SHARP Message #502

DATE: 10/11/02
AUTHOR: PATTI PEARCE
SUBJECT: AKSESS OPEN ENROLLMENT REPORTS
MESSAGE TEXT:

The following message is only for agency staff who are involved with benefits open enrollment for agency employees, such as monitoring enrollment activities.

The Division of Personnel Services is providing agencies with two important benefits reports during October. These two reports are designed to assist agencies in (1) identifying employees who have enrolled in Flexible Spending Accounts and (2) which employees have completed group health insurance elections for Plan Year 2003.

We ask that agencies use these reports as a tool to monitor your employees' progress in completing their Plan Year 2003 benefits open enrollment. We also encourage you to remind employees to enroll in October. Be sure to remind them about the payroll deduction credit if they choose to participate in the Health Risk Appraisal/Health Screening. To participate in this program they must sign up during open enrollment.

The two reports will be distributed to agencies via the MVS mailbox and can be accessed using the Rapid Filer. The reports are in a flat file format and should be pulled up in Excel, etc. We will be moving the files out to you throughout the day, so check again if you cannot locate your agency's report right away.

The first report is named KWEBFSA.your 3-digit agency number.out. (For example, KWEBFSA.173.out) This report lists employees in your agency who have enrolled in a Flexible Spending Account for Plan Year 2003. Please remind employees that they must re-enroll in Flexible Spending Accounts each year even if they are enrolled for the current plan year.

The second report is named KWEBCHG.your 3-digit agency number.out. (For example, KWEBCHG.173.out). This report lists employees in your agency who have made their Plan Year 2003 group health insurance elections. FYI - Dental codes ending in "NO" identify employees who have elected to participate in the Health Risk Appraisal/Health Screening. We suggest that you compare this report with all of the benefits eligible employees in your agency.

Both reports will be distributed twice during open enrollment -- October 11, 2002, and October 25, 2002.

If you have technical questions about the reports, please contact Patti Pearce at (785) 296-7232 or Connie Guerrero at (785) 296-0754.

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