

OPEN ENROLLMENT is OCTOBER 11, 2021 through OCTOBER 29, 2021

Save this letter. It contains the KHRIS User ID that you will need to enroll.

<FIRST NAME> <LAST NAME>
<ADDRESS 1>
<ADDRESS 2>
<CITY>, <STATE> <ZIP CODE>

Who to Call for Help

For local, personalized help, please call the Teachers' Retirement System at 800-618-1687

Open Enrollment Assistance

502-564-6534 or 888-581-8834

Mon, Oct. 11 – Fri, Oct. 15: 7:30 a.m. to 4:30 p.m.
Mon, Oct. 18 – Fri, Oct. 22: 8:00 a.m. to 6:30 p.m.
Mon, Oct. 25 – Fri, Oct. 29: 8:00 a.m. to 8:00 p.m.
(All times are Eastern Time)

How to Enroll

- ✓ Go to KHRIS.KY.GOV to log in to the KHRIS Employee Self-Service (ESS).
- ✓ Enter your KHRIS User ID and your password.
 - If you do not remember your password, you can easily reset it on the KHRIS login screen.

KHRIS User ID: <USER ID>

<KHRIS Sec User ID: Sec User ID>

<ORG
UNIT>



Department of
Employee Insurance

Kentucky Employees' Health Plan
501 High Street 2nd Floor
Frankfort, Kentucky 40601

September 20, 2021

Dear <FIRST NAME> <LAST NAME>:

Each year you have an opportunity to make important decisions regarding your health insurance. That time has come! Open Enrollment for 2022 is from **October 11 through October 29, 2021**. Check out the materials enclosed with this letter, as they contain important information to help you enroll.

You are not required to re-enroll in a health plan option for 2022; but we highly encourage you to review your options and ensure the plan you currently have still meets your needs. If you do not enroll during the Open Enrollment period, you will remain in the same health insurance plan option and coverage level as you have in 2021.

Enrolling is easy! Go to KHRIS.ky.gov, click on Open Enrollment and start the process.

Important Cross-Reference Information

Cross-Reference Payment Option: The primary planholder must enroll through KHRIS ESS first and make health insurance elections for the whole family. Once the primary planholder has completed enrollment and logged out of KHRIS ESS, the secondary planholder can enroll in their secondary plan as well. If either planholder is an active employee, they may also elect optional dental and/or vision coverage and, if their agency participates, a flexible spending account (FSA).

If you wish to start or end your cross-reference payment option, both planholders must complete a paper application, which can be found at kehp.ky.gov or trs.ky.gov.

TRS Retiree Cross-Referenced with KPPA Retiree: TRS retirees will enroll in KHRIS ESS. All KPPA retirees will enroll in the KPPA START system.

TRS Retiree Cross-Referenced with KCTCS Employee or Retiree: TRS retirees will enroll in KHRIS ESS. All KCTCS employees and retirees will enroll in the KCTCS system.