

THE ANNUAL OPEN CHANGE PERIOD FOR 2010 BENEFITS

BEGINS: MONDAY, NOVEMBER 2, 2009 @ 8:00 A.M.

CLOSES: FRIDAY, NOVEMBER 20, 2009 @ 5:00 P.M.

Connect Web Cast Event – November 6, 2009 from 10:15 a.m. – 11:15 a.m.

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

Important Dates!

- **November 2, 2009** – Open Change Period begins at 8:00 a.m.
- **November 3, 2009** – Vendor Fair in Memorial Union – Pioneer Room, 9:00 a.m. – 3:30 p.m.
- **November 6, 2009** – Connect Web Cast Event – 10:15 a.m. – 11:15 a.m.
- **November 20, 2009** – Open Change Period ends at 5:00 p.m.
- **December 4, 2009** - Confirmation Statement available on AccessPlus
- **December 11, 2009** – Final day to make corrections to confirmation statement errors.
- **January 14, 2010** – Final confirmation statement.

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

- Medical insurance plan
- Dental insurance plan
- Flexible spending accounts (begin, end or change contributions)
- Basic life insurance
- Voluntary life and dependent life insurance
- Disability insurance
- Avesis vision – voluntary eyewear insurance plan

WHAT IS NEW FOR 2010?

- Iowa State University's share for your benefits is changing. Do you know how they may affect you? Review the open change guide for all the details.
- PPO medical
 - Co-payments are changing from \$10.00 to \$20.00 per office visit
 - Co-payments do not apply to out-of-pocket maximum
 - Out-of-pocket for single \$1,500 / for spouse/child/family increases to \$3,000
- HMO medical
 - Office visit co-payment \$10.00
- Prescription Drug
 - Co-insurance change for preferred brand mail order only
 - Prescription co-insurance maximums implemented
 - Out-of-pocket for single \$1,500 / for spouse/child/family increases to \$3,000
 - Clinical and utilization management on prescriptions enhanced
- Reduced premiums for voluntary and dependent life
- Connect Web Cast Event

HOW TO REVIEW/CHANGE YOUR CURRENT BENEFITS?

Use the ISU Plan [Open Change Guide](#) to see plan options for 2010. The guide will be available on the benefits webpage at:

- <http://www.hrs.iastate.edu/hrs/benefits>, under the “Open Change Period Information” and then click on “Faculty, Professional and Scientific, Supervisory Merit” line.

To review your current benefits or to make changes most employees may use their AccessPlus portal in the ISU webpage:

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

Note: AccessPlus will time-out after 30 minutes of inactivity. You must submit changes and receive confirmation prior to logging out of AccessPlus or your changes will not be recorded.

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 Human Resources Service Center at 515-294-4800 / 1-877-477-7485 or e-mail them at hrshelp@iastate.edu.

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](#)

--- **ISU Plan Participation Statement 2009/2010** will list the monthly cost in a side-by-side comparison of your current 2009 benefits as recorded on the October pay and the new 2010 benefits, before changes are made during the open change time.

---**ISU Plan Confirmation Statement 2010.** These statements will be available shortly after the open change time closes. Look for the 2010 confirmation statement in AccessPlus on December 4, 2009. Confirm your changes are displayed correctly. If correct, you do not need to do anything. If there is an error on the confirmation statement, 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 11, 2009. A final confirmation statement will be available in AccessPlus on January 14, 2010.

4. Changes for the 2010 plan year can be made on-line in AccessPlus beginning November 2, 2009. This is allowed **only during the Open Change Period**. Click on the menu link, “**ISU Plan**”, to view and make most changes for 2010. All future and current HMO participants may select, verify or change their Primary Care Physician. Female HMO members may designate a primary OB-GYN provider.
5. Changes increasing all life insurance plans or disability insurance which require underwriting must be made through the ISU Benefits Office.
6. Avesis Vision – Optional Eyewear Insurance Plan
Change/End - Changes to your current enrollment will be effective February 1, 2010. Avesis paper enrollment form is required to be completed to change or end your existing election. To obtain a form contact the Human Resources Service Center at 515-294-4800 / 1-877-477-7485 or hrrshelp@iastate.edu. The form is also available from the Benefits web page at: <http://www.hrs.iastate.edu/hrs/benefits> , under “Open Change Period Information” line click on “Faculty, Professional and Scientific, Supervisory Merit” line. Once completed, return to the Human Resources Service Center at 3810 Beardshear Hall.

Initial Enrollment - Enrollment into the plan will be effective February 1, 2010. Initial enrollment will be on the web, <https://www.avesis.com/isu/>. This web link will be available on the Benefits website under: “Open change period information” line; then click on “Faculty, Professional and Scientific & Supervisory Merit” line; then click on “Voluntary Vision Insurance Plan” beginning on November 2, 2009. For assistance in on-line enrollment, contact Avesis at 1-800-828-9341 or Human Resources Service Center at 515-294-4800/ 1-877-47-7485. **Print** the enrollment page **prior** to submitting for proof of enrollment. Once submitted there will be a message indicating you have successfully submitted your enrollment.

WANT MORE INFORMATION?

- **VENDOR FAIR**

Tuesday, November 3, 2009 from 9:00 a.m. to 3:30 p.m.
Memorial Union, Pioneer Room.

Representatives from Wellmark, Medco, Delta Dental, Avesis Vision - Eyewear Insurance Plan, Principal, John Hancock Long Term Care, VALIC Retirement, TIAA/CREF, IPERS, ISU Wellness Program, ISU Retirement 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.

- **CONNECT WEB CAST EVENT**

To learn more about open change and benefit options, there is going to be a Connect event scheduled on Friday, November 6, 2009 from 10:15 a.m. – 11:15 a.m. At the meeting time, simply enter this URL: <http://connect.extension.iastate.edu/benefits/>. Then you will find yourself at a login page. Simply enter your name under the “Enter as a Guest” heading. Then click on “Enter Room”. The audio will be over your computer speakers, so make sure you have your volume on and turned up. Anytime before the meeting you can visit the following URL to confirm your ability to connect to the Connect server: <http://www.extension.iastate.edu/testconnect/>.

- **APPOINTMENTS**

The Benefits Office Staff encourages appointments year round. Due to the overlap with the Non-Supervisory Merit open change period, appointments are especially important during the open change period to discuss options for next year. Appointments will help us serve you quickly with little wait time.

- **PHONE / E-MAIL**

To contact the Benefits staff for appointments or to ask questions. Due to high volume you may be asked to leave a message. Your call will be returned as soon as possible.

- call the Human Resources Service Center at (515)294-4800 or 1-877-477-7485
- E-mail benefits@iastate.edu

Sincerely,

Iowa State University Benefits Office