



## 2015 Employee Benefits Open Enrollment October 13 - November 7

### Employee Benefits Open Enrollment is Here!

Annual employee benefits open enrollment begins on **October 13!** This is the one time of year when you can make changes to your benefits without experiencing a Qualifying Life Event (marriage, divorce, birth or adoption of a child, etc.). **Your benefit selections will become effective on January 1.**

This year, all civilian employees who wish to continue medical coverage for a dependent(s) in 2015 must visit the **Employee Self Service (ESS)** enrollment portal (<https://selfservice.sanantonio.gov/irj/portal>), between October 13 and November 7, to select the dependent(s) you want to cover. You can also add or drop dependents at this time, too.

If you are currently enrolled in the Consumer Choice or New Value medical plan and take no action during open enrollment, you will automatically be enrolled in your existing medical plan at the employee-only tier for 2015. This means that your **dependents will not have medical coverage beginning on January 1.**

#### While logged into the ESS enrollment portal, do not forget to:

- Update your contact information.
- Click on the benefits enrollment link.
- Select your 2015 benefits and confirm your dependents.
- Complete the Acknowledgement section. Your benefits enrollment is **NOT** complete until this section is complete.
- Print your 2015 benefits confirmation statement and save it for your records.

#### Things to Remember:

- Premier will not be offered in 2015.  
⇒ If you are currently enrolled in Premier and do not select a new medical plan during open enrollment, you will automatically be enrolled in Consumer Choice at the **employee-only tier.**
- **If you take no action during open enrollment, your dependents will not have medical coverage in 2015.**
- Co-pays will count toward your out-of-pocket maximum in 2015.
- There are no changes to the prescription drug, dental, vision, or life insurance plans in 2015.
- Flexible Spending Accounts (FSAs) do not carry over from year to year, so you will need to select it again for 2015.

### Enrollment Assistance is Available

If you need access to a computer during open enrollment to enroll in your 2015 benefits and confirm your dependents, stop by the Alamodome (100 Montana St.), in meeting rooms F and G, on the dates and times listed below. With approval from your supervisor, up to two (2) hours of leave have been granted to employees to go to the Alamodome for benefits enrollment assistance. Free parking is available in Lot A.

<b>Oct. 20:</b> 7:45 a.m. – 4:30 p.m.	<b>Oct. 27:</b> 7:45 a.m. – 4:30 p.m.
<b>Oct. 21:</b> 7:45 a.m. - 4:30 p.m.	<b>Oct. 28:</b> 7:45 a.m. – 4:30 p.m.
<b>Oct. 22:</b> 9:00 a.m. - 7:00 p.m.	<b>Oct. 29:</b> 9:00 a.m. - 7:00 p.m.
<b>Oct. 23:</b> 7:45 a.m. - 3:00 p.m.	<b>Oct. 30:</b> 7:45 a.m. - 3:00 p.m.

### Additional Information

Detailed 2015 benefits information, including your *2015 Civilian Benefit Matters* guide will be available on the COSAweb and Human Resources website by October 13. Also, make sure you check out the Benefits Information Video Library to watch short videos that highlight all of our health plans. If you have any questions, contact Human Resources Customer Service at 207-8705.