



Having Trouble Viewing this Email? It's also online here:

2016 Open Enrollment Begins Today - Enroll by 10/14/15

Login to Paycor.com to make your 2016 Benefits Elections in these plans:

Medical | Dental | Vision | Flexible Spending Accounts
Transportation Reimbursement Accounts | Long Term Disability
Update Life Insurance Beneficiaries | Supplemental Life Insurance
Healthcare Shopping Tool – ClearCost Health

Learn more about the plans inside Open Enrollment or online:
<http://www.hamiltoncountyohio.gov/hr/Benefits/BenefitsHome.asp>

See the bottom of this email for info on how to enroll in these benefit plans:

Critical Illness | Accident Insurance

What Happens if I Don't Login and Enroll?

CONTINUING EMPLOYEES DEFAULT ELECTIONS:

If you fail to login during open enrollment, all of your 2015 benefit elections will roll over into 2016, unless otherwise stated below. Additionally, open enrollment is a great opportunity for employees to update life insurance beneficiaries.

- FSA-Healthcare: Default to \$0 Annual Election
- FSA-Dependent Care: Default to \$0 Annual Election
- SmartCommuter Parking and Bus: Default to \$0 Annual Election

An Important Note about Life Insurance Beneficiaries: The beneficiary names are listed in the enrollment for both basic life insurance and supplement life-employee coverage (when enrolled). However, they do not include primary/contingent designations or percentage allocations. Employees are encouraged to go ahead and update those designations inside the enrollment. If an employee does NOT go online and enroll, Paycor will be able to reinstate your current beneficiary designations, after the online enrollment closes.

NEW HIRES DEFAULT ELECTIONS

If you are a new hire, eligible for coverage for the first time effective 1/1/2016, and you do not login to Paycor to make your elections, your coverage will be defaulted as listed below. Please note: this is also your opportunity to designate life insurance beneficiaries, if eligible.

- Medical: Humana Coverage First 2500 Single
- All Other Plans: Waive Coverage
- EAP: Enrolled (no cost to employee)
- Basic Life: Enrolled (no cost to employee / should designate beneficiaries.)

How do I Enroll?

- Go to paycor.com and click on Sign In.
or click here: <https://enterprise.paycor.com/Accounts/Authentication/Login>
Note: Employees may experience the system running slowly during peak times (i.e. right after this email is sent.) If you encounter this, please try logging back in at a later time.
- Enter your Username and Password.
Contact your department representative if you need assistance logging in.
- Follow the online instructions to enroll in your benefits. Please read the online instructions carefully to assure your elections are processed more quickly.
- Click on “Submit Elections” button on the last screen of the enrollment.
(Failure to click Submit, could result in Default Elections applying.)
- Review the Summary Sheet for accuracy. You may want to keep a copy for your records. Additionally, your department representative may ask you to submit a copy.
- If applicable, complete the 2016 Open Enrollment | Verification Form. This form is required when adding a dependent to medical, dental, or vision coverage that was not covered in 2015. The form, available inside the open enrollment in Paycor must be turned in to your department representative by October 16.
- If you increased your or your spouse’s Supplemental Life Insurance coverage, you may be required to submit an Evidence of Insurability (EOI) form to Symetra, our life insurance provider.
- Human Resources will review your elections. You will receive an email notification once your elections are approved. If your elections are rejected, you will receive information via email indicating what needs to be corrected and the appropriate steps to take. *Note: Human Resources approves elections as quickly as possible, but due to the nature of the enrollment system, they are not necessarily handled in the order in which they are received.*
- If interested in enrolling in or making a change to your Critical Illness or Accident Insurance, follow the instructions at the bottom of this email for how to make those enrollment changes.

What if I want to review my elections after they’ve been approved?

- Login to Paycor.com and enter your username and password.
- Go to the Myself Menu.
- Click on Benefits
- Click on Benefits Enrollment. This will take you to your summary sheet. You can review or print your elections from here.
- IMPORTANT:** If you click on “Change My Elections” on the bottom of this screen, this causes your elections to no longer be in a submitted (or approved) status. If you click on “Change my Elections”, be sure to also click on “Submit Elections”, again, on the last screen – otherwise all of your elections will be lost!

Where Can I Get Help During Open Enrollment?

Hamilton County OE Info:	1-513-946-4716 8:00am – 12:00pm Monday – Friday during Open Enrollment http://www.hamiltoncountyohio.gov/hr/Benefits/BenefitsHome.asp Email: benefits@hamilton-co.org
Humana OE Help:	1-888-393-6765 8:00 a.m. - 8:00 p.m. Monday-Friday throughout Open Enrollment oe@humana.com

Hamilton County Benefit Fairs		
If you have questions about the benefit plans or the plan choices, here's your chance to meet one-on-one with vendor representatives to get your questions answered.		
Representatives will be visiting from Humana, Dental Care Plus, Chard-Snyder, TriHealth, and our Deferred Compensation Plan options.		
Tuesday, October 6th	County Administration Building 138 E. Court Street Room 805	8:00am-10:00am
Tuesday, October 6th	Job and Family Services 222 E. Central Parkway Conf Room 6SE201	11:00am-1:00pm
Thursday, October 8th	Environmental Services/Public Health 250 William Howard Taft Rd.Health 2 nd Floor Conference Room	8:00am – 10:00am
Thursday, October 8th	Juvenile Youth Center 2020 Auburn Avenue Training Room A&B	11:00am-1:00pm

Humana Critical Illness and Accident Insurance <u>only</u>
Enrollment for Humana's Critical Illness and Accident Insurance is not done through paycor. If you wish to newly enroll in this coverage OR change your existing coverage follow the instructions below to preschedule a phone appointment.
If you currently are enrolled in the Critical Illness or Accident coverage and you do not wish to make any changes to your coverage, you do not need to do anything – your existing coverage will rollover to 2016.
<ul style="list-style-type: none"> • Accident Insurance-provides cash benefits to help with the costs associated with an unexpected off-the-job accident. • Critical Illness Insurance-provides a lump-sum benefit payment to help with the out-of-pocket medical expenses and other costs associated with a critical illness like cancer, heart attack, stroke or renal failure (pre-existing condition limitations apply).
Enroll by Phone: Click here now to pre-schedule a phone appointment or https://appointmentnavigator.com/ Click on <i>Schedule an Appointment</i>

Then *Create a New Account*

(**Company Code: HC15**)

Log in to choose a convenient date and time

You can email or print a confirmation

OR call toll free **1-888-592-1839** to speak to a Scheduling Coordinator Mon-Fri, 9 am-6 pm EST. **Act now for best choice of dates and times!**

Ready to Enroll?

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or click here: <https://enterprise.paycor.com/Accounts/Authentication/Login>

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