



**Mark your calendar:  
2023 Open Enrollment  
is November 4 – 18.**



Find out what's changing for next year and join us for virtual events to learn more about your 2023 benefits in the Open Enrollment Resource Center. Scan the QR code to learn more.

Novant Health complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability or sex.  
ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-800-890-5420.  
CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-800-890-5420.

Make informed  
choices that  
benefit your health  
and well-being.



#### WHAT'S INSIDE

- Details about changes to the 2023 Novant Health benefit plan
- Steps to complete your Open Enrollment

**Want to learn more?** Visit [NovantHealth.org/OpenEnrollment](https://www.novanthealth.org/OpenEnrollment) and watch for upcoming articles on I-Connect or CapsLive with schedules for virtual benefit events and webinars.

## What's changing?

BENEFITS	2023 CHANGES	WHAT TO DO
<b>Paid Time Off (PTO)</b>	Alignment of Novant Health and New Hanover Regional Medical Center (NHRMC) PTO accrual schedules to ensure consistency across markets.	Review the new PTO accrual schedule on the open enrollment resource center website.
<b>Supplemental Life (Team Member)</b>	Lowered rates for team member supplemental life.	Evaluate the options for supplemental life insurance, short-term disability and AD&D available to you.
<b>Healthcare Flexible Spending Account (FSA)</b>	Contribution maximum will increase from \$2,750 to \$2,850.	Evaluate your healthcare expenses (copayments, deductibles, eligible over-the-counter medications) to see if you'd benefit from a healthcare FSA. Unused monies at the end of the year or Grace Period will be forfeited. The Grace Period extends 2-1/2 months after the end of the calendar year.
<b>Retirement Plus Plan</b>	Beginning January 1, 2023, Novant Health will eliminate the one year of service requirement to receive the employer match. Team members contributing to Retirement Plus on a pre-tax basis who have less than one year of service on January 1, 2023 will start receiving the employer match contribution with the pay period that begins January 1, 2023.	Novant Health match is \$1 for \$1 to 6% of pre-tax pay. Review your contribution election as the auto-enroll election is 4% of pre-tax pay.
<b>Medical Plans</b>	Beginning January 1, 2023, the Novant Health Cigna Premium and Standard and Surest (formerly Bind) medical plans will cover skin cancer screenings and diagnostic mammograms at 100 percent.	Complete your annual preventive care and follow-up screenings as directed by your provider(s).

### OTHER REMINDERS

Remember to get your annual flu vaccine in the month of October. Receiving an annual flu vaccine helps protect our team members, patients and the communities we serve.

## How to complete your benefits enrollment...

### NOVANT HEALTH

#### ...from a Novant Health computer:

- 1 From the I-Connect homepage, select *Tools and Services > Team member services > Self Service (PeopleSoft)*
- 2 Enter your User ID (six-digit employee ID number)
- 3 Enter your password (previously created in Password Management)
- 4 The Employee Service page will open. Under *Main Menu*, select *Self Service > Benefits > Benefits enrollment*

#### ...from a personal computer:

- 1 From the [NovantHealth.org](https://www.novanthealth.org) website, select for *Employees* at the top of the page or *Team member connections* at the bottom of the page
- 2 Under *Remote access*, select *Self Service (PeopleSoft)*. The Novant Health PeopleSoft Portal screen appears. You will need to sign in on two login screens.
- 3 At the first login screen, enter:
  - User ID: six-digit employee ID (e.g. 123456)
  - Password: your password created in Password Management
  - Server: Select *Novant Health PeopleSoft*
- 4 At the second login screen, enter:
  - User ID: six-digit employee ID (e.g. 123456)
  - Password: your password created in Password Management
- 5 The PeopleSoft service page will open. Under *Main Menu*, select *Self Service > Benefits > Benefits enrollment*

### NEW HANOVER REGIONAL MEDICAL CENTER

#### ...from an NHRMC computer:

- 1 Connect to CapsLive ([capslive.nhrmc.org](https://capslive.nhrmc.org))
- 2 Select *Infor Global HR*
- 3 Sign in with Okta
- 4 Select *Open Enrollment* on your *Employee Home "Quick Links"* page

#### ...from a personal computer:

- 1 Sign in remotely ([remote.nhrmc.org](https://remote.nhrmc.org))
- 2 Sign in with Okta
- 3 Visit *CapsLive > Infor Global HR*
- 4 Sign in with Okta
- 5 Select *Open Enrollment* on your *Employee Home "Quick Links"* page

If you have benefit questions, please contact [AskHR@novanthealth.org](mailto:AskHR@novanthealth.org). If you require technical assistance accessing PeopleSoft, call **866-966-8268**. For assistance with Infor Global HR, call **910-667-7855**.

#### Want to learn more?

Visit [NovantHealth.org/OpenEnrollment](https://www.novanthealth.org/OpenEnrollment) and look out for upcoming articles on I-Connect or CapsLive.

#### 2023 Open Enrollment is November 4 through November 18.

If you do not make changes during open enrollment, your current elections will roll over to 2023, with the following two exceptions:

- To participate in a **flexible spending account**, you must re-enroll for 2023.
- To continue **medical coverage for a spouse**, you must reverify that they will not be eligible for employer-sponsored group medical coverage in 2023. Reverification may be completed by submitting an electronic affidavit in PeopleSoft or Infor Global HR. Novant Health may conduct periodic audits of an enrolled spouse's eligibility.