

UNIVERSITY OF WYOMING

Human Resources Department
Dept. 3422 • 1000 E. University Ave. • Room 141, Wyoming Hall • Laramie, WY 82071-2000
(307) 766-4220 • fax (307) 766-5636 • www.uwyo.edu/hr

October 14, 2009

To: All UW Benefited Employees

From: Human Resources Benefits Office

Subject: Insurance Changes

Now is the time to decide whether you want to make certain changes to your insurance plans. Completed forms to make any elections must be received in the Human Resources Benefits Office no later than **November 30, 2009**. There are no exceptions to this deadline. Any forms received after November 30, 2009 will be denied.

Some of the possible options that you might want to consider are highlighted below:

- **If you want to continue the pre or post tax election you made for 2009 insurance premiums, no action is required. Do not submit a new Flexible Benefits Plan form unless you:**
 - **want to change the tax status of your premiums or**
 - **elect to contribute to a Medical Reimbursement Account or a Dependent Day Care Reimbursement Account. Participation in these accounts must be re-elected every year.**

If a new Flexible Benefits Plan form is required because of the reasons above, it can be found at <http://uwadmnweb.uwyo.edu/HRBenefits/FlexibleBenefitsPlan.pdf>.

- You can change your health insurance deductible or add eligible dependents by completing the application at <http://personnel.state.wy.us/EGI/GRPHealth-Interactive.pdf>.
- You can enroll in optional dental insurance if you have met the three year waiting rule by completing the application at <http://personnel.state.wy.us/EGI/GRPDental-Interactive.pdf>.
- You can enroll in vision coverage if you have met the two year waiting rule by completing the application at <http://personnel.state.wy.us/EGI/GRPVision-Interactive.pdf>. This means you can now enroll if you did not elect to do so two years ago when the plan began.

To ensure that you are aware of all the possible options, you must review the following information:

- Benefit Press Newsletter - <http://personnel.state.wy.us/EGI/BP-September2009.pdf>
- Open Enrollment Guide 2009 - <http://personnel.state.wy.us/EGI/OpenEnrollmentGuide2010.pdf>
- Video Concerning Changes to Your Plan <http://personnel.state.wy.us/EGI/video/employees.wmv>

If you are unable to print any of the needed forms, copies are available in Wyoming Hall, Room 141. Please contact the Benefits Office at 766-4220 or hrbenofc@uwyo.edu if you have any questions.