

2019 Open Enrollment Checklist

All employees should be sure to:

- Review your 2019 Open Enrollment Brochure**, making note of the “What’s Changing as of January 1st” section
- Review your current elections in SyncHR**, including your dependents and beneficiaries, to be sure they meet your needs for 2019
- Ensure your contact information is current in SyncHR**, including your address, phone number(s), and e-mail
- Review/update your emergency contacts in SyncHR**, ensuring you have at least 3 current emergency contacts with valid phone numbers and an explanation of their relationship to you

If making changes to your elections for 2019:

- Refer to the Benefit Plan Documents webpage** for plan details www.tmtrackmachines.com/benefit-plan-documents
- Gather important dependent & beneficiary information**, SyncHR requires their SSN, date of birth, and address
- Submit your benefit election changes by December 1st** via the SyncHR Open Enrollment Benefit Wizard

If you have questions or experience any technical difficulties with SyncHR, please contact the HR Service Center by phone at 402-339-0332 or by e-mail at HR@omahatrack.com. Messages will be returned within one business day.