



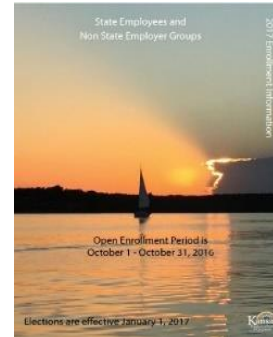
OPEN ENROLLMENT FOR PLAN YEAR 2017

Your annual opportunity to review your health plan elections and choose the plans that best meet your needs.

*****There are major plan design changes for PY 2017; please be sure to read the Open Enrollment booklet and take advantage to learn more by participating in an Open Enrollment meeting in person or online.*****

State Employee Health Plan (SEHP) Open Enrollment is from October 1 - 31, 2016 and changes will be effective January 1, 2017. The Plan Year (PY) 2017 Open Enrollment booklet can be found here:

(Click on the image to view the booklet. If image is not available click [here](#))



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Who Must Participate in Online Open Enrollment?

Employees impacted by the plans listed below **MUST** participate in Open Enrollment. Employees who do **not participate/make changes during Open Enrollment** will have their 2016 elections carried over to 2017.

- ✓ New for PY 2017, there will be a \$6.00 semi-monthly premium for **member only Dental Coverage**. If you want to drop (or opt out of dental coverage), you must do so during Open Enrollment. For more information, [see page 12](#).
- ✓ If you participate in a **Flexible Spending Account** (health and/or dependent care), enrollment is required every year, otherwise your FSA will end as of December 31st of the current year.
- ✓ If you are a **Plan C participant with an HSA** – you need to elect your annual contribution amount, otherwise the amount will be defaulted to the minimum amount of \$600/year.

- ✓ If you are enrolled in **HealthyKIDS**, you must apply annually to participate in the program and dependent children must currently be enrolled in coverage or newly enrolled during Open Enrollment.
- ✓ If you want to **change** health plans; add or drop vision coverage; add, drop or change dependent medical, dental or vision coverage; and/or change the tax status of premium payments.

Plan Information, Comparison Chart and Premium Information for Plan Year 2017

NEW! [Watch the SEHP Open Enrollment Presentation online](#)

Refer to the [Open Enrollment booklet](#) for detailed information about plan design changes (page 4) and premiums (page 19; all premiums will increase). *Please note that premium information reflected for your elections in the [MAP](#) portal may not be accurate. The premiums that will be deducted beginning in PY 2017 will be based on your full-time/part-time status in KU's HR/Pay database.

Special Changes to Note – Beginning January 1, 2017 (for complete information, see page 4 of the Open Enrollment booklet).

- ✓ **Delta Dental – Dental premiums of \$6.00 semi-monthly will be charged for Employee Only coverage. You can drop (or opt out of) dental coverage or enroll in a different coverage tier than medical enrollment. (See pages 4 and 12.)**
- ✓ **Plan A: new three-tiered deductible, increased office copays and increased combined out of pocket maximum.**
- ✓ **Plan C High Deductible Health Plan: increased deductible and new 20% coinsurance added with increased combined out of pocket maximum.**
- ✓ **Plan C - Health Savings and Health Reimbursement Account Employer Contributions will be made quarterly. Employer contributions will decrease, however, employees and spouses (if covered) are each eligible to earn up to \$500 in Employer contributions through HealthQuest activities. (See pages 7, 15 and 24.)**

Open Enrollment Portal –Member Administration Portal (MAP)

To participate in Open Enrollment and/or to view current elections, click [here](#) to access MAP and select "University of Kansas." To sign into [MAP](#), you will use your KU online ID and password, the same credentials you use to log into your work computer.

NOTE: If you add a spouse and/or child(ren) you must upload documentation to the secure [MAP](#) portal when making the change no later than October 31st, otherwise the dependent(s) will not be enrolled. Documentation needed to add a spouse: a marriage license or the most current year's filed tax return (pages 1 & 2 with both employee and spouse's signatures on the last page; you can white out income information). A birth certificate is needed to add a child. Other acceptable documentation can be found [here](#).

Open Enrollment Meetings and Webinars

NEW! [Watch the SEHP Open Enrollment Presentation online](#)

The SEHP has scheduled two Open Enrollment meetings on the Lawrence campus, and [several statewide meetings](#) and [online webinars](#). Reservations are not required to attend the October 19th presentation at 9:30am or 1:30pm (presentations will be the same).

Date	Time	Place	
Wednesday, October 19 th	9:30 am – 11:30 am <i>1st Session</i>	Kansas Union Level 4, Alderson Room	Attend in person or Watch KU's Open Enrollment Meeting - Live Broadcast
Wednesday, October 19 th	11:30 am – 1:30 pm <i>Benefit Vendors Fair**</i> <i>Flu Shot Clinic</i>	Kansas Union Level 4, Main Lobby Level 4, Traditions Area	Receive 2017 handouts & ask questions to vendors* Click here for Flu Shot info
Wednesday, October 19 th	1:30 pm – 3:30 pm <i>2nd Session</i>	Kansas Union Level 4, Alderson Room	Attend in person or Watch KU's Open Enrollment Meeting - Live Broadcast

*Vendors list: Blue Cross Blue Shield, Aetna, Surency Vision, Delta Dental, NueSynergy, Employee Assistance Program, Castlight, Rx Savings Solutions, Colonial Life, HRM People Fuel, Voya, Teachers and Employee Association Insurance/Miller Group, TIAA, and Standard Life.

HealthQuest Rewards Incentive Program

If you qualify for the **PY 2017** HealthQuest Rewards Discount, you will need to subtract \$10 from the Health Insurance premiums to arrive at your discounted semi-monthly premium. You will be able to see whether you have already qualified for the discount in [MAP](#).

To receive the annual \$240 medical plan premium discount for **PY 2017**, you must earn 30 credits under the HealthQuest Rewards Incentive program **by November 15, 2016**. Completion of an online health assessment questionnaire is *required* (5 credits), and you can earn an additional 25 credits through a variety of programs such as preventive medical, dental and vision exams; and health and fitness activities. More information can be found [here](#).

The SEHP is changing the HealthQuest Program beginning January 1, 2017 and will switch to a new vendor and to a calendar year credit earning period. During the period from 11/16/2016-12/31/2016 no credits can be earned but the old portal will be available for educational purposes. See [page 15](#) for more information.

Payroll Deduction – updated information for Flexible Spending and Health Savings Accounts (Updated 10/06/2016)

The SEHP is changing the Dependent Care and Health Care Flexible Spending Account and Health Saving Account elections made during Open Enrollment from an annual amount to a biweekly amount. This will therefore change the deduction schedule for **academic year faculty and staff with positions designated as less than 12 month**.

- Twelve-month staff will have deductions from 24 checks (the first two checks each month). When the month has a third paycheck no deduction will be taken.
- Academic year faculty and staff with positions designated as less than twelve-month will have FSA and HSA deductions taken from 16 checks (the first two checks of the months of January through April and September through December). These deductions will not be taken from any other paychecks received during the year.

- Therefore, academic year faculty and staff with positions designated as less than 12 months who enroll in a FSA and/or an HSA will need to perform the following calculation to determine the dollar amount to during Open Enrollment. Since MAP requires that you to enter a “per pay period” amount, determine the maximum you wish to contribute, and divide that amount by 24 to arrive at the “per pay period” amount and enter that amount in MAP. Note that the actual paycheck deduction will be taken over 16 paychecks and not 24. The Election Statement available after you submit your Open Enrollment election should reflect the annual amount you have elected.

Coverage Periods

PY 2017 will be effective January 1st, and the first premium will be deducted from the paycheck dated January 13, 2017. Coverage periods for both health insurance and flexible spending accounts will begin the first day of the month.

Online Open Enrollment Technical Support

If you need technical support with [MAP](#), the Open Enrollment portal, please see page 10 of the [Open Enrollment booklet](#).

We strongly recommend you use a KU workstation or campus computer lab to enroll during Open Enrollment to ensure you are using a compatible browser that is properly configured. If you experience issues logging in, first try clearing your browser’s cache ([instructions](#)). If you need additional help or have questions, contact your [IT support staff](#). You also can contact the KU IT Customer Service Center at 785-864-8080 or itcsc@ku.edu. In-person support is available at the Daisy Hill Commons on the 2nd floor. All locations are open 8 am – 8 pm, Monday –Thursday and 8 am – 5 pm, Friday. The Daisy Hill location is open on Saturday, 10 am – 6 pm. On Sunday, only phone and email support (785-864-8080 or itcsc@ku.edu) are available from noon to 8 pm.

KU Computer Access for Online Open Enrollment

To utilize computers for online Open Enrollment during the month of October, visit your departmental administrative office or Shared Service Center during business hours, or stop by the Human Resource Management Office at 103 Carruth-O’Leary, from 8:00 a.m. to 5:00 p.m. M-F.

If you have questions, please contact Benefits at 785-864-7402 (Benefits hotline); stop by 150 Carruth-O’Leary between 8:00 a.m. to 5:00 p.m., M-F; or email benefits@ku.edu.

Did You Know?

If you have moved, please ensure that your current mailing address has been updated. You can see your contact information in [MAP](#), once you log in, under Contact Information. This is the address that will be used by the insurance providers and will ensure prompt delivery of your new insurance cards.

You will also need to update your address in KU’s HR/Pay database by using Self-Service at hr.ku.edu (Main Menu>Self Service>Personal Information> Home and Mailing Address - select the red pencil icon to edit).

Election Statements

Pending Election Statements will be automatically sent to the email address you register online when you make your election choices and can be viewed in [MAP](#). This statement is not a final notification of your elections. Once your elections have been reviewed and approved by the SEHP after Open Enrollment has ended, you may view your final elections in [MAP](#).

Identification Cards

New ID cards will be issued as follows:

- BCBS, Caremark, Delta and Surency will send new cards to all members
- Aetna will send all Plan A members new cards and members who make changes
- Quest will send cards only to new members or members who make changes in coverage
- NueSynergy will send all FSA accounts a debit card

Flu Shot Clinics

For dates, times and locations of KU flu shot clinics, provided through Watkins Health Services, and the consent form click [here](#). Information about the SEHP statewide flu shot clinics can be found [here](#).

Colonial Life

The SEHP announced that the State of Kansas Health Care Commission approved a new vendor, Colonial Life, that will offer individual voluntary insurance products including accident, cancer, critical illness and hospital confinement coverage. You do not have to participate in the SEHP to take advantage of these offerings. Colonial Life will be available at several sites throughout the State, including at the October 19th meetings on the Lawrence campus, to provide one-on-one educational opportunities regarding their products. Their representatives will be fully trained on the SEHP programs and will be able to communicate important updates on the benefit offerings to employees in a one-on-one setting and/or a via call center.

NEW! To learn more about Colonial Life, go to www.visityouville.com/en/StateofKansas.

Need special assistance?

If you will be out of the country without online access or will not otherwise be able to make Open Enrollment elections during the month of October, please contact Benefits as soon as possible for assistance at 785-864-7402 (Open Enrollment hotline); stop by 150 Carruth O'Leary between 8 am to 5:00 p.m., M-F; or email benefits@ku.edu.

**Online Open Enrollment must be completed by midnight October 31st.
We strongly encourage you to enroll early in October in case you need assistance.**

