

**Annual Benefits Open Enrollment Period**  
**Monday, October 31, through Friday, November 11**



***HIGHLIGHTS FOR 2023:***  
***NO PLAN DESIGN CHANGES***  
***NEW ONLINE SYSTEM FOR BENEFITS***

To elect your benefits for 2023, please review this notice, the enclosed 2023 Benefits Information update, and the 2023 Benefits Guidebook carefully and view or change your enrollments as follows:

- Medical, Dental, Vision – **It is important to log in to review your personal information and elections, even if you do not plan on making any changes.**
- Medical Waiver – **If you waive medical insurance, you must log into your AleraGray profile and agree to the medical waiver attestation**
- FSA (Flexible Spending Accounts) – **If you want to participate for 2023, you must log into your AleraGray profile to make an election**

Open enrollment meetings are scheduled for Friday, November 4, at 9:30 a.m., 11:00 a.m. and 1:30 p.m. in the Sadove Student Center Conference Room (112). A general review of the College’s benefit plans and an overview of AleraGray will be presented. If you have not already signed up, please do so by visiting [www.hamilton.edu/human-resources](http://www.hamilton.edu/human-resources) and click on “Benefits” and then on “Enrollment”, or by calling Samantha Campione, ext. 4042. A pre-recorded presentation will be available on AleraGray.

Please keep in mind that after November 11, you may **not** change your insurance and/or FSA elections unless you have a qualifying event. Examples of qualifying events include a change in marital status, dependents, or employment status (for a complete list, see page 4 of the Benefits Guidebook). If one of these events occur, you must log into AleraGray and complete the life event enrollment steps within **30 days** of the event, or you will not be able to make the change until the next open enrollment period.

If you have any questions, please contact Samantha Campione ([scampion@hamilton.edu](mailto:scampion@hamilton.edu)), ext. 4042, or Kim Hatzinger ([khatzing@hamilton.edu](mailto:khatzing@hamilton.edu)), ext. 4689.

**Enrollments must be completed online by November 11! Thank you.**

Enclosures:      2023 Benefits Guidebook  
                         2023 Benefits Information  
                         AleraGray Enrollment Flyer  
                         2023 Group Medical Insurance Rates  
                         2023 Dental/Vision Insurance Rates