



Human Resources & Payroll

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Open Enrollment 2008

Health Care and Flexible Account Open Enrollment will run from
April 16, 2008 through May 16, 2008.

(Updated 4/18/08)

Please keep in mind:

1. Any changes made to either health benefits or flexible spending accounts are effective July 1, 2008. First payroll deductions are made on July 16, 2008 (Semi-monthly) and July 11, 2008 (Bi-weekly).
2. We encourage the use of [EmployeeDirect](#) (eDirect) to make your open enrollment choices. A helpful information [flyer](#) on eDirect is available. This year, there is a new log-in process and you will need to register a new account. For information on the new log-in process, please go to [Employee Direct](#) and click on the FAQ or "Getting Started."
3. You must re-enroll in flexible spending accounts each year. Your enrollment will not automatically continue.
4. If you would like to enroll in the Medical Flexible Spending Account **EZ Reimburse Card**® this year or *continue to use the card you already have*, you will need to complete an [enrollment form](#) and fax it to FBMC at 850-514-5806, attn: Enrollment Processing. The \$20 administrative fee for the card has been waived again this year.

Communication:

1. For information on this year's open enrollment, please read through the "[Spotlight on Your Benefits](#)".
2. A paper copy of "Spotlight on Your Benefits" will be mailed to your home; you will also receive an electronic copy in your Mason email, both by mid-April.
3. Please continue to check eFiles and the [HR & Payroll website](#) during April and May for additional information.

The Latest Info:

- HR&Payroll Benefits Administrators will be on each campus to share an open enrollment presentation and answer questions about open enrollment and your health and flexible spending account options. To register for any of the sessions below, please visit <http://hr.gmu.edu/training>

Arlington Campus:

Tuesday, April 29 from 10:00-12:00pm in Original 269

Tuesday, May 6 from 2:00-4:00pm in Original 269

Fairfax Campus

Tuesday, April 22 from 10:00-12:00pm in SUB II, Rooms 1&2

Thursday, May 8 from 2:00-4:00pm in SUB II, Rooms 1&2

Prince William

Wednesday, April 23 from 10:00-12:00pm in Occoquan 110A

Wednesday, May 7 from 2:00-4:00pm in Occoquan 110A

- A Lunch & Learn session on Open Enrollment will be held on the Fairfax Campus on Thursday, April 24 at noon in the Johnson Center, Room G. To register, please visit <http://hr.gmu.edu/training>
- The Medical Flexible Spending Account **EZ Reimburse Card**® is available again this year. Cut down on medical flexible account paperwork. Information on the [EZ Reimburse Card](#), a stored value MasterCard® is available. To re-enroll or apply for an EZ Reimburse Card®, please complete the [enrollment form](#) and fax it to FBMC at 850-514-5806, attn: Enrollment Processing.

How do I make changes, enroll, or re-enroll in flexible spending accounts?

During open enrollment (April 16-May 16), the easiest way is to go to <https://edirect.virginia.gov/>. Please remember that there is a new log-in process this year which will require you to register a new account.

Or, you can complete a [paper enrollment form](#) enrollment and send it to MS 3C3, Attn: Benefits Team.

Questions? Please call HR & Payroll at 993-2600 and ask to speak to a Benefits Administrator.

Plan Contacts:

COVA HDHP (High Deductible Health Plan)	Anthem Blue Cross and Blue Shield: 1-800-552-2682
COVA Care: Medical, Vision and Hearing Behavioral Health and EAP Dental Prescription Drug	Anthem Blue Cross and Blue Shield: 1-800-552-2682 Value Options, Inc.: Toll-free 1-866-725-0602 Delta Dental of Virginia: Toll-free 1-888-335-8296 Medco Health Solutions, Inc.: 1-800-355-8279
Kaiser Permanente HMO	1-800-777-7902
FLEXIBLE BENEFITS CONTACT: Medical FRA Dependent Care FRA	Fringe Benefits Management Company: 1-800-342-8017

4/18/08