

OPEN ENROLLMENT 2017

November 1–15, 2016

UNIVERSITY OF ROCHESTER SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU)

OCTOBER 2016

Welcome to the 2017 Open Enrollment Period!

The annual open enrollment period for the University of Rochester Flexible Spending Accounts for calendar year 2017 will be held from **Tuesday, November 1st - Tuesday, November 15th.**

During the 2017 annual open enrollment, you have the option to elect to contribute to a Flexible Spending Account.



Duo Security

To log in to HRMS from computers not connected to the University network, you must be enrolled in Duo two-factor authentication.

Visit tech.rochester.edu/services/two-factor-authentication and use your NetID and password to enroll in Duo for HRMS. As soon as you are enrolled, two-factor authentication will be active. **Contact the IT Help Desk at 275-2000 with any questions.**



3 Easy Steps to Complete Your 2017 Open Enrollment Process!

1. Review your 2016 FSA election.

2. Make your Election.

Complete the enclosed 2017 FSA Election form if you would like an FSA in 2017.

3. Watch for your confirmation statement in December 2016.

Schedule of Open Enrollment Informational Sessions

Informational Sessions with Aetna and Excellus

Representatives from Excellus and the Benefits Office will be available to answer your questions regarding Flexible Spending Accounts.

Tuesday, November 1	11 a.m. - 2 p.m.	Medical Center Sarah Flaum Atrium
Wednesday, November 2	7:30 a.m. – 9:30 a.m.	College Town 44 Celebration Drive Conference Room 2007AB, 2 nd Floor
Thursday, November 3	11 a.m. – 2 p.m.	Medical Center Sarah Flaum Atrium

Information Sessions w/ Benefit Office Representatives

Representatives from Excellus and the Benefits Office will be available to answer your questions regarding Flexible Spending Accounts.

Tuesday, October 25	11 a.m. – 1 p.m.	Sawgrass Surgical Center 180 Sawgrass Drive Cafeteria
Wednesday, October 26	11 a.m. – 1 p.m.	Rochester Tech Park 905 Elmgrove Road Building 5, 2 nd Floor
Thursday, October 27	11 a.m. – 1 p.m.	Advancement Center, 300 East River Road Seminar Room 101
Friday, October 28	11 a.m. – 1 p.m.	Bridge Lounge, River Campus
Friday, October 28	2 p.m.– 4 p.m.	Clinton Crossing 4910 Lac De Ville Blvd Building D, 2 nd Floor

Enrollment Help Workshops

Representatives from the Benefits Office will be available to provide assistance with enrollment.

Wednesday, November 2	11 a.m. – 2 p.m.	College Town, 44 Celebration Drive Conference Room 2007, 2 nd Floor
Tuesday, November 8	8 a.m. – 11 a.m.	College Town, 44 Celebration Drive Conference Room 2007, 2 nd Floor
Monday, November 14	11 a.m. – 3 p.m.	College Town, 44 Celebration Drive Conference Room 3007, 3 rd Floor
Tuesday, November 15	7:30 a.m. – 5 p.m.	College Town, 44 Celebration Drive Conference Room 2007, 2 nd Floor

Questions?

1. Call ASK-URHR at 275-8747
2. Email the Benefits Office at benefitoffice@rochester.edu
3. Attend an Informational Session (see schedule above)

