

## **2012 Health Benefits Open Enrollment runs from November 1, 2012 – December 14, 2012**

HR Connect's Health Benefits Administration, in conjunction with the New York City Office of Labor Relations (OLR), is pleased to announce that the 2012 Health Benefits Transfer Period will begin November 1, 2012 and will continue through December 14, 2012. If you are currently eligible for City health benefits, you can participate in this event. However, participation is not mandatory.

The transfer period (also known as "open enrollment") is the only time during the year that you have the opportunity to make changes to your existing City health benefits without experiencing a qualifying event. Changes you make to your elections will go into effect the first full payroll period of January 2013. During the open enrollment period, you may submit an application to:

- Change your benefits carrier (insurance company)
- Add/drop an optional rider to your existing coverage
- Add/drop dependents (without a qualifying event)

For more information on plans and rates click [here](#).

If you decide that you wish to change your elections during the transfer period, we **strongly** encourage you to take advantage of our **Employee Self-Service System**.

### **How do I access ESS?**

To access ESS, please visit [www.nyc.gov/ess](http://www.nyc.gov/ess) and log in with your ESS User ID and password (see below). ESS is available 24/7. Please note that brief maintenance windows may occur evenings starting at 8:30 p.m. and on Sundays.

**ESS User ID:** Your User ID is your 7-digit Employee ID/PMS Reference # provided by your agency or found on your previous pay stubs. (Note: This is NOT your file number.)

**ESS Password:** If you are logging on for the first time, your temporary password for ESS consists of the last two digits of your SSN, the first three letters of your birth month (must be upper case), your birthday day (including the leading zero, if applicable), and birth year (e.g. the password for an employee with a SSN of XXX-XX-XX99 and a birth date of 01/02/1900 would be 99JAN021900). After logging in with your temporary password, you'll be immediately prompted to change it.

### **What if I have trouble logging in?**

Please click the "Need help logging in?" link on the ESS login page, or call HR Connect at (718) 935-4000.

To learn more about ESS, visit the DOE website at <http://schools.nyc.gov/Offices/DHR/ESSintro.htm>

**\*\*Helpful Tips\*\***

- After completing information in ESS, you should immediately FAX appropriate supporting documentation if adding/dropping dependents to: (718) 935-5215 (Attn: HR Connect Health Benefits Administration Office). Attach an eBenefits Coversheet, and be sure to write your name and Employee ID on each page you FAX.
- Only click "Submit" when you are done making changes, as this will process your change. If you are not ready to submit your changes, click "Save," and then "Submit" when you are done.

If you choose to use a form, and are a school-based employee, you can obtain a Health Benefits Application form from your payroll secretary/HR representative **or** from the DOE website at <http://schools.nyc.gov/dhrforms>.

**Fax your completed form to (718) 935-5215.**

Your application (and supporting documentation, if adding/dropping dependents) must be received by HR Connect's Health Benefits Administration by **Friday, DECEMBER 14, 2012** in order for your changes to be processed. **Any applications received after December 14 will not be processed.**

**Very important: If you are enrolling or reinstating a dependent that is between the ages of 19 and 26, you must complete a Young Adult Health Benefits Coverage Eligibility Certification form and submit that along with the dependents birth certificate and either a completed Health Benefits Application or a customized NYCAPS Enrollment form. Eligible employees may also use the Employee Self-Service System (ESS).**