-17, 2021

EAP Online Seminar: Planning for Success

Planning for Success: Explore the secrets behind being more organized and more efficient to help combat and reduce feeling overwhelmed.

This seminar is available for viewing any time during the month of April. To view this and other online seminars, visit www.EAPHelpLink.com (company code: South Dakota)

Read the FY22 Benefits Guide

Another excellent source of information available to you during Open Enrollment is the **FY22 Benefits Guide and Reference Manual**. The Benefits Guide (formerly known to state employees as the Decision Guide) is a reference document you can use to learn about the health plan, flexible benefits, well-being program, and no cost benefits available to you.

Be sure to read the **Benefits Guide** to learn about changes to the health and flexible benefit plans since the previous plan year. The more informed you are, the easier it will be to decide if you need to make changes in your benefits. Look for the guide on the **BHR Website** today. Hard copies will be available through the mail upon request.

Watch for Emails from Infor

Open Enrollment for FY22 is changing. Employees will make their elections for FY22 in the Infor system under Employee Space. Messages from Infor will come from the following email address: **Noreply-cloudnotification@infor.com**. Emails coming from this address contain important information and should not be ignored.

In addition to Open Enrollment, Infor will be used for life events, new hire enrollment, and employee self-service. All employees must have an email address marked as "**primary email communication**" in the system to receive internal communications.

Maintain a Healthy Lifestyle

The latest benefit well-being educational session, Maintain a Healthy Lifestyle, provides tips and tricks for discarding unhealthy habits, implementing healthier habits, and maintaining those changes over time.

Healthy & Realistic Eating Patterns – A diet rich in fruits and vegetables reduces your risk of cancer, heart disease, high blood pressure, and diabetes. Plan ahead for weekends, vacations, and special occasions to keep on track.

Daily Physical Activity – Physical activity doesn't need to be strenuous to be beneficial. Add activity into your routine, such as brisk walks in the morning, at lunchtime, and in the evening.

Stay On Course & Get Support – Monitor your diet, track your progress, and find the right combinations for success. Build a support group of workout partners, family members, or friends. While lapses and setbacks happen, support groups can help you get back on track.

Go to **benefit.staywell.com** and get started. If you haven't created a new account since July, you'll need to do that. After you create an account, you can then complete sessions online or use the My StayWell app. Search for "My StayWell" in the App Store or on Google Play.

Questions? Contact the StayWell HelpLine at **1.800.721.2749** or **SOSDwellness@staywell.com**.



Last Chance for Benefits Presentations

There's still time to register for a virtual or in-person health plan presentation. These sessions have been staggered throughout the month at different times during the day in order to provide you with the flexibility to get the information you need to make the best decision possible for you and your family. Visit the **Health Plan Presentations** page to learn more or register.



Free This Month: Training Tuesday Session on Mental Health Awareness

While May is Mental Health Awareness Month, we're getting a jump on it early with April's Training Tuesday session, *It's Ok to Not be Ok*. Because this topic is so important right now for all of us, BHR is offering this session on Tuesday, April 20, free of charge.

Becky Fein with the Active Minds organization will lead our session with a discussion on mental health in the time of COVID-19. During the session attendees will gain tangible skills to promote a workplace climate that is supportive of mental wellness. We will learn how to use Active Minds' revolutionary, yet simple tool for everyday conversations, **Validate-Appreciate-Refer® (V-A-R)**. These three easy-to-use tools will provide a path to listening and responding in a helpful way.



Training Tuesdays are 60 to 90-minute virtual presentations held on the third Tuesday of each month. [Click here to learn more and register.](#)

Upcoming Training Tuesdays: May 18 – Stress Management

June 15 – Positive Conflict

July 20 – Burnout

Microsoft Classes Available for April

The Bureau of Human Resources is offering free virtual training classes on several Microsoft 365 applications. All classes are presented through Microsoft Teams.

Upcoming classes for April:

- Excel 100 – April 14
- Mastering Teams Meetings – April 21
- Outlook 100 – April 22
- Microsoft 365: Deaf & Hard of Hearing – April 27
- OneDrive 100 – April

Classes range from 60 to 90 minutes, and will be presented through Microsoft Teams. [To view class times or register, please click here.](#)



Teams



Word



Excel



OneDrive

2021 Agents of Change Conference

This year's conference theme is *Adapting to and Anticipating Change*. In addition to an exciting presentation from keynote speaker Amy Leneker, participants will have the opportunity to attend multiple sessions dealing with Lean concepts and continuous improvement methods. The goal of this conference is to show how these methods can help you adapt to and anticipate changes in your department.

Date: April 20 – 22, 2021

Location: Virtual – Zoom

Cost: Free!

A list of all sessions is available on the BHR website.

[Click here to register.](#)



2021 Administrative Professionals Day

The 2021 Administrative Professionals Day celebration is going virtual this year. All administrative professionals are invited to join us for a two-part series geared toward education and motivation for the State's very front-line employees.

After an extremely challenging year both personally and professionally, this two-part series will not only educate attendees but will also entertain and guide them to understanding how to venture through the next phase of this pandemic life with confidence.

Date: April 15, 2021

Location: Virtual – Zoom

Cost: \$50

[Click here to register.](#)



[Click here for Benefits](#)