

Open Enrollment Sample Communication Calendar

HealthReformGuy

Open enrollment is a busy and challenging time of year for HR professionals.

They are often swamped with work, support questions and paperwork. For this reason, it's crucial that HR teams have an effective communication plan in place before open enrollment begins. These communications are essential to ensure employees understand and sign up for benefits packages.

Creating a calendar allows HR professionals to prioritize employee communications before this busy season begins, improving organization and productivity during open enrollment.

This calendar serves as an example of open enrollment communications for HR professionals.

Note: This calendar is not an exhaustive list of open enrollment topics and does not address compliance obligations or requirements.

January Welcome and benefits information, onboarding emails	February Onboarding emails	March Onboarding emails, Quarterly Benefits Newsletter	April Health savings account (HSA) checkup email, 10 Ways to Save for Retirement
May Quarterly Benefits Newsletter	June Getting the Most Out of Your Benefits	July Tips for Using Your HSA	August Open Enrollment HSA Tools and Resources, Quarterly Benefits Newsletter, Open Enrollment Glossary of Terms
September Open Enrollment HSA Tools and Resources, Open Enrollment FAQs, Open Enrollment Glossary of Terms	October Open Enrollment HSA Tools and Resources, Open Enrollment FAQs, Open Enrollment Glossary of Terms	November Open Enrollment Announcement, Open Enrollment FAQs, Quarterly Benefits Newsletter, Open Enrollment Glossary of Terms	December Last Day to Complete Open Enrollment Announcement