

OPEN ENROLLMENT 2018

November 1–15, 2017

UNIVERSITY OF ROCHESTER SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU)

OCTOBER 2017

Welcome to the 2018 Open Enrollment Period!

The annual open enrollment period for the University of Rochester Flexible Spending Accounts for calendar year 2018 will be held from **Wednesday, November 1 to Wednesday, November 15.**

New and Noteworthy

Increased FSA Limits

The new contribution maximums for 2018 are:

- \$2,600 limit for the Health Care or Limited Purpose FSA

Also New for 2018

There will be additional benefit offerings, such as supplemental vision and prepaid legal. Additional communication regarding these benefits will be coming soon.

3

Easy Steps to Complete Your 2018 Open Enrollment Process!

1. Review your 2017 FSA election.

2. Make your Election.

Complete the enclosed 2018 FSA Election form if you would like an FSA in 2018.

3. Watch for your confirmation statement in December 2017.



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.



Schedule of Open Enrollment Informational Sessions

Informational Sessions with Benefits Office Representatives

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

Wednesday, October 25	11 a.m.–1 p.m.	Rochester Tech Park 905 Elmgrove Rd. Building 5, 2nd Floor
Friday, October 27	11 a.m.–1 p.m.	Bridge Lounge, Wilson Commons River Campus
Wednesday, November 8	11 a.m.–2 p.m.	Medical Center Sarah Flaum Atrium

Informational Sessions with Excellus

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

Wednesday, November 1	11 a.m.–2 p.m.	Medical Center Sarah Flaum Atrium
Friday, November 3	7:30–10 a.m.	College Town 44 Celebration Dr. Conference Room 2007, 2nd Floor

Enrollment Help Workshops

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

Tuesday, November 7	9–11:30 a.m.	College Town 44 Celebration Dr. Conference Room 2007, 2nd Floor
Tuesday, November 14	Noon–5 p.m.	College Town 44 Celebration Dr. Conference Room 3007, 3rd Floor
Wednesday, November 15	7:30 a.m.–Noon	College Town 44 Celebration Dr. Conference Room 3007, 3rd 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*).

