

Choice Time Open Enrolment Reference Guide



Title: Choice Time Open Enrolment

Ministry: Service Alberta and Red Tape Reduction

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Overview

To make changes to your benefits during the annual Choice Time Open Enrolment (OE) period, you can do so through the Employee Self Service feature in 1GX. This reference guide provides instruction on how to do that.

Before starting the process, be sure to review the [benefit handbooks](#) for details on the benefit change options allowable during open enrolment.

Please also refer to the [Choice Time](#) webpage for additional information and details on open enrolment, including important timelines and deadlines for making your changes and reporting any errors.

Important Information

The following change options are available within the Choice Time open enrolment period.

Benefit Plan	Choice Time change options
Dental Plan	<ul style="list-style-type: none"> • Increase from Opt Out to Core coverage • Increase from Opt Out to Enhanced coverage • Increase from Core to Enhanced coverage • Decrease from Enhanced to Core coverage if one Choice Time has passed • Decrease from Core to Opt Out
Extended Medical Benefits Plan	<ul style="list-style-type: none"> • Increase from Opt Out to Core coverage • Increase from Opt Out to Enhanced coverage • Increase from Core to Enhanced coverage • Decrease from Enhanced to Core coverage • Decrease from Core to Opt Out
Prescription Drug Plan	<ul style="list-style-type: none"> • Increase from Opt Out to Core coverage • Increase from Opt Out to Enhanced coverage • Increase from Core to Enhanced coverage • Decrease from Enhanced to Core coverage • Decrease from Core to Opt Out
Dependent Life Insurance	<ul style="list-style-type: none"> • Increase from Opt Out to Enrolled coverage • Decrease from Enrolled to Opt Out

Coverage changes

- You can also change the coverage class from Single to Family or Family to Single during the Choice Time Open Enrolment period.
- You can set up each benefit plan to align with your specific requirements:
 - Some benefits can be single coverage while others are family coverage. For example, you could have family Dental coverage and single Extended Medical and Prescription Drugs coverage
 - Some benefits can be Core coverage while others are Enhanced coverage. For example, you could have Enhanced Prescription Drugs and Enhanced Dental and Core Extended Medical coverage
- You can only reduce your coverage one level during Choice Time. For example, you cannot reduce your coverage from Enhanced to Opted Out. You would only be able to reduce one level from Enhanced to Core coverage.

There is a locked-in period under the Enhanced Dental Plan, which means you must pass one Choice Time before you can decrease the coverage to Core.

If you want to increase **Life Insurance**, this can be done anytime (you are not bound to the Choice Time Open Enrolment period). You must complete and submit an Evidence of Insurability form to Canada Life, requesting the increased coverage. Once your application has been assessed, you will be informed if the coverage has been approved or denied, or if additional information is required. If/when the coverage is approved, you will receive notice and your coverage will then commence on a go-forward basis.

If you do not make changes or do not properly submit your changes in 1GX, your current coverage will remain in place. Your next opportunity to update your benefits is the next Choice Time or within 31 days of a recognized life event.

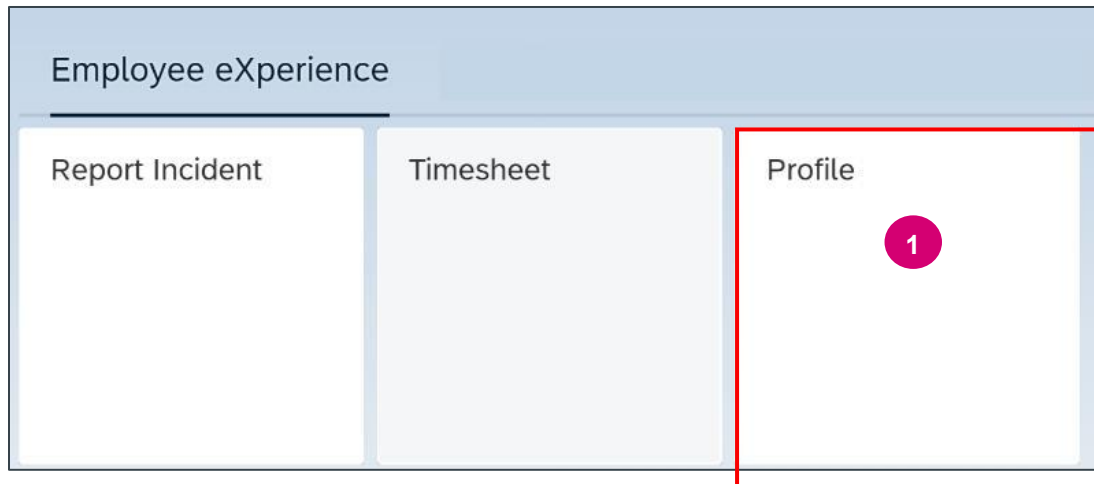
Refer to the [benefit handbooks](#) for more information on increasing life insurance and options available during a life event.

If the open enrolment period has ended, you are responsible to review your benefits again and report any further errors to the GoA Time and Benefits Help Desk (GoA.TimeandBenefits@gov.ab.ca) within the specified timeframes for reporting errors. Details on timeframes to report errors will be available on the [Choice Time](#) webpage during the open enrolment period.

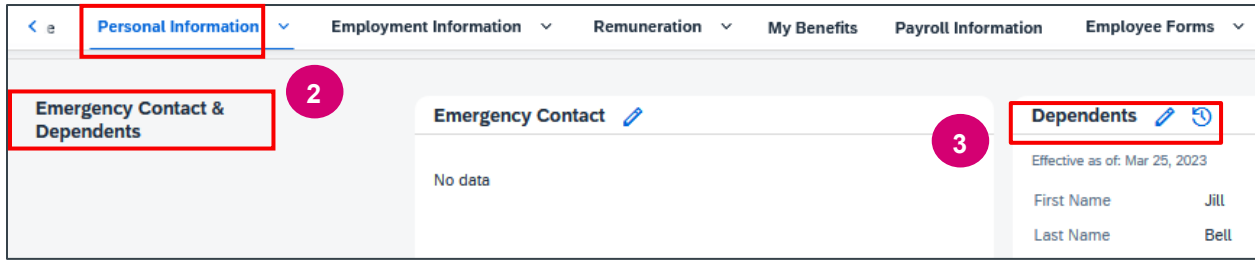
Adding a Dependent

If you want to add eligible dependents onto your benefit plans, you will first have to add them to your “Dependents” profile in the “Emergency Contact & Dependents” section of your 1GX profile page. In order to do this, perform the steps below to add your dependents.

If you do not need to add a dependent, skip ahead to the next section ([Accessing the Open Enrolment Screen in 1GX](#)).



Step #	Description
1	From the 1GX launchpad, click the Profile tile under the Employee eXperience group.




Step #	Description
2	Find the Personal Information tab at the top of the page and scroll down to Emergency Contact and Dependents section.
3	In the upper right portion, there is a section labelled Dependents . Click on the pencil icon to begin editing.

Step #	Description
4	Under “When would you like your changes to take effect?”, select today’s date using the calendar icon.
5	Click the Add Dependents button to add dependent information. Note: Changes made to your dependents will flow through to your Benefits enrolment pages once the workflow is approved by Pay and Benefits.


Dependents

When should these changes take effect? *

May 14, 2024  **4**

▼ Dependents

First Name * Last Name *

Date Of Birth * 

Attachments

[Edit details](#)

Add Dependents **5**

Step #	Description
6	<p>Add the dependent's information (First, Last Name, and Date of Birth) and choose the correct dependent type from the drop-down list. Do not use any special characters i.e.: hyphen (-), apostrophe (') and accents.</p> <p>In this example, we will choose Spouse.</p>

No attachments uploaded
To upload files, drop them here or use the "Upload" button.

[Edit details](#) **7**

Step #	Description
7	Scroll down the page in the lower left-hand corner and click Edit details .

The screenshot shows a form titled 'Dependents' with a dependent named 'daughter1' and last name 'Browns'. There are two dropdown menus: 'Gender' and 'Marital Status', both currently set to 'No Selection'. A red box highlights these two dropdowns with a purple circle containing the number '7'. Below the dropdowns is an 'Attachment' area with a red box containing the text 'No attachments uploaded' and 'Drop files to upload, or use the "Upload" button.', with a purple circle containing the number '8'. At the bottom right, there are 'Cancel' and 'Save' buttons, with a red box around the 'Save' button and a purple circle containing the number '9'.

Step #	Description
7	Enter gender and marital status which are mandatory fields.
8	Attach any required documentation i.e., Notarized Statutory Declaration, proof of school registration, guardianship, adoption, disability, landed immigrant status/citizenship.
9	Click on Save to finalize dependent's information.

Confirm Request

Submitting Dependents change request for Susan Stone.

Enter your comment here

10

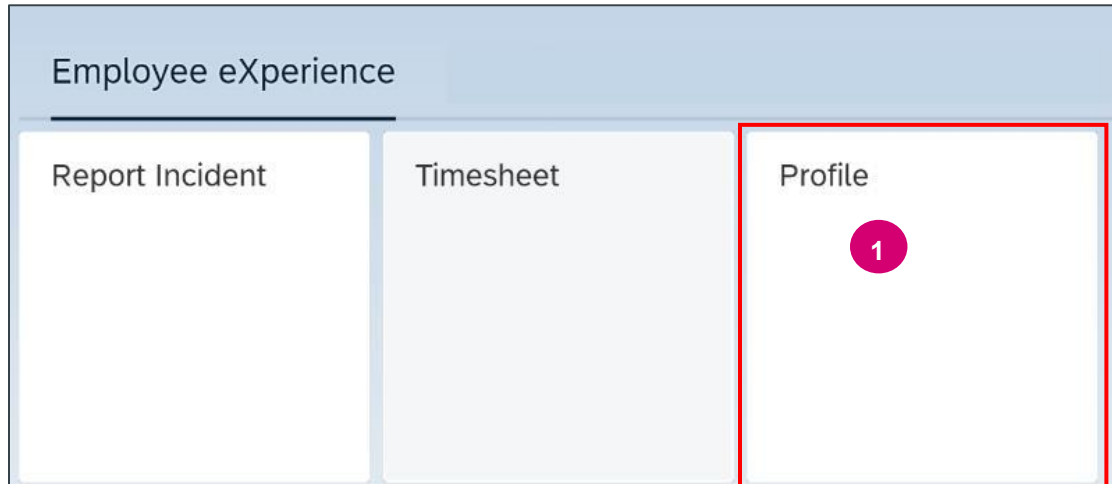
[Show Workflow Participants](#)

11 **Submit** [Cancel](#)

Step #	Description
10	In the Comment box, you will need to provide the date of event and reason for the change (i.e., full time student, cohabitations, marriage, divorce, etc.)
11	After completing the comment box click on Submit .

NOTE: Clicking Submit in Step #11 will create a workflow to Pay and Benefits to approve (within 1-2 business days). Once the workflow is approved, you will receive a message informing you that your dependent has been successfully added in 1GX. You can now enroll your dependent(s) to each desired health/dental benefit plan as described below.

Accessing the Open Enrolment Screen in 1GX



Step #	Description
1	From the 1GX launchpad, click the Profile tile under the Employee eXperience group.



Step #	Description
2	The home page will display.
3	On the header, locate and click on My Benefits .

View Benefit Panel

REMUNERATION **MY BENEFITS** PAYROLL INFORMATION

4

My Active Enrollments

1st Choice Dependent Life Insurance	1.38 CAD (Bi-weekly)	Insurance
1st Choice Long Term Disability Income Continuation Plan	No Costs	Insurance
1st Choice Extended Medical Benefits Plan	42.51 CAD (Bi-weekly)	Insurance
1st Choice Prescription Drug Plan	29.77 CAD (Bi-weekly)	Insurance
1st Choice Dental Plan	24.45 CAD (Bi-weekly)	Insurance
1st Choice AD&D Insurance	0.57 CAD (Bi-weekly)	Insurance

Go to Benefits > 5


[View Benefits Confirmation Statement](#)

Important Links
[Employee Benefits](#)

Step #	Description
4	The My Benefits Panel will display.
5	Click on Go to Benefits .

View Benefits Page - See steps 6-10 below for detailed instructions

The screenshot shows a web interface for an Open Enrollment page. At the top, there are navigation tabs for ENROLLMENTS, BENEFITS, and PENSIONS. A shopping cart icon with the number 6 is in the top right corner. The main heading is "Open Enrollment" with a subtext "[an end date will be displayed]". Below this, a red box labeled "6" highlights the text "Benefits: 2024 Open Enrolment". A second red box labeled "7" highlights "Step 1" instructions: "Click the link below to learn more about the Open Enrollment process and plan offerings. Instructions". A third red box labeled "8" highlights "Step 2" instructions: "Please ensure that the provided dependent details are accurate. Check Dependent Details". A fourth red box labeled "9" highlights "Step 3" instructions, including a note about employee contributions and a list of four steps: 1. Click *Select Benefit*, 2. Fill or Edit details and click *Confirm*, 3. Click the 'Cart' icon, and 4. Click *Enroll*. A fifth red box labeled "10" highlights a yellow "4 Days Remaining" counter and the text "Open Enrollment ends on June 21, 2024 [applicable date will appear]".

ENROLLMENTS BENEFITS PENSIONS  6

Open Enrollment [an end date will be displayed]

6 Benefits: 2024 Open Enrolment

7 **Step 1**
Click the link below to learn more about the Open Enrollment process and plan offerings.
Instructions

8 **Step 2**
Please ensure that the provided dependent details are accurate.
Check Dependent Details

9 **Step 3**
Note: Only employee contributions are shown with each plan as per defaults set by your benefits administrator.
Based on your selections during enrollment, these values will be updated.

The following steps will enable you to make your Open Enrollment selections:

1. Click *Select Benefit* on the plans in which you want to enroll.
2. In the enrollment screen that appears, Fill or Edit the details on the enrollment screen and click *Confirm*.
3. Click on the 'Cart' icon on the top-right corner of the screen.
4. Verify your benefit selections, and click *Enroll* to enroll for all the selected benefits.

10 **4** Days Remaining
Open Enrollment ends on June 21, 2024 [applicable date will appear]

Step #	Description
6	Each year, the current year will display.
7	Step 1 - Click on the links below each benefit plan for more information
8	<p>Step 2 – Allows you to verify dependent details if applicable. If changes to existing dependent information is required go to Personal Information/Dependent Panel to make these changes. This will create a workflow for approval.</p> <p>If you want to add new dependents to any of your plans, you will first need to add them to the Emergency Contact & Dependents panel on your profile. Refer to the Adding a Dependent section for details.</p>
9	<p>Step 3 – Provides instructions on how to make your Open Enrolment selections which includes editing an existing benefit or selecting a new benefit. Click the Save button to edit/selections.</p> <p>Note: there is no confirm button.</p> <p>Continue by clicking on the shopping cart in the upper right hand corner to confirm your selections.</p> <p>If you need to delete any new benefit selections, go to the cart and click the trash can next to the applicable benefit.</p> <p>Edits to an existing benefit will automatically be applied.</p> <p>The enrolled button will be greyed out and you will be able to view the changes in the Benefits Confirmation Statement . You will need to change the date to June 21, 2026, to verify selections.</p>
10	This identifies how many days the employee has to modify benefit selections.

Benefits that can be Edited or Selected

All benefit plans will be listed with the option to either

1. **Edit Details** (for plans you are currently enrolled in) or
2. **Select Benefit** (for plans you are not currently enrolled in).

Be sure to review the [Benefit Handbooks](#) for a list of the change options allowable during Choice Time open enrolment.




For Life Insurance changes, see [Editing Life Insurance enrolment details](#).

For further instruction on editing a benefit (including enrolling new dependents), proceed to the [Editing an Existing Benefit](#) section.

For further instruction on selecting a new benefit (and enrolling dependents if applicable), proceed to the [Selecting a New Benefit](#) section.

Editing an Existing Benefit

You can edit a benefit that you are currently enrolled in. For example, you are currently enrolled in Core Dental coverage, but want to increase to the Enhanced level.


Dental	Medical	Prescription
1st Choice Dental Plan  24.45 CAD Bi-weekly 1st Choice Dental Plan Handbook Premium Rate Sheet Choice Time open enrollment information	1st Choice Extended Medical Benefits Plan  42.51 CAD Bi-weekly Extended Medical Benefits Handbook Premium Rate Sheet Choice Time open enrollment information	1st Choice Prescription Drug Plan  29.77 CAD Bi-weekly Prescription Drug Benefits Handbook Premium Rate Sheet Choice Time open enrollment information
<div style="border: 1px solid red; padding: 2px;">Edit Details</div> 1	<div style="border: 1px solid red; padding: 2px;">Edit Details</div> 1	<div style="border: 1px solid red; padding: 2px;">Edit Details</div> 1

Step #	Description
1	Select Edit Details for the benefit you want to edit.

After choosing Edit Details, the enrolment screen will display.

Enrollment into 1st Choice Dental Plan

When would you like your changes to take effect?*

May 19, 2022 

General Information

General

Request Date: May 19, 2022

Effective From*: May 19, 2022

Event Reason: No Selection 2a

Reason for Change: No Selection 2a

Insurance Enrollment

Select Plan

Plan*: 1st Choice Dental Plan - Core Dental Family (PLA910630) 2b

Enrolling For*: Employee and Family... 2c

Coverage*: 1st Choice Dental Pla... 2d

> Rounded Coverage / Salary

Contribution Amounts

Your Contribution: 0

Employer Contribution: 53.48


Premium Payment Frequency*: Bi-weekly (BWK)

> **Enroll Dependents**

Add Enroll Dependents 2e

Upload Attachment

Attachment

Upload 

Cancel Add to Cart 2f

Complete the required information in the fields described below.

Step #	Description
2a	Select Event Reason and Reason for Change: Open Enrolment .
2b	Select Plan – click on drop down arrow for list of the benefits.
2c	Select Enrolling For – click on drop down arrow for available selections.
2d	Select Coverage .
2e	<p>Click on Add Enroll Dependents to enroll a dependent.</p> <p>NOTE: If the dependent is not listed in the drop down refer to Adding a Dependent. Click the Trash Can icon next to a dependent if removing a dependent.</p> <p>NOTE: If you are opting out of a benefit, you must click the Trash Can icon next to each dependent currently enrolled in the coverage before adding the change to the cart.</p>
2f	Click on Add to Cart .

View Shopping Cart

3
🛒 6

Benefits Selection					
Benefit / Plan	Employee Contribution	Frequency	Employer Contribution	Frequency	Remove
1st Choice Extended Medical Benefits Plan	42.51 CAD	Bi-weekly	15.62 CAD	Bi-weekly	
1st Choice Prescription Drug Plan	21.32 CAD	Bi-weekly	21.32 CAD	Bi-weekly	
1st Choice Dental Plan	0 CAD	Bi-weekly	50.93 CAD	Bi-weekly	
1st Choice Group Life Insurance	3.39 CAD	Bi-weekly	6.77 CAD	Bi-weekly	
1st Choice AD&D Insurance	0.52 CAD	Bi-weekly	1.04 CAD	Bi-weekly	
4 Estimated Employee Contribution		69.12 CAD	Bi-weekly		Enroll Close

Step #	Description
3	Click on Cart (top right-hand corner).
4	Cart will show the Edited benefit. Cart will show the new rate if applicable. Cart will show the Estimated Employee Contribution . Edits to an existing benefit will automatically be applied, the enrolled button will be greyed out.

Note: You will be able to view the change in the [Benefits Confirmation Statement](#). You will need to change the date to June 21, 2026, to verify selections.

Selecting a New Benefit

If you want to enroll in a benefit plan you are not currently enrolled in. For example, you are currently opted out of Extended Medical coverage and would now like to enroll in it now.

Dental	Prescription	Medical
MyChoice Dental Plan	MyChoice Prescription Drug Plan	MyChoice Extended Medical Benefits Plan
No Cost	No Cost	No Cost
MyChoice Dental Plan Handbook Premium Rate Sheet Choice Time open enrollment information	Prescription Drug Benefits Handbook Premium Rate Sheet Choice Time open enrollment information	Extended Medical Benefits Handbook Premium Rate Sheet Choice Time Open Enrollment Information
Select Benefit 1	Select Benefit 1	Select Benefit 1

Step #	Description
1	Choose Select Benefit for the new benefit you want to add.

After choosing Select Benefit, the enrolment screen will display.

Enrollment into MyChoice Extended Medical Benefits Plan

When would you like your changes to take effect?*

May 17, 2022

General Information

General

Request Date: May 17, 2022

Effective From*: May 19, 2022

Event Reason: **2a** No Selection

Reason for Change: **2b** No Selection

Insurance Enrollment

Select Plan

Plan*: **2c** MyChoice Employee Not Selected (PLA900750)

Enrolling For*: **2d** Employee (961)

Coverage*: **2e** MyChoice Employee ...

> Rounded Coverage / Salary

Contribution Amounts

Your Contribution: 0

Employer Contribution: 0

Premium Payment Frequency*: Bi-weekly (BWK)

Enroll Dependents

2f Add Enroll Dependents

Upload Attachment

Attachment

2g Upload

Cancel **Add to Cart**

Complete the required information in the fields described.

Step #	Description
2a	Select Event Reason: Open Enrolment .
2b	Select Reason for Change: Open Enrolment .
2c	Select Plan .
2d	Select Enrolling For .
2e	Select Coverage .
2f	Click on Add Enroll Dependents if adding a dependent. NOTE: if you want to add a new dependent to your plans, you will first need to add that person as a dependent on the Emergency Contact & Dependents panel on your profile. Refer to the section Adding a Dependent for details.
2g	Click on Add to Cart .

View Shopping Cart

The screenshot shows a 'Benefits Selection' shopping cart. At the top right, there is a purple circle with the number '3' and a shopping cart icon with the number '4'. The cart contains four items:

Benefit / Plan	Employee Contribution	Frequency	Employer Contribution	Frequency	Remove
MyChoice Dental Plan	0 CAD	Bi-weekly	53.8 CAD		
MyChoice AD&D Insurance	0.39 CAD	Bi-weekly	0.79 CAD		
MyChoice Group Life Insurance	5.54 CAD	Bi-weekly	11.1 CAD		
MyChoice Extended Medical Benefits Plan	23.33 CAD	Bi-weekly	10.48 CAD		

At the bottom of the cart, there is a summary bar with a purple circle '4' next to the text 'Estimated Employee Contribution : 29.26 CAD Bi-weekly'. To the right of this bar are buttons for 'Close' and 'Enroll', with a purple circle '6' above the 'Enroll' button.

Step #	Description
3	Click on Cart (top right-hand corner)
4	Cart will show the Selected benefit with the option to Remove. Cart will show the new rate if applicable. Cart will show the Estimated Employee Contribution .
5	Can remove the benefit if chosen in error by clicking on the garbage can .
6	Click Enroll to complete your enrolment into the new benefit plan.

Verify your Benefits

Once you have made all your desired benefit changes or selections and added them to cart, proceed to the [View your Benefits Confirmation Statement](#) section to verify that your changes were applied. If there are any errors or you change your mind, you can re-edit that benefit through 1GX until the end of the open enrolment period. Refer to the section on [Making further edits to a Benefit](#) for instructions.

IMPORTANT NOTE (TIME SENSITIVE):

Once the open enrolment period has ended, it is your responsibility to review your benefits again and report any further errors to the GoA Time and Benefits Help Desk (GoA.TimeandBenefits@gov.ab.ca) within the specified timeframes. Details on timeframes to report errors will be available on the [Choice Time](#) webpage during the open enrolment period.

Make Further Edits to a Benefit

After you have made an edit to a plan or enrolled in a new plan, that change will now be viewable in the “Benefit - Insurances” section in your Benefit Panel in 1GX. You will be able to make further edits to this benefit, if required, up until the Open Enrolment period ends.

Step #	Description
1	Click on Benefits tab at the top instead of “Enrolments” or scroll down the page to the Benefits – Insurances section.
2	If you edited an existing benefit, notice the original benefit (and coverage) level) will be listed, but you cannot Edit (no pencil).
3	Notice the same benefit will be listed again, reflecting the change you submitted under Open Enrolment .There will be an Edit pencil visible. If you enrolled in a new benefit, you will only see the benefit listed once and it will have the Edit pencil visible.
4	Click on Pencil .

Enroll Christopher Leptich into MyChoice Prescription Drug Plan

When would you like your changes to take effect?*

May 17, 2022

5

General Information

General

Request Date: May 17, 2022

Effective From*: May 19, 2022

Event Reason: Open Enrolment (OE)

Reason for Change: Open Enrolment (OE:OE)

Insurance Enrollment

Select Plan

Plan*: MyChoice Prescription Drug Plan - Enhanced Prescription Drug Plan Family (PLA900840)

Enrolling For*: Employee and Family...

Coverage*: MyChoice Prescriptio ...

> Rounded Coverage / Salary

Contribution Amounts

Your Contribution: 34.6

Employer Contribution: 27.9

Premium Payment Frequency*: Bi-weekly (BWK)

Enroll Dependents

Name*: Christopher Leptich

Cancel Save

6

Step #	Description
5	The Enroll screen will display. Make any further changes required.
6	Click on Save on the bottom right corner.
	The Effective From date is the <u>date your new premium rates will take effect</u> , which is the beginning of the pay period that includes June 21st. Your new Benefits will be effective June 21st

[View your Benefit Confirmation Statement](#) to ensure the change is reflected.

IMPORTANT NOTE (TIME SENSITIVE):

Once the open enrolment period has ended, it is your responsibility to review your benefits again and report any further errors to the GoA Time and Benefits Help Desk (GoA.TimeandBenefits@gov.ab.ca) within the specified timeframes. Details on timeframes to report errors will be available on the [Choice Time](#) webpage during the open enrolment period.

Editing Life Insurance enrolment details

Life Insurance coverage can be changed anytime, including during open enrolment; however, only certain changes are allowable through employee self-service.

Decrease coverage:

- If you want to **decrease** your **Basic (Core) group life insurance** coverage down to the mandatory 1x level, you can do so through employee self-service, through a [3-step process](#).
- If you want to **decrease** your **Enhanced life insurance**, you can also do that through employee self-service, but you will not need to follow the 3-step process. You can simply reduce the coverage through the steps outlined in the [Editing an Existing Benefit](#) section of this document.

Increase coverage with evidence of insurability:


- You will be **required to submit an Evidence of Insurability application** to Canada Life for approval.
 - if you want to **increase** your life insurance OR
 - If you are enrolling in Enhanced Life insurance for the first time.
- An Evidence of Insurability form, which can be found on [Benefits forms and resources](#), needs to be completed and sent to Canada Life via mail or email for review.

Dependent Life Insurance

When selecting dependent Life Insurance, you are not required to attach your dependents' names. You will receive an error message.

Process to decrease your Basic (Core) life insurance during Open Enrolment

Step 1: Edit your AD&D coverage: Under the Open Enrolment section, click **Edit Details** for your AD&D Plan, and adjust the coverage to “premium waived”.

1st Choice AD&D Insurance 

0.45 CAD Bi-weekly

1st Choice Group Life Insurance Plan

Premium Rate Sheet

Choice Time open enrolment information

Edit Details 1a

Enrollment into MyChoice AD&D Insurance

When would you like your changes to take effect?*

May 17, 2022

General Information

General

Request Date: May 17, 2022

Effective From*: May 19, 2022

Event Reason: 1b Open Enrolment (OE)

Reason for Change: 1c Open Enrolment (OE:OE)

Insurance Enrollment

Select Plan

Plan*: 1d MyChoice AD&D Insurance Plan x1 Premium Waived (PLA900240)

Enrolling For*: 1e Employee (961)

Coverage*: 1f MyChoice AD&D Insu...

> Rounded Coverage / Salary

Contribution Amounts

Your Contribution: 0

Employer Contribution: 0

Premium Payment Frequency*: Bi-weekly (BWK)

Enroll Dependents

[Add Enroll Dependents](#)

Upload Attachment


Attachment

1g

[Cancel](#) [Add to Cart](#)

Step #	Description
1a	Click Edit Details .
1b	Select Event Reason: Open Enrolment .
1c	Select Reason for Change: Open Enrolment .
1d	Select Plan: AD&D Insurance Plan x1 Premium Waived .
1e	Select Enrolling For: Employee .
1f	Select Coverage: AD&D Insurance Plan x1 Premium Waived .
1g	Click on Add to Cart .

Step 2: Edit your Life Group Life Insurance plan to reduce the coverage: Under the Open Enrolment section, click **Edit Details** for your Group Life insurance Plan, and reduce the coverage level from 2.5x to 1x.

1st Choice Group Life Insurance 

0.55 CAD Bi-weekly

1st Choice Group Life Insurance Plan


Premium Rate Sheet

Choice Time open enrolment information

Edit Details 2a

Enrollment into MyChoice Group Life Insurance

When would you like your changes to take effect?*

May 17, 2022 

General Information 2b 2c

General

Request Date: May 17, 2022

Effective From*: May 19, 2022

Event Reason: Open Enrolment (OE) 2b

Reason for Change: Open Enrolment (OE:OE) 2c

Insurance Enrollment 2d 2e 2f

Select Plan

Plan*: MyChoice Group Life Insurance Plan x1 (PLA900110) 2d

Enrolling For*: Employee (961) 2e

Coverage*: MyChoice Group Life ... 2f

> Rounded Coverage / Salary


Contribution Amounts

Your Contribution: 2.78

Employer Contribution: 5.56


Premium Payment Frequency*: Bi-weekly (BWK)

Enroll Dependents

 Add Enroll Dependents

Upload Attachment 2g

Attachment

Upload 

Cancel **Add to Cart**

Step #	Description
2a	Click Edit Details .
2b	Select Event Reason: Open Enrolment .
2c	Select Reason for Change: Open Enrolment .
2d	Select Plan: Group Life Insurance Plan x1 .
2e	Select Enrolling For: Employee .
2f	Select Coverage: Group Life Insurance Plan x1 .
2g	Click on Add to Cart .

Step 3: Go back and edit your AD&D coverage to match your life insurance selection: Under Benefits - Insurances, edit your AD&D to be the 1X Plan.

The screenshot shows the 'Enroll into MyChoice AD&D Insurance' form. It includes sections for 'General Information' and 'Insurance Enrollment'. Callouts 3a through 3f point to the following fields: 3a (Event Reason), 3b (Reason for Change), 3c (Plan*), 3d (Enrolling For*), 3e (Coverage*), and 3f (Save button).

Step #	Description
3a	Select Event Reason: Open Enrolment .
3b	Select Reason for Change: Open Enrolment .
3c	Select Plan: AD&D Insurance Plan x1 .
3d	Select Enrolling For: Employee .
3e	Select Coverage: AD&D Insurance Plan x1 .
3f	Click on Save .

[View your Benefit Confirmation Statement](#) to ensure the change is reflected.

IMPORTANT NOTE (TIME SENSITIVE):

Once the open enrolment period has ended, it is your responsibility to review your benefits again and report any further errors to the GoA Time and Benefits Help Desk (GoA.TimeandBenefits@gov.ab.ca) within the specified timeframes. Details on timeframes to report errors will be available on the [Choice Time](#) webpage during the open enrolment period.

View Benefits Confirmation Statement

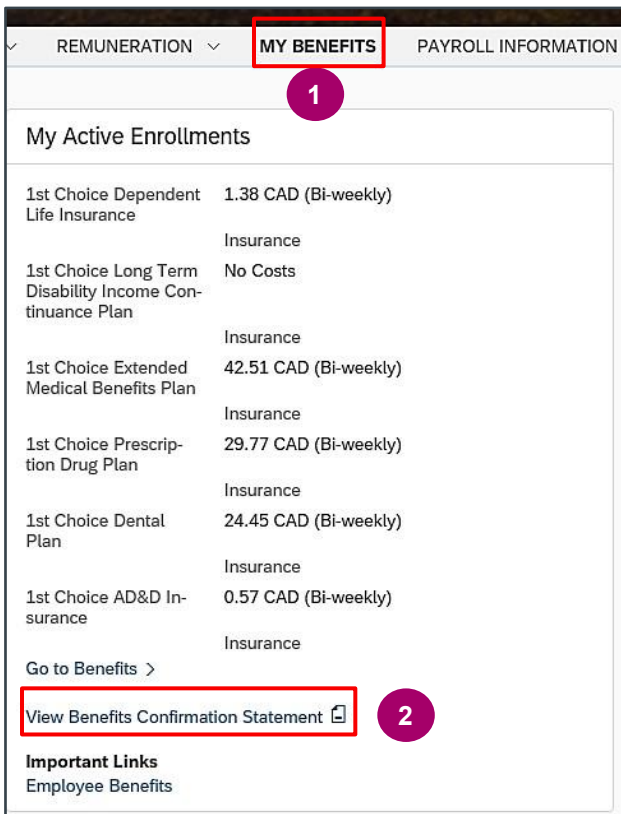
Once you have made your allowable benefit changes, you will be able to view them immediately on your Benefit Confirmation Statement. The **Effective From** date is the date your new premium rates will take effect, which is the beginning of the pay period that includes June 21, 2026.

Your new Benefits will be effective June 21, 2026.

If you make changes to your benefits during open enrolment, you are responsible to view your Benefit Confirmation Statement to ensure the changes were applied correctly.

If there are errors, you must to report those errors to the GoA Time and Benefits Support Line at (780) 644-8114 or goa.timeandbenefits@gov.ab.ca before the reporting deadline.


For details on the timeline for verifying your changes and reporting errors, please refer to the **Choice Time Employee Report** available on the [Choice Time](#) webpage.



Step #	Description
1	From your Employee Profile page, click on My Benefits .
2	Click on View Benefits Confirmation Statement .

Benefits Confirmation Statement

View Benefits Statement As Of: June 21, 2026 , **4**



Issue Date: 05/17/2022

Benefits Confirmation Statement As of 05/23/2024 **3**

Employee Name:
Employee Id:
Address: **5**
Date Of Birth:

Benefit Name	Benefit Type	Start Date	End Date	Insurance Plan	Enrolled For	Coverage
MyChoice Group Life Insurance	Insurance	05/23/2021	06/30/9999	MyChoice Group Life Insurance Plan x1	Employee	MyChoice Group Life Insurance x1
MyChoice Long Term Disability Income Continuance Plan	Insurance	11/29/2020	06/30/9999	MyChoice Long Term Disability Income Continuance Plan	Employee	MyChoice Long Term Disability Income Continuance Plan Permanent Salary LTT
MyChoice AD&D Insurance	Insurance	05/23/2021	06/30/9999	MyChoice AD&D Insurance Plan x1	Employee	MyChoice AD&D Insurance x1
MyChoice Dependent Life	Insurance	11/29/2020	06/30/9999	MyChoice Dependent Life	Employee	MyChoice Dependent Life
Public Service Pension Plan	Pension Retirement Savings Plan	11/29/2020	06/30/9999	-	-	-
MyChoice Dental Plan	Insurance	11/29/2020	06/30/9999	MyChoice Dental Plan - Enhanced Dental Family	Employee and Family	MyChoice Dental Plan - Enhanced Dental Family
MyChoice Extended Medical Benefits Plan	Insurance	11/29/2020	06/30/9999	MyChoice Extended Medical Benefits Plan - Core Medical Family	Employee and Family	MyChoice Extended Medical Benefits Plan - Core Medical Family
MyChoice Prescription Drug Plan	Insurance	05/23/2021	06/30/9999	MyChoice Prescription Drug Plan - Enhanced Prescription Drug Plan Family	Employee and Family	MyChoice Prescription Drug Plan - Enhanced Prescription Drug Plan Family

* The term "Employee Contribution" can mean different for each Benefit type: Allowance Reimbursement->Enrollment Amount / Pension->Plan sub type: Savings plan-> Pre tax Amount Regular
** Dependent Beneficiaries are not applicable for all Benefit types

Step #	Description
3	The statement opens to current date and shows the start date of your current benefit selections.
4	Top left-hand corner: View Benefits Statement As Of: Change date to display June 21st as this is the date your new benefits will take effect.
5	The Start Date will now reflect the date of the benefit changes you made during Open Enrolment.

If there are any errors on your Benefit Confirmation Statement or you changed your mind, you can re-edit that benefit through 1GX until the end of the open enrolment period. Refer to the section on [Making further edits to a Benefit](#) for instructions.