



## Open Enrollment is Here!

FY22 Open Enrollment began on May 3 and will continue until 1:00 p.m. CDT on May 17. Because your previous selections will not carry over to the next year, you must participate in FY22 Open Enrollment. **This is true even for individuals who have previously opted out of the health plan.**

The Open Enrollment page has all the resources you need to get you enrolled. Check out the redesigned Benefits Guide, visit with ALEX, watch videos, or view PDFs and infographics to familiarize yourself with the new health plans and decide which health plan and flexible benefits are ideal for you and your family.

You must participate in Open Enrollment through Employee Space. The **Open Enrollment page** has both video and PDF tutorials to help guide you through the new process.

If you have further questions, please reach out to a member of your HR Team or contact the Benefits Program at [benefitswebsite@state.sd.us](mailto:benefitswebsite@state.sd.us) or **605.773.6027**.

**Please Note: Your current elections will not be displayed in Employee Space. If you need to see your current benefit elections and deductions, please review your most recent paystub.**



## Premium Holiday

Beginning FY22 (July 1, 2021 – June 30, 2022), all employees will have a “pay as you go” benefit premium schedule. This means that, beginning July 1, 2021, coverage for all employees will begin on the first of the month and employees will pay premiums in the current month. Coverage will end on the last day of the month of employment termination. New hires will be eligible for benefits the first of the month following their date of employment.

To align all current employees with this eligibility structure, there will be a premium holiday for the pay dates of June 1 and June 16, 2021 (June 30 for Board of Regents staff), for the following benefits.

- Health premiums
- Short Term Disability
- Dental
- Accident
- Vision
- Hospital Indemnity

Please note that premiums and contributions will be collected for Supplemental Life insurance, health savings accounts or flexible spending accounts.

## Preventive Care Reminders

The State of South Dakota health plan is committed to promoting the health and well-being of our members. This includes providing age appropriate preventive cancer screenings to all members, many at no additional cost to you. A full list of covered preventive services is available on the **Benefits Website**.

If you have additional questions about these and other preventive screenings, please contact a member of the Benefits team at **605.773.6027**.

## Well-Being Incentive

If you are unsure whether you and your spouse, if applicable, completed the health screening qualification to earn the incentive, go to [benefit.staywell.com](http://benefit.staywell.com). If you need assistance or have questions, contact StayWell at **1.800.721.2749**.

Please note, if you are covered under another state employee's health plan, you will not receive a contribution to your HSA or HRA account. Only one incentive can be received per covered family.

Employees who opt-out of the health plan are not eligible to receive the \$500 incentive.

To be eligible for the incentive, you must be enrolled in a health plan between July 2021-June 2022, meet the health screening qualification and must be on the health plan when the incentive is distributed in July 2022.

## New Wellmark Health Plan ID Cards

New health insurance cards will be arriving in June. You will receive two health plan ID cards in the mail to your home address. These cards will list the name of the employee only and will not include the names of covered spouses or dependents.

If you wish to receive additional cards, you may request them by calling the number on the back of the card. If you have questions, please contact the Wellmark help line: **1.800.846.9183**.

## EAP Online Seminar: Financial Well-Being

**Feeling Secure About Your Finances:** Understand the practical ways you can feel more secure and more stable in your finance management.



This seminar is available any time during the month of May. Visit [www.EAPHelpLink.com](http://www.EAPHelpLink.com) today with code: **SouthDakota**.

**Click here for Training & Development**



### Training Tuesday Session on Stress Management

May's Training Tuesday session from keynote speaker and CEO of The B3 Method Institute, Amy Vetter will take a deep dive into understanding where we are off balance in our lives. This includes both work and home, as well as how each affects the experience we create with others.

Mindfulness is the practice of being fully present in the current moment and learning how to calmly observe our thoughts and feelings without judgment or action. By learning to disconnect, we can connect in a more intentional, positive way and find common ground with those we work with and care about. Through the daily practice of mindfulness, we can gain a better understanding of where we are off balance internally so that we can show up better for those around us, be a more successful leader, and feel more engaged as an employee.

*Training Tuesdays* are 60 to 90-minute virtual presentations held on the third Tuesday of each month. [Click here to learn more and register.](#)

**Upcoming Training Tuesdays:**    **June 15** – Positive Conflict                      **July 20** – Burnout



### Microsoft Classes Available for May and June

The Bureau of Human Resources is offering free virtual training classes on several Microsoft 365 applications. All classes are presented through Microsoft Teams.

#### Upcoming classes for May:

- **365 Accessibility: Blind and Low Vision – May 4**
- **Excel 100 – May 5**
- **Getting Started with Teams – May 11**
- **365 Accessibility: Neurodiversity 100 – May 12**
- **OneNote 100 – May 20**
- **Power BI Fundamentals – May 26**

#### Upcoming Classes for June

- **Advanced Tips and Tricks for Teams – June 3**
- **Excel 200 – June 8**
- **Getting Started with Teams – June 9**
- **Mastering Teams Meetings – June 17**
- **One Drive 200 – June 23**
- **Outlook 200 – June 24**
- **Power Automate – June 29**
- **PowerBI Fundamentals – June 30**

To view class times or register, [please click here.](#)

### Remote Teams Training Webcast

On Thursday, May 13 at 11:00 a.m. CDT, Evolve365 is hosting a remote training webinar for Microsoft Teams. This overview of Teams is ideal for all state employees, whether they have a novice or intermediate understanding of the program.

**Webinar Description:** Teams is a collaboration tool built for teamwork; you can actively connect and collaborate in real-time to get things done. Teams can simplify your access to M365 services to be the center of gravity for your collaboration and communication needs.

This application overview webcast will cover navigation options, settings, calling, and a high-level look at collaboration and meetings.

[Click here to download and add an invite for this event to your Outlook calendar.](#)

### Leadership IQ Online Masterclasses

Twenty new online masterclasses designed for leaders at all levels from Leadership IQ are now available. This month's featured classes include:

**Leading a Team Filled with Strong Personalities –** Brilliant, creative and powerful people often come with strong personalities. Failing to lead and balance those strong personalities, keeping your team focused, productive and collaborative will be exhausting (if not impossible).

**Psychological Tactics That Make You a Winning Negotiator –** Every aspect of your career is subject to how well you negotiate; from your salary to your job title to getting your big proposal approved. You might be surprised to learn that in one study, 70% of people accepted deals that were so bad they ended up financially worse off than having no deal at all.

**How to Speak so Everyone Listens –** While 93% of leaders think they are effective communicators, only 11% of their employees agree. That's a huge problem for leaders, because communication skills drive career success in today's organizations.

[Click here to view all masterclasses from Leadership IQ.](#)

### Crucial Conversations

Crucial Conversations is back with virtual and in-person sessions! Crucial Conversations teaches skills for handling critical discussions between two or more people where the stakes are high, opinions vary, and emotions run strong.

These conversations – when handled poorly or ignored – lead to strained relationships and dismal results. This course will help you speak and be heard, make the highest-quality decisions, then act on the decisions with unity and commitment.

Virtual and In-person classes are both available. Descriptions of each course are available on the Crucial Conversations page.

In-person class will take place June 29 through July 1.

Virtual classes will take place across five days from June 14 – 24.

[To learn more and to register, please click here.](#)