



OHIO UNIVERSITY

Human Resources

169 West Union Street
Human Resources
and Training Center
Athens OH 45701-2979

Dear Benefits Eligible Employee,

It's time for your annual benefits open enrollment. Each year, employees have the opportunity to make changes to their benefits coverage. As previously announced, one of the steps needed to address the current economic climate at Ohio University is changes to our health plan. These changes are effective July 1, 2009 along with any updates you make to your coverage.

The following documents, which provide further details regarding changes that may impact your enrollment decisions, are enclosed:

- **Benefits Open Enrollment form:** The column to the left details your current coverage; changes for the upcoming plan year may be made by selecting the appropriate box in the column to the right. Forms must be signed and returned even if you are not making changes.
- **Summary of Health Plan Changes and Coverage Chart Highlights**
- **2009/10 Rates**
- **New Information Regarding Dependent Eligibility**
(Includes information regarding dependent eligibility audit to be held this Fall).
- **Supplemental Life Insurance Options Expanded to \$500,000**
- **Enrolling in WageWorks Flexible Spending Accounts**
- **Prescription Benefit Management Company to Change July 1, 2009**

More detailed information regarding benefit changes and enrollment is available at:

<http://www.ohio.edu/hr/benefits/2009.cfm>

Please review this packet thoroughly as changes to your benefits are only allowed during open enrollment or in the case of a family status change Enrollment instructions are provided below. The deadline for returning forms is **Friday, May 15, 2009**.

If you have questions regarding your benefits please attend one of the following **Benefits Open Enrollment Meetings:**

Wednesday, May 6th *9-10am
Baker University Center 231

Thursday, May 7th *2-3pm
Baker University Center 231

** Benefits Staff will be on hand for two hours at the end of each session to address individual questions.*

You may also call (740) 593-1651 or email benefits@ohio.edu

Cordially,

Greg Fialko, Director of Benefits

ENROLLMENT INSTRUCTIONS:

- REVIEW your Benefits Open Enrollment Form. If you DO NOT HAVE CHANGES, simply sign your form and return it to Human Resources. (Note: enrollment in a Flexible Spending Account (FSA) must be updated each year. This year you may enroll in your FSA online at: www.wageworks.com) – see enclosed informational sheet on *Enrolling in WageWorks Flexible Spending Accounts*
- If you want to MAKE CHANGES for next year (effective July 1, 2009) simply mark the appropriate box(es) in the right hand column of your Benefit Open Enrollment form for NEW COVERAGE.
- Changes to covered dependents can be made by noting revisions directly on the form. To add a dependent please include name, date of birth and gender.
- If you wish to OPT OUT of insurance, you must provide proof of other coverage (copy of a health plan card) and complete a "Waiver of Group Health Insurance" form (download at: www.ohio.edu/hr/forms.cfm). If this form has been submitted in the past, you do not need to resubmit.
- Changes to your LIFE INSURANCE BENEFICIARY can be made at anytime throughout the year. To do so, submit a "Life Insurance Beneficiary" form (download at: www.ohio.edu/hr/forms.cfm). This form is an editable PDF file, therefore it may be filled out electronically. You will need to print and sign the form before returning to the Benefits Office.