BENEFITS ENROLLMENT 2004

The Open Enrollment process for employee benefits is quickly approaching. During this year’s Open Enrollment, which will be held September 29th through October 24th, the State of Florida will provide you with several new ways to access your benefits information to enroll in or change your benefits elections.

Beginning Monday, September 22nd, you will be able to go online or call the Service Center to preview your benefits information or ask questions about open enrollment. Starting Monday, September 29th, if you choose to change your benefits elections, you can use one of the following four ways to do so during Open Enrollment:

- **Online enrollment** – You will be able to access the online benefits enrollment system at any time 24 hours a day, 7 days a week
- **Interactive Voice Response (IVR)** – An automated telephone system will be available for you to access and enroll by phone 24 hours a day, 7 days a week
- **Service Center** – Service Center Specialists will be available Monday through Friday, 8:30 a.m. to 5:30 p.m., eastern standard time to assist you with benefits enrollment questions
- **Paper Enrollment Forms** – You will be able to access enrollment forms via the online system or request forms via a Service Center Specialist

You will receive detailed information, including a web address and telephone number, to access the new benefits enrollment system. A user ID and password letter will be mailed to your home the week of September 15, 2003. A separate mailing that includes a Benefits Fact Sheet and other information highlighting 2004 benefits changes also will be mailed the week of September 22, 2003. If you do not receive that information by September 29, 2003, contact the Service Center 1-866-663-4735 (toll free).

As in past years, if you want to keep your current insurance and benefit plans, you do not have to participate in the Open Enrollment process starting on September 29th. This also applies to Flexible Spending Accounts (FSA); if you do not want to change your benefits elections, your current FSA deduction amount will continue during the year 2004.

Please call Jeff Comeau at 474-2610 (jcomeau@uwf.edu), Faye Borders at 474-2604 (fborders@uwf.edu) or the Office of Human Resources at 474-2694 if you have any questions.

TIAA-CREF COUNSELING SESSIONS

Howard Reiff from TIAA-CREF will be on campus September 15th and 17th for one-on-one counseling sessions in the Office of Human Resources Conference Room. If you would like to make an appointment to see Mr. Reiff, please contact the Office of Human Resources at 474-2694, Faye Borders at 474-2604 (fborders@uwf.edu) or Jeff Comeau at 474-2610 (jcomeau@uwf.edu).
BEGIN YOUR VOYAGE INTO THE FUTURE

The Office of Human Resources will sponsor a series of six two-hour informational programs designed to help you plan for a successful retirement. (Spouses are also invited to attend)

Sessions will include:
- Optional Retirement Program (ORP) & Tax Deferred Annuities
- Estate Planning
- Florida Retirement System (FRS) & DROP
- Social Security & Medicare
- Deferred Compensation Program
- Benefits Transitions to Retirement

These sessions will be offered on Fridays from 1:00-3:00 p.m. October 3, 10, 17, 24, 31 and November 7, 2003 in the University Commons, Building 22/Room 272. For reservations please visit the NAUTICAL Reservation Desk. For additional information please contact: Jeff Comeau, Benefits Manager at 474-2610 (jcomeau@uwf.edu) or Faye Borders, Benefits Representative at 474-2604 (fborders@uwf.edu).

NEW CAMPUS-WIDE SERVICE AWARDS PROGRAM

Are you celebrating a 5, 10, 15, 20, 25, 30, or 35 year service milestone between July 1, 2003 and June 30, 2004? If so, please visit the awards web page and check out our new selections! This year the university will be celebrating our campus unity in a return to the campus-wide service awards program. The date and format are still being developed, so watch our future Bulletins for details. For more information, please contact Betty Bise at 474-2156 (bbise@uwf.edu).

NEW EMPLOYEE ORIENTATION

Reminder! There will be a New Employee Orientation session on Wednesday, September 17th from 9:30 a.m. to 1:00 p.m. in Building 20W, Room 156A. This is a wonderful opportunity for new employees to get an overview of the university, ITS services and their benefits. We also provide lunch and campus tours. Employees may register through the NAUTICAL Reservation Desk or by calling the Office of Human Resources at 474-2694. More information can also be found at the Human Resources’ website uwf.edu/ohr.

CORRECTION!

Please be advised that there is a correction to the first page of the September 5th edition of the HR Bulletin. In the article entitled “Schedule of Benefit Changes-Effective January 1, 2004”, the co-pay for Mail Order Pharmacy (90 days)-Preferred Brand with the State of Florida Self Insured Plan (PPO) - Blue Cross and Blue Shield should read $50.

The Office of Human Resources
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