

From: [HR-Benefit Services](#)
To: [PAR Contacts](#)
Subject: Open Enrollment ENDS this Friday, October 26 - Important Reminders
Date: Tuesday, October 23, 2018 1:49:00 PM

Please distribute

Open Enrollment ends this Friday, October 26!

If you miss this Open Enrollment deadline and you wanted to make benefit changes or enroll in Flexible Spending or Dependent Care Assistance, you will have to wait until our next Open Enrollment in fall 2019 for the 2020 Plan Year. The only exception is if you experience a Qualifying Life Event. **Open Enrollment access ends at 11:59 p.m., Friday, October 26, 2018.** It is recommended that you make your changes prior to Friday evening in case you have difficulty logging in or entering the changes because **an extension to the deadline cannot be given.**

OPEN ENROLLMENT & 2019 FLEXIBLE SPENDING ACCOUNTS

Benefit-eligible employees with Flexible Spending Accounts (FSA and/or DCAP) or those who are making changes to their medical, dental, vision, life insurance, or short-term disability elections, must access eCAPS to update and make changes to benefits or make their FSA/DCAP elections for 2019 during Open Enrollment. **If you elected FSA or Dependent Care Assistance for 2018, your election will NOT automatically roll over to 2019. You must re-elect these benefits each year if you want to enroll in either of these plans.**

HEALTH SAVINGS ACCOUNT (HSA) ELECTIONS

HSA elections will roll to 2019 (if you remain enrolled in the same ABHP plan for 2019), but you should review and verify your HSA elections especially considering the maximum contribution has increased for 2019. Individuals aged 55+ can contribute an additional \$1,000 per year.

EVEN IF YOU'RE NOT MAKING ELECTION CHANGES, IT'S A GOOD IDEA TO

- Review dependent information and make sure only eligible dependents are enrolled in your plans.
- Review life insurance beneficiary information especially if you experienced a family change in 2018.

IF YOU MAKE ANY CHANGES BE SURE TO SCROLL TO BOTTOM OF EACH PAGE AND CLICK THE BUTTONS

If you make any changes in your Open Enrollment, including updating life insurance beneficiaries, make sure you scroll down to the bottom of each page and click Save and

Continue on each page and click the final Submit button on the Submit Benefit Choices screen. If you fully complete the submittal process, you should end up a at screen that looks like this:

Benefits Enrollment

Submit Confirmation

Samantha Wallace

Your benefit choices have been successfully submitted to Benefit Services.

You can return to the enrollment pages and make changes as many times as you would like until the the enrollment deadline, October 26, 2018.

Your benefits confirmation statement will be sent out upon the completion of the Open Enrollment period. In order to correct any inaccuracies you must report them to Benefit Services at (916) 808-5665 no later than Friday, November 30, 2018.

To return to the Benefits Enrollment page, click OK

OK

RESOURCES

Visit the [Benefit Services webpage](#) for the Employee Benefits Handbook, rate sheets, summary of benefits and coverages, and Open Enrollment communications.

DEADLINE TO SUBMIT DOCUMENTS FOR WAIVING OR ADDING NEW DEPENDENTS

- Proof of other group coverage is required if you are **newly** waiving City medical insurance for 2019. The purchase of medical insurance through Covered California is not group coverage.
- Proof of dependent eligibility is required if you are adding **new** dependents to coverage for 2019.
- **All proof must be submitted to Benefit Services, 915 I Street, HCH, Plaza Level, on or before November 16, 2018, at 5 p.m.**
- If proof is not received for waiving medical insurance, you will be automatically enrolled in Kaiser \$40 HMO employee-only coverage in 2019.
- If proof of dependent eligibility is not received for newly added dependents, the dependent cannot be enrolled.

QUESTIONS

Benefit Services is available to assist you with questions. Visit us in person at Historic City Hall, Plaza Level, call us at (916) 808-5665, or email benefitservices@cityofsacramento.org.

Benefit Services Division

Department of Human Resources
915 I Street, HCH, Plaza Level
Sacramento, CA 95817

916-808-5665

Office Hours: Monday-Friday, 8:00am-5:00pm

**** 2019 Open Enrollment is *October 1-26*. Active employees can make their annual elections via [eCAPS](#) with any device that has an Internet connection. Retirees can submit their elections via the online [Retiree Open Enrollment Form](#). Visit the [Benefit Services webpage](#) for more information.****