## **UKG** Tip for becoming a UKG "Pro"

Open enrollment is now available in UKG Pro for the upcoming plan year from **May 1**, **2025** – **April 30**, **2026!** To access the open enrollment section and make your selections, follow the below steps.

- 1. Login into UKG Pro
- 2. Click on Myself, then Open Enrollment



3. Under Open Enrollment, click on the blue hyperlinks to choose your benefits. There are two open enrollment sessions available. The session titled **ACTIVE: Life, CI, Accident** (**REQUIRED**), must be completed by ALL associates. The session labeled **Passive: Medical, Dental and Vision** will automatically continue the same benefits if no action is taken.

About Open Enrollment	Confirm Your Elections or Changes		← back	$\rightarrow$	submit	C) draft	C reset	(X) cancel	prin	p C
Verify Beneficiary And Dependent Information	This page provides a summary of your benefit elections for medical, dental and vision	e reviev	/ your sel	ections car	efully					
Medical	before submitting. If you need to edit your selections, click on the plan benefit type hyper when you are satisfied with your elections, click <u>SUBMIT</u> on the toolbar.	ion pag	e.		ffective	ective 05/08/20:				
Health Savings Account										
Tobacco Disclaimer	Personal Information									
Spousal Disclaimer	Name	Home phone	Private							
Dental	Address	Work phone								
		Work extension								
Vision		E-mail								
Confirm Your Elections Or Changes										_