

HEALTH BENEFITS E-NEWS

*Department of Human Resource
Management
Office of Health Benefits*

April 4, 2019

Preparations for Online Open Enrollment

Employees will use EmployeeDirect for Open Enrollment from May 1 through May 15. Once logged in, they will select Health Benefits Direct, then:

- Review current health benefits record
- Update personal information
- Enroll or make changes to health care and/or membership, and
- Enroll in one or both FSAs.

It is imperative that employees have a current, accurate email in BES in order to use the new system. The Enrollment Report lists employee emails as shown in BES. Either a work or personal email will be accepted, depending on which one employees want for their Open Enrollment communications. The BES email address will be used in the confirmation process, so be sure all emails are correct.

The Office of Health Benefits will accept batch updates of participants' emails by agency request when there are more than 25 updates. **OHB must receive a batch file by April 15 for Open Enrollment.** Here is the process:

- Agency provides spreadsheet with BES ID (no hyphens) in one column and participant's email address in a separate column.
- Agency uploads spreadsheet to their FTP folder in HuRMan and notifies OHB that the file has been posted. The notification should be sent to OHB@dhrm.virginia.gov.
- OHB will report any failed emails back to the agency.

Update the Benefits Contacts List

Be sure that your agency does not miss important Open Enrollment information! All agencies can update their agency Benefits Administrator, Benefits Manager and Payroll contacts using BES transaction PSB100. Remember that if you have more than one payroll group, each group contact needs to be updated. Detailed instructions may be found in the Health Benefits Systems Guide at <http://web1.dhrm.virginia.gov/itech/files/BESvolume1.pdf>.

The BA email is also used by Health Benefits Direct.

Open Enrollment Materials and Instructions

You will receive Benefits Administrator memos soon on the mailing of the *Spotlight* newsletter, ordering Open Enrollment materials and instructions on Health Benefits Direct and BES. Thank you for your patience.

You may send inquiries to the Office of Health Benefits mailbox at ohb@dhrm.virginia.gov