

# ***HEALTH BENEFITS E-NEWS***

*Department of Human Resource  
Management  
Office of Health Benefits*

*February 16, 2021*

## **Start Planning for Open Enrollment**

Open Enrollment for Health Benefits and Flexible Spending Accounts (FSAs) will be from Monday, May 3 through Monday, May 17, 2021. We are starting work on this year's Open Enrollment materials. Be sure that your agency contact information is correct in our Benefits Administrator Contacts Database. Please use the PSB100 transaction in BES to update the fields for Benefits Administrator, Benefits Manager and State Payroll Officer. Questions? View the [Health Benefits Systems Guide](#) on the DHRM website. More information will be forthcoming.

Also encourage employees to provide updated contact information to ensure receipt of Open Enrollment information and to submit successful online Open Enrollment actions. Open Enrollment packages will be mailed to home addresses this year as usual.

***Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at [ohb@dhrm.virginia.gov](mailto:ohb@dhrm.virginia.gov)***