



2022 Employee Benefit Annual Open Enrollment - December 3 through December 23, 2021
For January 1, 2022 - December 31, 2022 Plan Year

To All Benefit Eligible Employees - 2022 Benefit Plan Announcement

Open Enrollment is your annual opportunity to review and make changes to your benefits. During **Open Enrollment** you can:

- Enroll in or change your current health plans
- Waive current health plan coverage or cancel your waiver of current health plan coverage
- Add or remove eligible dependents to your current health plans
- Change your Pre-Tax or Post-Tax benefit deduction election

Open Enrollment is important because the only other time you can make changes to your benefits is due to a qualifying life event, such as marriage, divorce, birth/adoption of a child, change of dependent eligibility, or change in employment status. If you are adding a new dependent during Open Enrollment or after a qualifying event during the year, you will be required to provide proof of that dependent's eligibility (i.e., a marriage/domestic partner registration)

2022 Plan and Rate Changes - Medical, Dental and Vision

United Health Care

- You have the option of one Preferred Provider Organization (PPO) plan
- **Select Plus PPO 30/2000/80%** offers coverage similar to the current plan with a few changes (see benefits booklet)

United Healthcare - Select PPO

Coverage Type	2021 Bi-Weekly Contribution	2021 Bi-Weekly Contribution
Employee	\$70.21	\$70.03
Employee + Spouse	\$344.03	\$343.17
Employee + Children	\$217.65	\$217.11
Employee + Family	\$470.40	\$469.23

Dental/Vision Provider - United Healthcare

- You have the option of one Preferred Provider Organization (PPO) plan
- **Select Plus PPO** There are no changes to the current plans

United Healthcare - Passive PPO

Coverage Type	2021 Bi-Weekly Contribution	2022 Bi-Weekly Contribution
Employee	\$2.61	\$2.61
Employee + Spouse	\$12.47	\$12.47
Employee + Children	\$ 9.87	\$9.87
Employee + Family	\$20.02	\$20.02

United Healthcare - Vision Services

Coverage Type	2020 Bi-Weekly Contribution	2021 Bi-Weekly Contribution
Employee	\$0.63	\$0.63
Employee + Spouse	\$2.53	\$2.53
Employee + Children	\$2.34	\$2.34
Employee + Family	\$4.40	\$4.40

Look for information outlining the highlights for each of your benefits plans in the Benefits Booklet on our website: <http://www.paulgrahamdrilling.com/OEnrollment.html>

Next Steps:

1. Enroll or Waive Coverage - Required

We are going paperless again and utilizing an online tool called **Ease** designed to help you complete your application or waiver for coverage.

- **Keep an eye** out for **Open Enrollment Information** arriving soon by **Email** from **noreply@ease.com**. You will be provided instructions on logging in and Electing or Waiving coverage. If you are Electing coverage, you will have the option to Elect Pre-Tax or Post-Tax deduction.

If you do not have an email address on record, you will be provided with a temporary user name and password.

If you have any questions or need assistance while you are logged in, please contact us.

YOU MUST LOGIN EVEN IF YOU ARE WAIVING COVERAGE!!!

2. Complete 2022 IRS Form W4 - Optional

The 2022 IRS Form W-4 has not been released yet. ***Please check back - It will be posted on our website as soon as it has been released.***

Employees who elect to change their withholdings on January 1, 2022 are required to submit a new 2022 IRS Form W-4 Employees who have submitted Form W-4 in any year before 2020 are not required to submit a new form merely because of the redesign. Employers will continue to compute withholding based on the information from the employee's most recently submitted Form W-4.

3. Complete 2022 Employee Information Sheet - Required

The **2022 Employee Information Sheet** from Paul Graham Drilling is posted on the Benefits Tab on our Website: <http://paulgrahamdrilling.com/OEnrollment.html>. You will be able to complete online and submit with an electronic signature. If you do not have a email address on record, we will be happy to provide you a copy of the form to complete.

We are happy to help you, please contact our Human Resources Team at (707) 374-5123

All of the information reviewed in this memo, as well as, all documents referenced are available on benefits tab on our website:

<http://www.paulgrahamdrilling.com/OEnrollment.html>

TO ENSURE THAT YOU DO NOT HAVE A LAPSE IN COVERAGE, IT IS IMPORTANT THAT THIS BE COMPLETED BY 12/23/21