SHARP Message #551

DATE: 10/15/03

AUTHOR:

SUBJECT: **Benefits Open Enrollment Information**

MESSAGE TEXT:

The following message is only for agency staff who are involved with benefits open enrollment for agency employees, such as monitoring enrollment activities.

HEALTH RISK APPRAISAL/HEALTH SCREENING
Be sure to remind employees about the payroll deduction credit if they choose to participate in the Health Risk Appraisal/Health screening. To participate in this program they must sign up each year during open enrollment. (Employees are not eligible to participate in 2004 if they signed up during Open Enrollment 2002 but did not complete both components of the program in 2003.)

PREMIER BLUE ADDS ST. FRANCIS IN TOPEKA
For those agencies in the Topeka area, Premier Blue announced on September 19th (after the HR personnel staff training sessions) that two hospitals are now in the network: Stormont-Vail and St. Francis. Individuals need to check with their doctor to make sure they are also participating in the network under the St. Francis system. This information was presented at the 95 open enrollment meetings, but we wanted to make sure everyone received the notice.

AGENCY BENEFITS ENROLLMENT REPORTS AVAILABLE SOON
The Division of Personnel Services is providing two important benefits reports during October. These two reports list:
(1) agency employees who have not re-enrolled in Flexible Spending Accounts (FSA) and
(2) agency employees who have completed group health insurance elections for Plan Year 2004.

Agencies can use these reports to monitor their employees' progress in completing Plan Year 2004 benefits open enrollment. We encourage you to remind employees to enroll in October.

The two reports will be distributed to agencies via the MVS mailbox and can be accessed using WS_FTP. The reports are in a flat file format and should be opened in Excel, etc. We will be moving the files out to you throughout the day so check again if you cannot locate your agency's reports right away.

The first report is name KWEBFSA.your 3-digit agency number.out (for example, KWEBFSA.173.out). This report lists employees in your agency who are currently enrolled in an FSA for Plan Year 2003 but have not yet enrolled in an FSA for Plan Year 2004. Please remind employees that they must enroll in an FSA each year even if they are enrolled for the current year.

The second report is named KWEBCHG.your 3-digit agency number.out (for example, KWEBCHG.173.out). This report lists employees in your agency who have made their Plan Year 2004 group health insurance elections. This report also identifies if employees have elected to participate in the Health Risk Appraisal/Health Screening for Plan Year 2004. We suggest that you compare this report with all of the benefits eligible employees in your agency.

We will distribute both reports twice during open enrollment -- October 16, 2003, and again later in the month. We will send another message when we send the reports again later in the month.

If you have technical questions about the reports, please contact Patti Pearce at (785) 296-7232; email patti.pearce@da.state.ks.us or Connie Guerrero at (785) 296-0754; email connie.guerrero@da.state.ks.us

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