

HEALTH BENEFITS E-NEWS

*Department of Human Resource Management
Office of Health Benefits*

September 15, 2006

Health Benefits Administrator Systems Guide Posted Online

The revised 2006 Systems Guide for Health Benefits Administrators may be found on the DHRM Web site under Resources for Benefits Administrators, Instructions and Policies. It also may be found at Policies, Forms and Resources under Information Technology, Documentation. The direct link is <http://web1.dhrm.virginia.gov/itech/files/BESvolume1.pdf>.

New EmployeeDirect Information Sheet Available for Employees

A new *EmployeeDirect* information sheet has been developed to assist employees with questions they may have about using *EmployeeDirect*. It also provides step-by-step instructions for first-time users or returning users who do not recall their password. The sheet is attached for your use and will be posted shortly on the DHRM Web site.

Remind Employees to Take the Plan It My Weigh Assessment

All state employees may take the *Plan It My Weigh* program's pre-assessment through Friday, September 22. *Plan It My Weigh* includes weight management tools, activities, weekly challenges and assessments designed to help employees successfully manage their weight. Please encourage your agency's employees to take the pre-assessment and find more information on the *Plan It My Weigh* program by visiting the CommonHealth Web site at www.commonhealthva.com. The names of those who complete the pre-assessment will be entered into random drawings for six \$250 gift cards.

Today's Health Benefits Tip

The filing deadline for Flexible Reimbursement Accounts (FRAs) is fast approaching! Please remind your agency's employees who contribute to an FRA that **September 30, 2006** is the deadline to file for reimbursement of medical expenses under a Medical FRA or dependent care expenses under a Dependent Care FRA. Each year, FRA enrollees have a three-month grace period at the end of the plan year (June 30) to file for reimbursement of all eligible expenses incurred during their period of coverage within the plan year. For more information, visit the DHRM Web site at www.dhrm.virginia.gov/genlbenefits/flex/flexiblebenefits.html.