



# Northeastern University

## Human Resources Management

### **2013 Benefits Open Enrollment**

**Benefits Open Enrollment is Monday, November 5 – Friday, November 30, 2012**

#### **Highlights**

- **There will be No Premium Increases** for Medical and Dental Plans in 2013
- **Preventive Services** such as Adult and Child Routine Physicals will have **No Co-pay**
- **New Online Enrollment Process**

#### **Take Stock – Take Full Advantage of the Benefits Programs**

**Benefits Open Enrollment** is a great opportunity to make sure you **take full advantage of all the benefits programs**. Take stock of all the Benefits Programs in which you are enrolled and identify additional opportunities to participate.

- **Visit the [Benefits Section](#)** of HRM's Website to identify additional Benefits Programs that meet your needs
- **Meet with** a member of the HRM Benefits Team to review **all your options**; to make an appointment call ext. 2230
- Remember, you can **enroll in the Retirement Plan or make changes to your contributions at anytime**
  - **To learn more about participating in the Retirement Plan**, call Stacy Saravo, Senior Benefits Administrator, ext. 5378.
  - **To review and/or update your retirement plan**, including your beneficiaries, contact [Fidelity and/or TIAA-CREF](#)

#### **Annual Opportunity to Make Changes**

**Annual Benefits Open Enrollment** is the **only time** each year faculty and staff can:

- **Enroll in or make changes to medical, dental and/or supplemental life insurance plans**
- **Enroll or re-enroll in health care and/or dependent care flexible spending accounts** for the coming year.

#### **New Online Enrollment Tool**

The new **online open enrollment process** allows faculty and staff to:

- **View** your current medical, dental and life insurance benefits and your flexible spending accounts
- **Enroll or change** your 2013 medical, dental and supplemental life insurance benefits
- **Enroll or re-enroll** in your health care and/or dependent care flexible spending accounts for 2013
- **Review and update dependents** on your medical and/or dental plans
- **Review and update your life insurance beneficiaries**

#### **Learn More – Meet with a Member of the Benefits Team**

Learn more about the **highly competitive and comprehensive** benefits programs

- **Attend the Benefits Fair, Wednesday, November 14, 10:00 – 2:00, in the CSC Ballroom** to learn more about the Benefits Programs; computers will be available to complete the online Benefits Open Enrollment process
- **Stop in and meet members of the Benefits Team** who can discuss all your benefit options; computers will be available to complete the online Benefits Open Enrollment process on:
  - **Monday, November 19 – Friday, November 30, 8:30 – 4:30**, HRM's Conference Room, CP 250,
  - **November 20, 11:30 – 1:30**, Curry 442
- **Visit the [HRM Website](#)** for complete information about Benefits Programs and the Online Benefits Enrollment Process
- **Contact the HRM Customer Service Center, ext. 2230**, for additional information and/or support

#### **Preventive Services and Open Enrollment Tool**

- A complete list of **preventive services** that do not require a co-pay will be available on HRM's website prior to November 5, 2012
- The **online enrollment tool** will be available on November 5, 2012