



**Metropolitan
Transit
System**

Memorandum

DATE: September 27, 2024
TO: All Management, MTS Rail, and Transit Enforcement Employees
FROM: Brendan R. Shannon, Director of Human Resources
SUBJECT: 2025 Benefits Open Enrollment

This year's open enrollment will run from **Tuesday, October 1st through Thursday, October 31st**. Open enrollment is an annual opportunity to enroll in, or make changes to, your employee benefits. Outside of open enrollment, you may only make midyear changes to your benefits based on "qualifying events" (e.g., birth of a child, marriage, etc.). All changes made during open enrollment will be effective January 1, 2025.

There are no changes to the health, dental, or vision insurance plan benefits for calendar year 2025. Employees who do not wish to make changes to their health, dental, or vision benefits do not need to take any action during open enrollment. However, as required by IRS regulations, employees who wish to have dependent care or health care flexible spending account deductions taken from their paychecks must re-enroll in these benefits each year.

Paperless Open Enrollment

All open enrollment transactions are conducted in MyADP. Employees can access MyADP via any internet connected computer or tablet, or by downloading the ADP Mobile App onto their cell phone. The computer Kiosks in the HR lobby and most breakrooms can also be used to enroll or make changes.

Steps to enroll:

1. Log on to the MyADP website at <https://my.adp.com> or via the ADP Mobile App
2. Select "Annual Enrollment" from the "Benefits" menu
3. Enter necessary dependent/beneficiary information and make your benefit selections
4. Review and confirm your elections and save your confirmation statement
5. Submit necessary documentation to maggie.gunderson@sdmts.com (e.g., Birth/Marriage Certificate)

Note: If you do not log into MyADP and confirm your current coverage (even if you are not making any changes) or new elections, ADP will send automatic email notifications to remind you to enroll in your benefits during annual enrollment.

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San Diego Metropolitan Transit System (MTS) is a California public agency comprised of San Diego Transit Corp., San Diego Trolley, Inc. and San Diego and Arizona Eastern Railway Company (nonprofit public benefit corporations). MTS member agencies include the cities of Chula Vista, Coronado, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, San Diego, Santee, and the County of San Diego. MTS is also the For-Hire Vehicle administrator for nine cities.



MyADP Assistance:

If you have questions about logging into MyADP or the ADP Mobile App, please contact the Human Resources at 619-557-4598 or email your questions to jobs@sdmts.com.

Open Enrollment Guides and Resources

To ensure all employees have easy access to the necessary resources to make enrollment decisions, we have posted all open enrollment materials to the MTS human resources website. Please visit <https://www.sdmts.com/human-resources> to review your rate sheet, benefit guide, and a narrated infographic explaining your benefit options. We will also be emailing and texting employees, as well as posting notices in break rooms and by time clocks.

Walk-in Open Enrollment Sessions:

Friday, October 11, 2024	1:00 PM to 3:00 PM	<u>Mills Building</u> 9 th Floor HR Conference Room
Tuesday, October 15, 2024	1:00 PM to 3:00 PM	<u>Building C</u> Lunch Room
Friday, October 18, 2024	12:00 PM to 1:30 PM	<u>Building A</u> Trolley Yard
Monday, October 21, 2024	1:30 PM to 3:30 PM	<u>Building B</u> Trolley Facilities Lunchroom
Wednesday, October 30, 2024	9:00 AM to 11:30 AM	<u>Mills Building</u> 9 th Floor HR Conference Room

MTS Benefits Team:

Please feel free to contact a member of the benefits team if you have questions or need assistance.

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