

# **HEALTH BENEFITS E-NEWS**

**Department of Human Resource Management  
Office of Health Benefits**

**May 16, 2008**

## ***BES Keying Deadline Coming Next Thursday***

Open Enrollment ends at the close of business today for submission of paper enrollment forms and at 11:59 p.m. for those enrolling or making changes using EmployeeDirect. All Open Enrollment actions must be in BES by close of business May 22 and are subject to audit by the Office of Health Benefits. Keying Instructions for Open Enrollment may be found on pages 37– 38 of the Systems Guide for Health Benefits Administrators at <http://web1.dhrm.virginia.gov/itech/files/BESvolume1.pdf>.

## ***New About Your Benefits Booklet Available***

The *About Your Benefits* booklet for use with new hires has been revised for July 1 and may be ordered using the State Materials Order Form. A Web version of the updated booklet will be posted on the DHRM Web site soon. The current booklet containing information on benefits through June 30 may be found at [www.dhrm.virginia.gov/hbenefits/ohbcommunications/aboutyourbenefits.pdf](http://www.dhrm.virginia.gov/hbenefits/ohbcommunications/aboutyourbenefits.pdf) and the Materials Order Form at [www.dhrm.virginia.gov/resources/benefitsadmin/materials/MaterialsOrderForm.pdf](http://www.dhrm.virginia.gov/resources/benefitsadmin/materials/MaterialsOrderForm.pdf).