The Open Enrollment process for employee benefits is quickly approaching. During this year’s Open Enrollment, which will be held September 29 through October 24, 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 22, you may go online or call the Service Center to preview your benefits information or to ask questions about open enrollment. Starting Monday, September 29, if you choose to change your benefits elections, you may use one of the following four ways to do so during Open Enrollment:

- **Online enrollment** – You may 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 are 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 29. 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.
WORKERS' COMPENSATION INJURY

The University of West Florida works with CorVel to manage workers’ on the job injury reporting. It is the responsibility of the employee to report all work related injuries/illnesses immediately to his/her supervisor. If an employee is injured on the job during normal hours 8-5, Monday through Friday, immediately call Betty Masaitis at 474-2605 or Jeff Comeau at 474-2610 in the Office of Human Resources.

When possible the employee should complete the “Report of Injury Form” at this link [http://www.uwf.edu/ohr/FirstInjury.pdf](http://www.uwf.edu/ohr/FirstInjury.pdf) and submit it to the immediate supervisor (If the supervisor is not available submit it to the Dean or Director). In case of a life threatening or serious injury, the employee should be brought to the nearest emergency room. Please call the University Police at 474-2415 if an ambulance is necessary. For the main campus, the nearest emergency rooms are Baptist Medical Park or West Florida Hospital. After hours emergencies should be called in to the University Police at 474-2415.

LEAVE REPORTS

If you are responsible for gathering and submitting USPS and A&P/Faculty Leave Reports for your department, please follow the guidelines below to ensure prompt processing of all leave information:

- Arrange leave reports in order by department number
- Arrange leave reports within a department number by social security number order. There is no need to separate USPS reports from A&P reports.
- If you are submitting late leave reports, please separate them from the leave reports that are being submitted on time.

As always, if you have any questions regarding Attendance and Leave, please feel free to contact Betty Bise at 474-2156 [bbise@uwf.edu](mailto:bbise@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](mailto:jcomeau@uwf.edu) or Faye Borders, Benefits Representative at 474-2604 [fborders@uwf.edu](mailto:fborders@uwf.edu).