

THE ANNUAL **OPEN CHANGE** PERIOD FOR 2010 BENEFITS  
BEGINS: FRIDAY, OCTOBER 23, 2009 @ 8:00 A.M.  
CLOSES: MONDAY, NOVEMBER 23, 2009 @ 5:00 P.M.

Connect Web Cast Event – November 6, 2009 @ 9:00 a.m.–10:00 a.m.

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

- Benefit changes are effective: for changes to medical and dental plans, January 1, 2010.
- January 1, 2010 for flexible spending accounts.
- Avesis Vision – voluntary eyewear insurance plan effective on February 1, 2010.
- Effective date for life insurance plans changes are 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
- Dental insurance – **OPEN ENROLLMENT AND CHANGE ALLOWED**
- Medical and dental coverage for adult children between ages 19 and 25 who are not students, unmarried and reside in Iowa
- Basic life insurance
- Voluntary life insurance
- Avesis Vision – voluntary eyewear insurance plan

## **WHAT IS NEW FOR 2010?**

- The Medical Plan - premiums will “freeze” for the first six months of 2010. The “freeze” means the premiums will not change on January 1, 2010. Beginning July 1, 2010 the premiums for family coverage will “unfreeze” and may increase. Make elections carefully because you will not be able to change health insurance plans when the premiums “unfreeze”. The 2010 premiums are indicated in the open change guide.
- The Dental Plan - is open for adding coverage or dependents that were not previously enrolled. You may also add the adult children who were not allowed on the plan last year. **If currently enrolled in a double spouse contract, it may be more cost effective to enroll in two single plans.**
- Voluntary Life Insurance - reduced rates for 2010 (for details see page 21 of the Open Change Guide)
- Connect Web Cast Event – Friday, November 6, 2009 from 9:00 a.m. – 10:00 a.m.

Use the Non-Supervisory Merit Plan **Open Change Guide** to see the plan options for 2010. The guide will be available October 23, 2009 on the Benefits web page at:

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

## **HOW TO REVIEW/CHANGE YOUR CURRENT BENEFITS?**

1. Go to [www.iastate.edu](http://www.iastate.edu), click on “**AccessPlus**” and enter your University ID or SSN and password

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 Human Resources Service Center at 515-294-4800 / 1-877-477-7485 or e-mail them at [hrrshelp@iastate.edu](mailto:hrrshelp@iastate.edu). **Note: AccessPlus will time-out after 30 minutes of inactivity.**

## **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](#)

--- **Merit Plan Participation Statement 2009/2010** . This statement will list the monthly share in a side-by-side comparison of your current 2009 benefits as recorded on the September pay and the new 2010 benefits, before changes are made during the open change period.

--**Merit Plan Confirmation Statement 2010.** These statements will be available shortly after the open change period closes. Look for the 2010 confirmation statement in AccessPlus on December 2, 2009. 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 second page of the confirmation statement. Action must be completed by December 9, 2009. A final confirmation statement will be available in AccessPlus on December 21, 2009.

4. Changes for the 2010 plan year ***cannot be made on-line***. During the open change period you can use the AccessPlus 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 period. Retain a copy for your records and verify changes on confirmation statement after open change closes.**

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

6. Avesis Vision - Eyewear Insurance Plan

- **Change/End** – An Avesis paper enrollment form is required 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](mailto: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, then click on “Non-Supervisory Merit” line. Once completed, return to the Human Resources Service Center at 3810 Beardshear.
- **Initial Enrollment** - Initial enrollment will be on the web, <https://www.avesis.com/isu/>. This web link will be available on the Benefits website <http://www.hrs.iastate.edu/hrs/benefits> under “Open Change Period Information”; then “Non-Supervisory Merit”; then “Voluntary Vision Insurance Plan” beginning on October 23, 2009. For assistance with on-line enrollment, contact Avesis at 1-800-828-9341 or Human Resources Service Center at 515-294-4800 / 1-877-477-7485. **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 AT THE MEMORIAL UNION:**

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

Representatives from Wellmark, Delta Dental, Principal, Avesis Vision - Eyewear Insurance Plan, John Hancock Long Term Care, VALIC Retirement, IPERS Retirement, TIAA/CREF, AFSCME Union Representative, 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 Web Cast event scheduled on Friday, November 6, 2009 from 9:00 a.m. – 10:00 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 Faculty, P & S open change period, appointments are especially important between November 2, 2009 and November 20, 2009. 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 Service Center at (515)294-4800 / 1-877-477-7485
- E-mail [benefits@iastate.edu](mailto:benefits@iastate.edu)

Sincerely,

Iowa State University Benefits Office Staff