



Human Resources

News You Can Use

Human Resources Newsletter

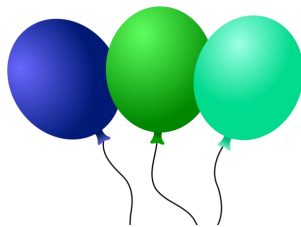
Fall 2017

2018 Open Enrollment

Coming Soon!

Open Enrollment for the 2018 plan year begins on Monday, Oct. 16, 2017, at 8 am and ends promptly on Friday, Nov. 3, 2017 at 6 pm. If you are eligible for benefits through the State Group Insurance Program this is your once-a-year window to change your benefits outside of qualifying life events. To learn more about what's new for 2018 visit www.mybenefits.myflorida.com.

You can make changes to your benefits online with People First. We encourage you to review your Open Enrollment package that will be mailed to you by October 13. If you have questions about this process, please call the People First Service Center at 866-663-4735.



Benefits and Wellness Fair

October 12

The annual Benefits and Wellness Fair is scheduled for Thursday, October 12 in the Cohen Center Ballroom, from 9 am to 1 pm. Our benefits vendors will be available to discuss the benefits they offer to FGCU employees such as retirement options and voluntary insurances. The Wellness stations will offer information and health screenings including: audiology, vision, flu shots, BMI, BP screenings, balance, strength testing and more.

Plan to stop by the fair to visit the vendors and enter to win some great prizes. Hope to see you there!

Open Enrollment Sessions

The Human Resources Benefits Team will present Information Sessions to review the state-sponsored benefits available during Open Enrollment.

Benefits Information Sessions

- ◇ **Tuesday, Oct. 17** **CC 213** **10:00 am**
- ◇ **Friday, Oct. 20** **SRHM 208** **10:00 am**
- ◇ **Wednesday, Oct. 25** **CC 213** **2:30 pm**
- ◇ **Monday, Oct. 30** **CC 213** **10:00 am**

The Benefits Team will also offer Hands-On Open Enrollment assistance to help employees make changes during open enrollment on the People First website.

Benefits Enrollment Assistance Sessions

- ◇ **Wednesday, Oct. 18** **LH 2210** **11-12 pm**
- ◇ **Friday, Oct. 27** **Lib 438** **3- 4 pm**
- ◇ **Thursday, Nov. 2** **LH 2210** **10:30-11:30 pm**

Benefits Changes for 2018

HMO Provider - Employees who live in Charlotte, Collier, Glades, Lee, Sarasota, and Manatee counties will move from **United Healthcare** to **Aetna** as their HMO provider. Employees enrolled in an HMO will change to the provider that is available in their home county of record according to their address in People First. HMO enrollment will show on the Annual Benefits Statement included in the Open Enrollment packet. Although the plan coverage does not change, you may want to check the Aetna network directory to verify your physicians are covered by this HMO. The provider directories can be found at: www.mybenefits.myflorida.com/health/contact_information

The standard HMO has no deductible and requires a copayment when care is received by a network provider. Services are not covered if using a non-network provider.

Benefits Changes for 2018

Dental Plan Changes - There are six new plans available in 2018. Four plans will be discontinued in 2018. Employees currently covered by one of the discontinued plans **must make a positive election** to replace their plan. Employees **will not default** to another plan.

The discontinued plans include:

- Humana Network Plus (4004)
- Humana Preferred Plus (4054)
- United Solstice S700 (4014)
- Ameritas Preventive Plus (4064)

The new plans include:

- Ameritas Indemnity w/PPO (4021)
- Ameritas Standard PPO (4022)
- Ameritas Preventative PPO (4023)
- Metlife Indemnity w/PPO (4031)
- Metlife Standard PPO (4032)
- Metlife Preventative PPO (4033)

Employees will have 11 dental options to choose from. A comparison of the new plans is attached. You can find additional information at www.mybenefits.myflorida.com.

Please review your Annual Benefits Statement to determine if you will need to select a new dental plan during open enrollment.

Vision Plan - The rates for the Humana Vision plan are changing. The new rates will be changed in December for your January 2018 coverage.

New rates:

Single	\$3.48/pay
Employee + Spouse	\$6.87/pay
Employee + Child(ren)	\$6.80/pay
Family (Spouse + children)	\$10.68/pay

Health Savings Accounts (HSA) - Employees with a high deductible health plan may now contribute up to \$3,450 per year (single) or up to \$6,900 per year (family). The annual employer contributions remain the same.

Healthcare FSA and Limited Purpose FSA \$500 Carryover

- Beginning in 2018 the Flexible Spending accounts for healthcare and limited purpose healthcare will allow a \$500 carryover to the next year. If a participant has a balance in the plan on December 31, 2018, a balance up to \$500 will roll to the next year. Funds over \$500 will be forfeited. The 90-day grace period will end in 2018 so funds must be used by December 31, 2018 rather than March 15th of the following year. Funds left over from 2017 may still be used until March 15, 2018.

Dependent Eligibility Verification Audit

The Division of State Group Insurance (DSGI) is conducting a full **Dependent Eligibility Verification Audit (DEVA)**. All covered employees received a blue postcard last month with the definitions of eligible dependents who may be covered by the health insurance plan. Employees are encouraged to remove ineligible dependents during open enrollment and the amnesty period ending December 1. Beginning December 1, you will be asked to provide documentation to verify that your covered dependents are eligible. These documents will include birth certificates, marriage licenses and IRS Federal tax transcripts. For a list of required documents, visit the state webpage www.mybenefits.myflorida.com/health/dependent-eligibility-verification. Please take this time now to make sure you have the necessary documents prior to the official audit.

Sick Leave Pool Enrollment

Coming in November

The annual Sick Leave Pool Open Enrollment will run November 6 to November 17. Faculty, A&P and SP employees with at least one year of employment and a minimum of 64 unused sick hours are eligible for the pool. The Sick Leave Pool provides members with additional sick leave hours for a personal illness when the member has used all his or her accrued leave. New members are required to donate 8 sick leave hours to the pool. Eligible employees not currently enrolled will receive enrollment information prior to open enrollment.



Special Notice About the Women's Health and Cancer Rights Act

As required by the Women's Health and Cancer Rights Act of 1998, the Group Health Insurance Plan Booklet and Benefits Document for the State Employees' PPO Plan or HMO Plan provides benefits for mastectomy-related services, including all stages of reconstruction, surgery to achieve symmetry between the breasts, prostheses, and complications resulting from a mastectomy, including lymphedema. Contact the Plan Administrator, the Division of State Group Insurance, at 800-226-3734 for more information.



Accurate Numbers for Tax Reporting

As part of federal tax reporting requirements, we must report to the Internal Revenue Service (IRS) the covered person's name, address and Social Security number (SSN) or Taxpayer Identification Number (TIN). To ensure proper reporting of your minimum essential health insurance coverage to the IRS and to avoid paying an IRS penalty, please be sure your dependents, if any, have a valid SSN or TIN. Follow these steps:

1. Log in to People First at <https://peoplefirst.myflorida.com>.
 1. Click Health & Insurance.
 2. Click My Dependent Information.
 3. Select a covered dependent.
 4. Click Update Dependent and review the SSN or TIN.
 5. If the number is incorrect, click Edit and enter the correct SSN or TIN. Then click Save.
 6. Repeat for each dependent listed.

Please contact the IRS immediately if your covered dependent(s) has not been issued an SSN or TIN. Ask what you need to do to have a number issued to your dependent for accurate health insurance tax reporting purposes.

How to Make Changes in People First

1. Turn off your browser's pop-up blocker and log in to <https://peoplefirst.myflorida.com>.
2. Select Start or the Open Enrollment link, and then follow the simple steps to confirm dependent eligibility and to register new dependents (have Social Security numbers nearby). Enter your People First password and select Certify to complete the dependent verification process.
3. Select Enroll Now to start. Your current benefits and what you will have next year are side by side so that you can easily verify or change your elections.
4. Click Change and then Add to make updates.
5. Once you've confirmed your choices, enter your People First password and click Complete Enrollment.

Remember that you can make changes to your elections during Open Enrollment as many times as you want. However, once Open Enrollment ends, a qualifying event is required to make a change.

Open Enrollment begins at 8 a.m. on Monday, Oct. 16 and ends promptly at 6 p.m. on Friday, Nov. 3.

Get Your 1095-C Tax Form Electronically

Get your 1095-C faster next year by setting up electronic receipt. If you haven't already consented to receiving your 1095-C electronically, log in to People First and follow this trail: Employee Information > Personal Information > Contact Information. Then select Notification Email. If you don't have a notification email in People First, enter one. Check the appropriate box to receive your 1095-C electronically next year. Otherwise, People First will mail the 1095-C to the mailing address listed in People First. Please keep all addresses current with HR.

2018 Benefit Updates

Assurant is now Sun Life. This name change does not impact the coverage offered.

Occupational therapy services are a covered benefit beginning Jan. 1, 2018. Services must be for conditions resulting from a physical or mental illness, injury or impairment. For the State Employees' PPO Plan, coverage is limited to 21 treatment days during any six-month period; for the State Employees' HMO Plan, coverage is limited to 60 visits per injury.

Medication synchronization (med sync) allows you to save time and reduce the number of trips to your retail pharmacy by requesting that your retail pharmacist synchronize all your medication refills so you can pick them all up on the same day. Med sync is optional, is not required and is allowed once per year.

A new Live Chat feature is available in the FSA & HSA Information Portal in People First. Now with a click of your mouse, you can chat with a Chard Snyder customer service representative. Anything you might call in or email about, can be handled by Live Chat representatives, who are available to chat Monday through Friday from 8 a.m. to 5 p.m. ET.

On Jan. 1, 2018, DSGI will begin a **Weight Management Pilot** for eligible members of the Florida Blue, AvMed, Aetna and United Healthcare plans. This year-long pilot will enroll members in a wellness program and give them access to prescription drugs for chronic weight management.

Information about your benefits and premiums is available in your Annual Benefit Statement and online through People First. Additional information about these changes is available at www.mybenefits.myflorida.com.



Mindful Tuesdays

Date: September 26 - December 19

Time: 12:00 - 12:30 pm

Location: Lutgert Hall 2201

Yoga Wednesdays

Date: September 27 - December 20

Time: 12:00 - 12:45 pm

Location: Arts Complex 113

Fit Fridays (Walking Group)

Date: November 3 - December 22

Time: 12:30 - 1:15 pm

Location: Meet at Veteran's Pavilion

Mobile Mammo Coach

Date: October 10

Time: 9:00—1:00 pm

Location: The coach will be parked in the Inner Loop of Lot 5
Prescheduled appointments only.

Annual Leave Year End Rollover

Employees may accrue annual leave in excess of their year-end maximum during a calendar year; however, employees with accrued annual leave in excess of the year-end maximum as of December 31 shall have any excess converted to sick leave on an hour-for-hour basis effective January 1, 2018. Faculty and A&P employees have a year-end maximum of 352 hours. Support Personnel have a year-end maximum of 240 hours. Please remember to submit all hours used before December 31, 2017 on timesheets and leave slips and send to payroll no later than January 14, 2018. Annual leave hours over the maximums noted above will be transferred to sick leave at the end of January.