



OPEN ENROLLMENT CHECKLIST

- ❑ [Visit mybenefits.pepperdine.edu](https://mybenefits.pepperdine.edu)
Check out our benefits portal to complete your enrollment any time between November 1-15, 2021.
- ❑ [Decide which medical and voluntary plans are right for you and your family in 2022](#)
Spend time getting to know each plan to determine how you can benefit, whether through increased coverage, choice, or savings. Consider any changing needs of your family this year. 2022 Enrollment Guides will be emailed to your Pepperdine email address prior to November 1, 2021.
- ❑ [Update your beneficiaries](#)
All employees should review and update their life insurance beneficiaries for 2022.
- ❑ [Take advantage of pre-tax savings accounts](#)
Depending on your healthcare plan choice, you may be able to participate in a Health Savings Account, Flexible Spending Account, or both! Funding these accounts allow you to reduce your taxable income and save for medical or childcare expenses.
- ❑ [View your personalized total compensation statement](#)
You now have access to an on-demand total compensation statement through mybenefits.pepperdine.edu, showing you each dollar received from the University, along with all the benefits, tangible and intangible, of working at Pepperdine.
- ❑ [Check your retirement contributions](#)
While you can adjust your contributions any time online (pepperdine.trsretire.com) or by calling 800.755.5801, now is a great time to make sure you're on track for your ideal retirement.

If you have questions, please contact our benefits service center at 310.506.6967 or Human Resources at 310.506.4397.