VIRGINIA BANKERS
ASSOCIATION
Benefits Corporation

2025 OE Admin Checklist

Task	Must be completed by	Completed?
Complete Employer Application (opens 9/18/24)	10/9/2024	
Upload 2025 Salaries (Rounded to nearest dollar)	10/11/2024	
Enter Employer Contributions – Medical plans	10/11/2024	
Enter Employer Contributions – Dental plans	10/11/2024	
Audit Employer Contributions against Rate Sheet	10/11/2024	
OE Testing (ERs testing in Sandbox site)	10/24/2024	
Employer Audits: Benefit Class & Email	10/31/2024	

*Is it very important to complete all tasks by deadlines noted above. Any tasks completed after the due date may delay the beginning and length of your open enrollment window.