

## EMPLOYEE TO-DO LIST FOR 2015 ENROLLMENT

- Use the online calculator to choose the best plan for you and your family. The calculator is located at **HR website (undayton.edu/hr)**
- Review the health care premium rates. Your monthly premium contributions for each plan are shown on the previous page.
- **If you are currently enrolled in the Anthem Advantage or Core plans and *don't* want to make changes to your benefits, you do not need to do anything.** You will continue to be enrolled in the same plan in 2015 as you are now.

**HOWEVER, IF YOU WANT TO PARTICIPATE IN THE FLEXIBLE SPENDING ACCOUNTS (FSAs) FOR 2015, YOU MUST ENROLL AND SPECIFY AN AMOUNT FOR 2015, EVEN IF YOU PARTICIPATED IN 2014.**

- If you want to enroll for the first time, want to make changes to your existing benefit elections or drop or add a dependent, you must complete a benefit enrollment/change form and return it to the office of human resources by the **enrollment deadline of November 14, 2014.**
- If you want to cancel your existing health care and/or dental coverage, you must complete the waiver section of the enrollment/change form and submit it to the office of human resources by the **enrollment deadline of November 14, 2014.**
- If you want to participate in one or both of the FSAs, you must complete the FSA section of benefits enrollment/change form and submit it to the office of human resources by November 26, 2014. Please remember that the maximum allowed by the IRS for the medical reimbursement account is \$2,500. If you fail to enroll by the deadline, you will not be enrolled in the FSAs for 2015. The enrollment deadline for the Flexible Spending Accounts is extended to November 26, 2014 to allow you time to more accurately predict your 2015 expenses.
- Attend one of the enrollment meetings or view the open enrollment presentation at **HR website (undayton.edu/hr).**

Your 2015 benefit elections will be able to be viewed on the HR Connections tab on Porches, under the benefit section on or after December 5, 2014.

**No forms will be accepted after the deadlines shown above.**

Benefit enrollment/change forms will be available at the open enrollment meetings and are also available at HR website (undayton.edu/hr)

You may also request forms from the office of human resources at 937-229-2541.

### ENROLLMENT MEETINGS

To help you understand your health care dental and FSA benefits, you and/or your spouse are invited to attend one of the enrollment meetings. Representatives from Anthem, EyeMed, Superior Dental Care, and My Cafeteria Plan will be on hand, along with representatives from the office of human resources, to answer any of your benefit questions.

Meetings will be held at the following dates, times, and locations:

Date & Time	Locations
Wednesday, November 5 2:00 p.m. to 3:30 p.m	Kennedy Union, Room 222
Thursday, November 6 9:30 a.m. to 11 a.m.	Kennedy Union, Room 222
Friday, November 7 9 a.m. to 10:30 a.m.	1700 River Place
Monday, November 10 9:30 a.m. to 11 a.m.	Wright Patterson Air Force Base, Cafetorium