2013 Annual Enrollment - begins today!

ENROLLMENT DATES

2013 Annual Enrollment begins today and runs through November 16. Please carefully read the information below to help you in your enrollment decisions.

INFORMATION SESSIONS

Annual Enrollment information sessions will be held Tuesday, October 23rd in the Shouvlin Center, room 105 at 10:30 a.m. and 3:45 p.m. You are encouraged to attend one of these sessions for an opportunity to hear about key provisions of the plans and to ask questions.

HR WEBPAGE (Enrollment Forms & Rates)

Enrollment forms & rates are now posted on the HR webpage. (Look for the yellow box at the bottom of the page). Please check this site frequently for announcements, forms, and links to helpful documents.

SUPPLEMENTAL LIFE INSURANCES

For this annual enrollment period only, employees may elect on a guaranteed issue basis:
• Up to $200,000 in supplemental life insurance
• Up to $30,000 in Dependent Spouse life insurance
• Up to $10,000 in Dependent Child life insurance
See the 2013 Benefit Costs posted on the HR Webpage for rate and volume information about the Supplemental Life insurance plans.

MEDICAL, DENTAL, AND VISION INSURANCES

To keep your current medical, dental, and vision elections:
• If you do not want to make any changes to your medical, dental, or vision elections you do not need to complete a form. Your 2012 elections will carry forward into 2013.

To enroll, discontinue, or make changes to your current elections:
• If you want to newly enroll, discontinue, or make changes to your current elections you must complete a Benefits Enrollment/Change form.
  o To enroll or make changes: complete the Employee Information section, column 1 in Section 1, and the Dependent Information if applicable. Be sure to click the acknowledgement and e-date the form.
  o To dis-enroll: complete the Employee Information section, column 3 in Section 1, and the Dependent Information section if applicable. Be sure to click the acknowledgement and e-date the form.
• The Medical/Dental/Vision: Enrollment/Change form is also posted on the HR Webpage. It is Adobe
PDF fillable and is designed to be submitted electronically. Simply type in your elections, then click “submit” in the upper right corner to securely send your information to HR.

- If you prefer, you can print the form and complete it by hand. Return a signed copy to DeAnna Sullivan in HR.

To help in your enrollment decisions, please review Anthem’s Benefit Summaries and Benefit Booklet. Additionally, the newly required Summary of Benefits Coverage (SBC) required under the Patient Protection and Affordable Care Act (PPACA), must be made available to you as another resource beginning with this 2013 Annual Enrollment and annually hereafter. This document is housed on the Required Notices HR webpage.

**FLEXIBLE SPENDING ACCOUNTS**

**Flexible Spending Accounts general information:**

- Under the Patient Protection and Affordable Care Act of 2010 (PPACA), the IRS has limited healthcare FSA salary reductions to $2,500 beginning January 1, 2013. You can still contribute up to $5,000 for dependent care FSA.
- IRS regulations require enrollment on an annual basis; therefore, your 2012 FSA elections will not carry forward into 2013. If you’d like to enroll in an FSA for 2013, you must re-enroll.
- All full-time active employees are eligible to participate. You do not need to be on Wittenberg’s health insurance to enroll.

**Enroll through the TASC online enrollment portal – it’s EASY!**

- **Current TASC FSA participants:** You will receive a separate email with your TASC logon information and instructions for completing the online enrollment. Please check your email.
- **New TASC FSA participants:** You can enroll via the following link. You must key in Wittenberg’s Client Login ID which is 4400-9265-2436 to obtain a personal login and to create a password. [https://www1.tasconline.com/tasconline/flexsystem/enroll/enrollment.faces](https://www1.tasconline.com/tasconline/flexsystem/enroll/enrollment.faces)
- For enrollment assistance, contact the TASC Customer Service center at 1-800-422-4661.

**Paper enrollment form:**

- If you prefer, you can complete a paper form and return to DeAnna Sullivan in Human Resources. The link to the paper form is posted on the HR webpage.