

Instructions for Online Open Enrollment

PLEASE READ CAREFULLY!!

* Changes become effective January 1, 2025 *

Open Enrollment Dates are: Friday, October 18 - Friday, November 1, 2024

ALL employees eligible for coverage are required to complete the online enrollment!

IMPORTANT NOTICE: IF YOU DO NOT COMPLETE YOUR 2025 ONLINE ENROLLMENT, YOU WILL NOT BE ABLE TO ELECT HSA, FSA, DCFSA, WELLNESS OR RECEIVE THE NON-PARTICIPATING BENEFIT.

How to enroll:

At home or work, visit the following website: <https://myhr.boydcat.com>

The online enrollment process will allow you to enroll or waive (decline) all of your available benefits.

New this year:

Voluntary Life and Voluntary Accidental Death & Dismemberment enrollment/changes WILL be done through the online open enrollment system.

*If an Evidence of Insurability (EOI) is needed for the voluntary life insurance, the benefits team will contact you.


Tips:

- If you do not see your dependent listed, and you would like to enroll them in your benefits for 2025, you will need to complete the Proof of Relationship form and send to benefits@boydcat.com, along with the applicable marriage and/or birth certificates. This form can be found on the Open Enrollment page on [My Boyd Benefits](#).
- ➡ **IMPORTANT NOTICE: YOU MUST CHECK THE BOX BESIDE YOUR SPOUSE OR DEPENDENT THAT YOU WANT TO ENROLL ON EACH PLAN, OR THEY WILL NOT BE ENROLLED.**
- In order to move forward through the system, you will be required to make a selection. For example, if you try to proceed and you receive an error, you must review the page you are on and make sure you have made a selection. Once you are finished, please review your selections carefully before clicking submit.
- Make sure to print or save your Benefit Statement at the conclusion of your enrollment. **MAKE SURE TO SAVE THIS FOR YOUR RECORDS.** If you cannot print your Benefit Statement, please contact benefits.

Let's get started....

Step 1:

Sign into myHR&Payroll.



Please enter your User ID and Password

Database:

User ID:

Password:

To begin, you will need to enter your
User ID: xupd_____
Password: _____











**If you have a problem signing in, please
call the IS Help Desk at Ext. 44357**

Step 2:

Visit My Boyd Benefits to review your 2025 benefits.

Home Career Center Benefits Personal Employment PTO Documents Administration Reporting Pay History

Shortcuts

-  Pay History
Last Paid On: 07/03/2024
[View Last Paycheck](#)
[View All Paychecks](#)
[View Pay Rates](#)
-  Benefits
[Current Benefits](#)
[Benefits Statement](#)
[Open Enrollment Wizard](#)
[My Boyd Benefits](#)
[Aduro Wellness Waiver](#)
-  Company Resources
[Employee Handbook](#)
[HR Contacts](#)
[Websites and Forms](#)
-  Time Review
[Time Report by Approval Group](#)
[Payroll Adjustment & Hours Replacement Form](#)
-  PTO Information
[View Summary](#)
[Request Time Off](#)
-  Reviews
[Reviews](#)
-  My Forms
[W-2 | 1095-C | All](#)
-  Profile Information
[Update Primary Address](#)
[Update Primary Phone](#)
-  Direct Deposit
[View Direct Deposit Accounts](#)
[Direct Deposit Form](#)
[CEFCU](#)
-  Tax Forms
[Federal W4 Form](#)
[KY Withholding Form](#)
[IN Withholding Form](#)
[WV Withholding Form](#)
[OH Withholding Form](#)

Step 3:

After reviewing the 2025 benefits, click on the Open Enrollment Wizard link.

Home Career Center Benefits Personal Employment PTO Documents Administration Reporting Pay History

Shortcuts

- Pay History
Last Paid On: 07/03/2024
View Last Paycheck
View All Paychecks
View Pay Rates
- Benefits
Current Benefits
Benefits Statement
Open Enrollment Wizard
My Boyd Benefits
Aduro Wellness Worx
- Company Resources
Employee Handbook
HR Contacts
Websites and Forms
- Time Review
Time Report by Approval Group
Payroll Adjustment & Hours Replacement Form
- PTO Information
View Summary
Request Time Off
- Reviews
Reviews
- My Forms
W-2 | 1095-C | All
- Profile Information
Update Primary Address
Update Primary Phone
- Direct Deposit
View Direct Deposit Accounts
Direct Deposit Form
CEFCU
- Tax Forms
Federal W4 Form
KY Withholding Form
IN Withholding Form
WV Withholding Form
OH Withholding Form

Step 4:

You will be taken to an introduction screen welcoming you to this year's Benefits Open Enrollment. After reading through this screen, click next to start the Open Enrollment Wizard where you will move through each benefit offering and make your benefit selection, elect your contribution amounts for your HSA, FSA, etc.

Click Next to advance through the remainder of the Open Enrollment Process.

If you choose to waive coverage on any plan, simply choose the 'Waive' option and click Next.

Make sure you review your elections at the end before clicking Submit.


It is your responsibility to make certain you have elected the benefits you want to be enrolled in AND selected your spouse and dependents you want on each plan.

As a reminder....

- If you have questions about eligibility or benefit offerings that are available to you, please see your 2025 benefits guide or contact **Health Advocate** if you need help understanding your benefits: 866-695-8622.
- If you're having trouble accessing the online open enrollment system, please contact the Help Desk at #44357.

If you are electing Wellness for your spouse, you may receive an email from “The Wellness Worx Team <support@adurolife.com” with further instructions, or your spouse can go to boyd.adurolife.com and register for the Wellness Worx program. Please contact benefits@boydcat.com if your spouse has any issues registering.

See your 2025 Benefits guide or the Benefits video presentation for more information. This presentation can be found on the Open Enrollment page on [My Boyd Benefits](#).



Open Enrollment 2025
Oct. 18 – Nov. 1

Dig into Your Benefits! Enrollment starts:

29 : 09 : 18 : 20
Day(s) Hour(s) Minute(s) Second(s)