



**Metropolitan  
Transit  
System**

## Memorandum

DATE: September 30, 2023  
TO: MTS Rail  
FROM: Brendan R. Shannon, Director of Human Resources  
SUBJECT: 2024 Benefits Open Enrollment

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This year's open enrollment will run from **Sunday, October 1<sup>st</sup> through Tuesday, October 31<sup>st</sup>**. 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, 2024.

**There are no changes to the health, dental, or vision insurance plan benefits for calendar year 2024. Employees who do not wish to make changes to their health, dental, or vision benefits do not need to take any action.** Lastly, 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 [Cydneyn.Jones@sdmts.com](mailto:Cydneyn.Jones@sdmts.com) (e.g., Birth/Marriage Certificate)

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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.



## **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.

### **MyADP Assistance:**

If you have questions about logging into MyADP or the ADP Mobile App, please contact Kate Ehrhardt at [Kate.Ehrhardt@sdmts.com](mailto:Kate.Ehrhardt@sdmts.com) or by phone at 619-557-4505.

### **Walk-in Open Enrollment Sessions:**

Thursday, October 5, 2023	12:30 PM to 3:00 PM	<u>Building C</u> Lunch Room
Tuesday, October 17, 2023	1:30 PM to 3:30 PM	<u>Building B</u> Facilities Lunch Room
Tuesday, October 19, 2023	12:00 PM to 1:30 PM	<u>Building A</u> Trolley Yard
Tuesday, October 24, 2023	1:00 PM to 3:00 PM	<u>Mills Building</u> 9 <sup>th</sup> Floor HR Conference Room
Thursday, October 26, 2023	9:00 AM to 12:00 PM	<u>Mills Building</u> 9 <sup>th</sup> Floor HR Conference Room
Monday, October 30, 2023	1:00 PM to 4:00 PM	<u>Mills Building</u> 9 <sup>th</sup> 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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