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Department of Human Capital Initiatives
Employee Benefits Department
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November 2016

Dear Rochester City School District Employee:

The District's Annual Employee Benefits Open Enrollment period occurs during the month of November. It is the time to review your medical/dental insurance, make changes, remove and/or add eligible dependents and enroll or re-enroll in a Flexible Spending Account.

You are welcome to attend the **Open Enrollment Information meeting/HEALTH & WELLNESS FAIR at Central Office in rooms 3A & 3B on Wednesday, November 16, 2016 from 3 to 6 pm.** Health insurance representatives from Excellus BlueCross/Blue Shield will be available at this event along with District Employee Benefits Staff. **FREE Chair Massages, Blood Pressure Screenings, biometric screenings, and many other vendors including healthy food samples will be available.**

**If you are not making any changes to your Health/Dental Insurance,
No action is required on your part.**

FLEXIBLE SPENDING ACCOUNTS DO NOT AUTOMATICALLY RENEW

YOU MUST RE-ENROLL IN FLEXIBLE SPENDING EACH YEAR THAT YOU WISH TO PARTICIPATE
You must re-enroll if you wish to have money taken out of your paycheck pre-tax and deposited into a Flexible Spending Account for Medical and/or Dependent Care expenses for 2017.

During Open Enrollment, you can enroll and/or make changes (such as adding/removing eligible dependents) online for health/dental insurance. You may also enroll/re-enroll in a flexible spending account and other benefits as provided per your collective bargaining agreement effective January 1, 2017. You may also change from the Enhanced Plan to the Core Plan or from the Core Plan to the Enhanced Plan. Plan comparisons are available on <http://www.excellusbcbcs.com/rcsd>.

Please note that dental coverage is changing from HEG to Excellus. The plan coverage remains the same but the out of pocket max has increased and the provider network is larger. To see if your dentist is in the network you can go to the Excellus website or contact your dentist directly. If you are currently enrolled in HEG dental coverage and wish to continue your coverage **no action is needed on your part. Your enrollment will be moved to Excellus automatically.** You will receive new dental cards prior to January 1, 2017.

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Employees can enroll online, via PeopleSoft through Wednesday, November 30, 2016.

Instructions to access Open Enrollment thru PeopleSoft Self-Service:

Sign in to PeopleSoft using your Employee Id number and password.

> Employee Self Service > Benefits > Benefits Enrollment

After you have made your enrollment selections, click the “update elections” button to store your choices. You will need to click “submit” twice and then “ok”. Your event status should now indicate “SUBMITTED”.

If you make any changes, you will receive a confirmation statement within two weeks. Please verify your elections. **If you make a change and do not receive a confirmation statement in the mail within two weeks, please contact Employee Benefits.** As Excellus’ mail order vendors have changed to Express Scripts Inc. and Wegmans new benefit cards will be issued prior to January 1, 2017.

You also have access to make changes to your Open Enrollment from home. Instructions for External Access Setup are located on SharePoint under “Citrix External Access Portal Instructions”. If you have any questions regarding this, please contact the HelpDesk at 262-8151.

Please note that Open Enrollment changes cannot be processed after November 30. Just a reminder, due to the Thanksgiving Holiday, the Benefits Office will be closed on Thursday and Friday November 24 and 25. You may make family status changes such as marriage or for the birth of a child throughout the year but the change must be completed within 30 days of the event.

Please also take a few minutes to go on PeopleSoft and confirm that your dependent/beneficiary information is correct. This includes verifying that the social security numbers listed are correct.

The effective date of coverage will be January 1, 2017.

You can contact the Employee Benefits Department at 262-8206 with questions you may have.