



2021 Benefits Open Enrollment

Tuesday, December 8th – Friday, December 18th, 2020

All Full Time Employees are required to log into www.Paycom.com, and follow the directions to complete the open enrollment checklist, review/sign the Electronic Consent and the Pre-Tax Deduction Agreement, and go into their benefits tabs to make their benefit elections.

If you want to elect coverage or make any change, you **MUST** complete these online at www.paycom.com via **My Benefits by December 18th**. Save your confirmation or print it for proof of completion. This is important with any electronic process.

Ale-8-One has been able to minimize the average increase to employee contributions year after year. While the market continues to face rising healthcare costs, Ale-8 has been able to offer excellent benefits at an affordable and competitive rate. Ale-8-One pays more than 3 times what the employee pays for the total cost of medical insurance premiums, resulting in the 2nd largest expenditure for the company.

In 2020, Ale-8 offered the same benefits and absorbed both Ale-8's and the employee portion of the 5% renewal cost increase. In 2021, knowing this has been a particularly challenging year for everyone, the Company has once again made the decision to absorb both Ale-8's and the employee's portion of the 8% renewal cost increase. We believe now more than ever health benefits are incredibly important to you and your family and we made these decisions keeping the Ale-8 value – Kindness returns Compassion at the forefront of this process for our employees during this time.

Year after year we communicated that our PPO medical insurance plan through Anthem is unlikely sustainable for another year due to rising healthcare costs. While we explored many plan design options and other insurance carriers for 2021, we made the decision to continue our insurance coverage with Anthem, allowing our employees to continue with the same provider network, and offer our PPO with a few plan design changes at **NO COST INCREASE** to you. We are also offering a second plan option that includes a Health Savings Account (HSA) the company will contribute money to, at a lower employee premium rate than today. This gives employees two excellent options for medical insurance in 2021.

Be sure to watch the benefits videos to learn about our dual plan options on the medical insurance for 2021, and tune into the virtual meetings to learn more so you can make an informed decision for you and your family. The meetings can be attended via phone by dialing in or your phone/computer for the video option.

There are no changes to the current Anthem Vision and Dental Plans or the optional coverages for life insurance, accident or intensive care plans or the employee rates for 2021.

HSA Questions? Virtual meetings will be held on December 10th at 11:00AM and December 15th at 3:30PM. Please see HR, the Front Desk or your Supervisor to sign up.

Need Help/ Have Questions? HR will have sign-ups with availability to answer questions and assist employees with enrolling online at paycom.com. Employees are still able to review and enroll on their own. Employees who want assistance with making changes need to **have their Paycom.com Username & Password** or notify HR in advance if a reset is needed.

401(k) Retirement Benefit Plan Reminder! – This is a great time of year to review your current contribution and consider increasing it until you are at least contributing 5% so you can take advantage of the full company match of 4%!



**Ale-8-One Bottling Company
Medical, Dental & Vision Coverage
2021 Employee Contributions**

	Medical PPO	Medical HDHP	Dental	Vision
Employee Only	\$60.30	\$44.65	\$8.58	\$3.87
Employee & Spouse	\$142.12	\$119.99	\$18.36	\$6.78
Employee & Child(ren)	\$105.76	\$89.29	\$20.27	\$7.36
Employee & Family	\$191.69	\$161.85	\$31.22	\$11.23

- **Open Enrollment Period** - Our open enrollment is held each December for a January 1st effective date. If you would like to enroll or change your coverage status (i.e. family to employee only, etc.) or if you want to join or make any type of enrollment change, you **MUST** complete enrollment on Paycom's portal.
- If you are not making any changes, you must still log onto Paycom's website and complete the checklist.
- It is your responsibility to notify Human Resources **within 30 days** if you have a change in family status (Marriage, Divorce, Legal Separation, Death, Birth, Adoption, and Dependent Children over the age limits).
- **Dependent Children age limits for all Benefit Plans:**
 - Anthem Medical Plan – until they reach age 26
 - Delta Dental - until they reach age 26
 - Anthem Vision - until they reach age 26
 - You must notify Human Resources when they are no longer eligible so you do not continue to pay premiums on non-eligible dependents.
- **All enrollments must be completed by December 18, 2020**

2021 Open Enrollment Paycom.com Directions

www.paycom.com

Login to Employee Self Service to review and verify your current 2020 benefits:

- Main Menu in the center of the screen
- Click on “Benefits”
- Click on “Current Benefits” from the drop down

2021 Open Enrollment Checklist

- Hover over “Checklists” located on the main menu bar in the center of the screen
- Select “View My Checklists”
- Select “2021 Open Enrollment Checklist”
- Review each document and sign the documents the require a signature
- Once completed you may return to your home page

2021 Benefit Enrollment

- Hover over “Benefits” located on the main menu bar in the center of the screen
- Select “2021 Open Enrollment”
- Select “Start Enrollment”
- Confirm personal information and select “Next”
- If you wish to re-enroll in the same benefits as last year select “Yes” to the Pre-Enrollment Question and select “Save and Next”
 - Review your elections
 - Select “Finalize” in the bottom of the cost bar on the right of the screen
 - Select “Sign and Submit”
- If you wish to make changes to your benefit select “No” to the Pre-Enrollment Questions and select “Save and Next”
- Make your benefit selections
- Review your elections
- Select “Finalize” in the bottom of the cost bar on the right of the screen
- Select “Sign and Submit”

Once you have completed your Open Enrollment Checklist and the Benefits Enrollment you have completed 2021 Open Enrollment. Be sure to save your confirmation: [Congratulations! Your enrollment is complete. Below is a recap of your elections including who will be covered under each benefit plan and your named beneficiaries.](#)

If you have any questions and need assistance please contact Makensie Jackson, HR.