

HEALTH BENEFITS E-NEWS

*Department of Human Resource Management
Office of Health Benefits*

March 15, 2007

Spotlight Mailing Planned to Employee Home Addresses

Good news! There will be no need for agencies to distribute the printed or electronic version of Spotlight on Benefits for 2007 Open Enrollment!

- The Spotlight on Benefits will be mailed to employee homes from April 5 to April 11, 2007. This mailing includes employee addresses in BES as of Mar. 14, 2007. Be sure to key mailing address updates for future mailings. Remember that the agency monthly exception report lists problem mailing addresses.
- An electronic version will be sent to employees with access to e-mail in mid-April. It is your responsibility to be sure that employee e-mail addresses are updated before the electronic distribution.
- More good news! This Open Enrollment issue includes a “personal invitation” to use EmployeeDirect during Open Enrollment. Each individual’s customized copy of Spotlight will include the employee’s e-mail address, date of birth and unique ID number (which replaces the SSN on many forms). Employees will be asked to provide to their agency Benefits Administrator any updates to this information to ensure that they will be able to successfully log in to EmployeeDirect.
- A Benefits Administrator Numbered Memo will be sent to you later this month with additional Open Enrollment information.

New and Improved HuRMan File Repository Coming Soon

The Office of Health Benefits uses the HuRMan file repository to distribute important health care and flexible reimbursement accounts reports and files to agencies. As you should already know, the old HuRMan file repository will no longer be available after March 23, 2007. ITECH has built a new and improved one to take its place.

Existing HuRMan users may need to re-register their user ID to use the new HuRMan repository. To check yours, go to the DHRM Website and from the left of the page click on “Policies, Forms and Resources”. Next, scroll down and click on “Information Technology”. Then, from the left of the page click on “File Repository” and perform the check of your user ID. If you need to re-register, the message will give you “how to” instructions. Please do so as soon as possible to assure uninterrupted access to your agency’s reports.