

OPEN ENROLLMENT is OCTOBER 7, 2024 through OCTOBER 25, 2024
Save this letter. It contains the KHRIS User ID that you will need to enroll.

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

Who to Call for Help

<IC tagline>

Open Enrollment Hotline

502-564-6534 or 888-581-8834

Mon, Oct. 7 – Fri, Oct. 11: 7:30 a.m. to 4:30 p.m.
Mon, Oct. 14 – Fri, Oct. 18: 7:30 a.m. to 6:00 p.m.
Mon, Oct. 21– Fri, Oct. 25: 7:30 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: <Employee User Name (Key)>
<SPuser>

<Organizational Unit
>

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

<Date>

Dear <EMPLOYEE FIRST NAME> <EMPLOYEE LAST NAME>:

The time is here to make important decisions regarding your insurance and other benefits! Open Enrollment for 2025 is from **October 7 through October 25, 2024**. 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 health insurance for 2025, but we encourage you to review your plan options and ensure the plan you currently have still meet 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 2024. 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.

Benefit Fairs

**Tuesday, October 1
Russell County**

Russell County Auditorium
Natatorium Complex
2167 US 127
Russell Springs, Ky 42642
2:00 p.m. to 6:00 p.m. CST

**Wednesday, October 2
Franklin County**

Kentucky State Office
Building Auditorium
501 High Street
Frankfort, KY 40601
8:00 a.m. to 6:00 p.m. EST

**Thursday, October 3
Daviness County**

Owensboro Board of
Education
450 Griffith Avenue
Owensboro, KY 42301
2:00 p.m. to 6:00 p.m. CST

**Friday, October 4
Hopkins County**

Hopkins Co. Career and
Technical Center
1775 Patriot Dr.
Madisonville, KY 42431
2:00 p.m. to 6:00 p.m. CST

**Tuesday, October 8
Pike County**

Pike County Central
High School Cafeteria
100 Winners Circle Dr.
Pikeville, KY 41501
2:00 p.m. to 6:00 p.m. EST