2011 Health Benefits Open Enrollment runs from November 1, 2011 – November 30, 2011

HR Connect's Health Benefits Administration, in conjunction with the New York City Office of Labor Relations (OLR), is pleased to announce that the 2011 Health Benefits Transfer Period will begin November 1, 2011 and will continue through November 30, 2011. 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 2012. 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**.

To access ESS go to: www.nyc.gov/ess

How do I access ESS?
To access ESS please visit 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 10-digit temporary password consists of the last 2 digits of your SSN and your 8-digit birth date (e.g., the password for an employee with a SSN of XXX-XX-XX89 and a birth date of 01/25/1900 would be 8901251900). 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 employees, you can obtain a Health Benefits Application Form from your payroll secretary/HR representative, **or** from HR Connect's Health Benefits Administration, **or** from the DOE website at http://schools.nyc.gov/dhrforms.

Important: Mail or Fax the form, DO NOT DO BOTH. Mailing and faxing duplicate forms causes delays in processing.

HR Connect Health Benefits Administration Office
65 Court Street, Room 101
Brooklyn, NY 11201
Fax: (718) 935-5215

Your application (and supporting documentation, if adding/dropping dependents) must be received by HR Connect's Health Benefits Administration by **Wednesday, NOVEMBER 30, 2011** in order for your changes to be processed. **Any applications received after November 30 will not be processed.**

Important: If you are currently enrolled in Aetna QPOS, you must select a new health benefit plan for 2012 or you will be dropped from health benefits coverage. This ONLY affects employees that are currently enrolled in Aetna QPOS.

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).