

**NOTICE - THE ANNUAL OPEN CHANGE PERIOD FOR 2008
BENEFITS WILL BE HELD**

BEGINS: FRIDAY OCTOBER 26, 2007 @ 8:00 A.M.

CLOSES: MONDAY, NOVEMBER 26, 2007 @ 5:00 P.M.

YOUR BENEFITS – YOUR CHOICE – DON’T MISS OUT!

- Effective on January 1, 2008 for changes to medical and dental insurance plans
- January 1, 2008 for flexible spending account
- Effective date for life insurance plans changes is determined by approval notice.

The open change period provides you an opportunity to make changes to:

- Flexible spending accounts (begin, end or change contributions)
- Medical insurance plan
- **Dental** insurance plan enrollment (**current members may add dental or spouse/dependents to existing plan!**)
- Basic life

WHAT IS NEW FOR 2008?

- Vision insurance plan
- Additional voluntary life insurance options
- Will preparation services through ARAG/Principal Financial Group

Use the Non-Supervisory Merit Plan **Open Change Guide** to see the plan options for 2008. The guide will be available on the benefits webpage at:

- <http://www.hrs.iastate.edu/benefits/homepage.shtml>, click on Non-Supervisory Merit line, then click on Open Change Period Information line

HOW TO REVIEW YOUR CURRENT BENEFITS OR MAKE A CHANGE?

1. Go to www.iastate.edu, click on “**AccessPlus**” and enter your University ID or SSN and password

IOWA STATE UNIVERSITY

Sign-Ons

(For Students, Faculty, Staff)

[AccessPlus](#)
[WebCT](#)
[WebMail](#)

2. Click on the “**Employee Tab**”



3. Click on the menu link, “**Benefits Info**” in AccessPlus. This link provides access to three information items:



[Account/U-Bill](#)
[Address Change](#)
[Benefits Info](#)
[CyCash](#)

--- **Personal Statement of Benefits for 2007.** This statement reflects a set payroll period, September 2007 and the cumulative benefits for a 12 month time period. If you did not have a September paycheck, you will not have a statement listed for 2007.

--- **2007/2008 Participation Statement** will list the monthly cost in a side-by-side comparison of your current 2007 benefits as recorded on the October pay and the new 2008 benefits, before changes are made during the open change time.

-- **2008 Confirmation Statement.** These statements will be available shortly after the open change time closes. Look for the 2008 confirmation statement in AccessPlus on November 30, 2007. Confirm your changes are displayed correctly. If correct, you do not need to do anything. If the confirmation statement is not correct, you have a limited time to take action to make corrections. Instructions will be on the bottom of the confirmation statement, corrections must be received in the Benefits Office by December 6, 2007.

4. Changes for the 2008 plan year ***cannot be made on-line***. During the Open Change Period you can use the Access Plus portal to project the effects of various benefits scenarios and the change to your monthly deductions. Click on the menu link, “**Non-Suprvsry Merit**”, to view your choices and the effects on deductions. **Your calculations will not**

change the benefits. You must request change forms from the ISU Benefits Office during the Open Change time.

5. Changes to life insurance which require underwriting must also be requested from the ISU Benefits Office.

Note: AccessPlus will time-out after 30 minutes of inactivity.

If you have any difficulty opening AccessPlus, call the AccessPlus help desk at 515-294-0004 to reset your password. If you have difficulty accessing your data once you are in AccessPlus, contact the Benefits Office at 515-294-7680 or e-mail them at benefits@iastate.edu.

WANT MORE INFORMATION?

VENDOR FAIR AT THE MEMORIAL UNION:

Wednesday, October 31, 2007 from 9:00 a.m. to 3:30 p.m.
Memorial Union, Rooms 3512 and 3534

Representatives from Wellmark, Medco, Delta Dental, Principal, John Hancock Long Term Care, AIG Valic, Morgan Stanley, TIAA/CREF, IPERS, ISU Wellness Program and ISU Benefits Office Representatives will be available to answer questions and assist you in reviewing your options for next year on a first-come, first-served basis.

Due to the overlap with the Faculty, P & S Open Change time, the Benefits Office Staff encourages appointments after November 12 through November 26, 2007. Appointments will help us serve you quickly with little wait time.

Two special dates are Thursday, November 15, 2007 and Monday, November 19, 2007 between 8:30 a.m. and 4:30 p.m. in Room 3770 Beardshear. This will be a time when the Benefit Specialists will dedicate the day to walk-in staff regarding open change questions on a first-come, first-served basis. This may involve some wait time as traffic may be heavy at times.

- call the Benefits Office at (515)294-7680
- E-mail benefits@iastate.edu

Sincerely,

Iowa State University Benefits Office Staff

