If You Have Questions

Contact the Employee
Benefit Office—o
\ —with questions:
(316) 794-8641 or email:
@sped618.org

Changing Your Benefits During the Year

IRS regulations require that, once enrolled, you may not change your benefit elections until the next Open Enrollment period—unless you experience a qualified life event.

Enrollment

New Hire Enrollment: must be done online within 30-days from date of hire

Qualified Life Event enrollment changes require notification to the Employee Benefit Office within 30-days from the qualified life event if making a change due to that event.



Eligible employees <u>must</u> login to THEbenefitsHUB to enroll or decline coverage: <u>mybenefitshub.com/sped618</u>

• Follow the instructions on page 6—7 for guidance. Please review and update all of your personal and dependent information

<u>Username</u>: First six (6) characters of your last name, followed by the first letter of your first name, followed by the last four (4) digits of your Social Security Number. Please use the names that appear on your paycheck to comply with these parameters

<u>Password</u>: Your full last name (excluding punctuation), followed by the last four (4) digits of your Social Security Number.

Examples:

Renee Williams 555-11-1111 <u>Username</u>: williar1111 <u>Password</u>: williams1111 Renee Wills 555-11-1111 <u>Username</u>: willsr1111 <u>Password</u>: wills1111

- → Newly eligible employees must make benefit elections within 30-days of their hire/status change date. Elections/ declinations must be made online at www.mybenefitshub.com/sped618
- → Please contact Scott Owens if enrolling or making any changes due to a qualifying event. Changes must be made within 30-days of the qualifying event date.

QUALIFIED LIFE EVENTS

Unless you have a qualified change in status, you cannot make changes to the benefits you elect until the next open enrollment period. Qualified changes in status include: marriage, divorce, legal separation, birth or adoption of a child, change in child's dependent status, death of spouse, child or other qualified dependent, change in residence due to an employment transfer for you or your spouse, commencement or termination of adoption proceedings, or change in spouse's benefits or employment status, loss of group coverage at another plan's open enrollment, individual becomes eligible/ineligible for Medicaid/Medicare/KanCare. You must notify Brandy Riney of any qualified change in status within 30-days of the date of the qualifying event.



Benefit	Eligibility Requirement	Effective date of coverage
Medical	Licensed : All licensed employees, regardless of hours worked, are eligible for medical insurance	Licensed : First of the month following your first issued paycheck with SCAESIC #618
	Classified: Classified employee working 30 or more hours per week are eligible for medical insurance	Classified: Effective start date with SCAESIC #618 between 1st through the 16th, coverage will be effective the first of the month following 30 days;
		Effective start date with SCAESIC #618 between 17th through 31st, coverage will be effective the first of the month following 45 days
Health Care FSA Dependent Care FSA	Licensed : All licensed employees, regardless of hours worked, are eligible to enroll for FSA	All Eligible Employees: Entry into the Health Care FSA and/or Dependent Care FSA is available only at open enrollment. Employees hired after
	Classified: Classified employee working 30 or more hours per week are eligible to enroll in the FSA accounts	August 31, will be eligible for enrollment into the FSA account(s) at the next following open enrollment.
Dental Vision Accident Critical Illness Hospital Indemnity	All Eligible Employees: Employee must work 15 or more hours per week	All Eligible Employees: First of the month following 30-days of effective start date with SCAESIC #618
Voluntary Life and AD&D Voluntary Short-term Disability	All Eligible Employees: Employee must work 20 or more hours per week	All Eligible Employees: First of the month following 30-days of effective start date with SCAESIC #618

Eligible Dependents: Legal Spouse and Dependent Children, including handicapped/disabled children, those children placed with you for adoption, children you have legal guardianship of and any eligible children required to be covered through a Qualified Medical Child Support Order.

PAYING FOR YOUR BENEFITS

If you choose to enroll in the medical, dental, vision or FSA coverage, your payroll deductions will be deducted on a pre-tax basis. This allows SCAESIC #618 to deduct these premiums from your paycheck before taxes are calculated. This means you will not pay FICA tax, federal income tax, and state income tax on the amount of your medical, dental and vision premiums. Because this plan is governed by Internal Revenue Services regulations, your elections are an annual election and you may not change your election during the plan year unless you experience a qualifying life event that falls in the definition of a status change.

All other benefits will be deducted on a post-tax basis.

Please note, classified employees who work 10-months and receive less than 12 paychecks in a year will have an additional amount deducted from each paycheck to collect the premiums to pay for July and August coverage. The premiums reflected when enrolling online reflect a monthly premium (based on 12 months) and does calculate the extra amount that will be deducted each month to collection premiums for July and August.