



COURAGEOUSLY
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DIOCESE OF ST. PETERSBURG

Pastoral Center

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To: All Benefit Eligible Employees
From: Claudia Shoro, Executive Director Human Resources
Subject: Open Enrollment for January 1, 2023

The open enrollment portal, Paylocity - Bswift will be available to you beginning Monday, October 24th and will close on Friday, November 11. We recognize November 11th is Veteran's Day and some entities may be closed that day.

The portal can be accessed by logging into your Paylocity account > HR & Payroll > Bswift Benefits

To learn about the key changes to this years' benefit plans and costs, please schedule an appointment with **Enrollment Alliance** to meet with a Benefits Specialist. They will take you through each benefit offering and cost implications. They are taking appointments now for meetings beginning October 24th.

Scan the QR code to make your appointment today or visit <https://benefitenrollment.as.me/DOSP>.



If you are having trouble logging into our benefits portal, Bswift, please contact your entity's payroll administrator.

For all other questions regarding the open enrollment process, please contact the HR Open Enrollment Hotline by calling 727-374-0205.