

**Please review and submit your 2019 Benefit Open Enrollment selection to
ADD/CHANGE/DROP medical and/or dental elections.**

Deadline November 20th!

Plan year is January - December, therefore changes will be effective January 1, 2019. The plan coverage/deductibles/rates are not changing.

IF YOU RETAIN THE CURRENT MEDICAL AND DENTAL ELECTIONS THERE IS NOTHING YOU NEED TO DO BUT PLEASE READ ON FOR OTHER IMPORTANT DETAILS.

Employee Contributions to Health Savings Account (HSA) and/or Flexible Spending Account (FSA) for Dependent Care or Limited Purpose Medical MUST BE RE-ELECTED EACH PLAN YEAR.

- IRS FSA maximum not yet released. Will be posted on website once this is announced. Changes in amount can be done through November 20th.
- IRS Single HSA Employer + Employee Maximum = \$3,500 + \$1,000 if age 55+
- IRS Family HSA Employer + Employee Maximum = \$7,000 + \$1,000 if age 55+

Short Term Disability (STDi), Voluntary Life Insurance, 403(b) elections can be applied at any time. This is **NOT** done through Online Open Enrollment. Please contact Mary at kaminsma@elmbrookschoools.org if you wish to add, change or cancel.

District provided benefits such as Long Term Disability (LTD), Life Insurance, Employer Contributions are **NOT** included in online open enrollment, although some of these records may appear on the Current and/or Open Enrollment screens.

To make your selection(s):

(Instructions are also located in the upper right corner titled "Online Enrollment Instructions")

- Login to Skyward Employee Access, click on "Online Open Enrollment" across the top
- Click arrow next to "Open Enrollment" on the left. Once expanded click on either "30-39" or "All Full" or "Admin" (you will have only one).
- Click buttons to the right to "Drop Coverage"; "Add Coverage", etc. based on your selections for 2019.
- Click on OE Custom Forms. Click on the link "Custom.Profile.Medicare.Enrolled.Required.Completion". Read and answer yes/no question. Click "save" in upper right corner.
- Go back to Open Enrollment "30-39, All Full or Admin" and click "Submit Coverage Selections to HR". The button should be red and once you submit will turn green. Once this is submitted you can continue to make changes through the deadline, but be sure to always re-submit if any changes are made.
- **NOTE:** Not all deduction and benefit amounts in the "Current Coverage" are accurate. Please review check history if there is a question.

DEADLINE: You MUST make your selections no later than November 20th, 2018.

Open Enrollment Fairs and Kiosks will be available at each building. See schedule below.

2019 Benefit Open Enrollment Education Fair Schedule			
10/18/2018	Wisconsin Hills	3-430 PM	Library
10/22/2018	Brookfield Central	315-445 PM	Launch/Library
10/25/2018	Burleigh	3-430 PM	Viking Room
10/29/2018	Dixon	345-515 PM	
10/30/2018	Pilgrim Park	2-330 PM	Café
10/31/2018	Tonawanda	345-515 PM	Library
11/1/2018	Brookfield El	7-845 AM	LGI
11/2/2018	Swanson	7-830 AM	Library
11/5/2018	Brookfield East	315-445 PM	
11/8/2018	Fairview South	2-4 PM	Cafeteria
11/14/2018	Central Office	3-5 PM	Board Rm 100

If you should have questions please contact Mary Kaminski at kaminsma@elmbrookschoools.org OR Lori Golomski at goLomskL@elmbrookschoools.org