

MEMORANDUM

TO: All Full-Time Employees

FROM: Lyneisa Dotson
Director of Human Resources

DATE: July 16, 2024

RE: Employee Benefits/Payroll Deduction

IMPORTANT PEEHIP OPEN ENROLLMENT DATES

Open Enrollment began July 1, 2024, and will end by the following deadlines:

- **Online: September 10, 2024.** After that date, online Open Enrollment changes will not be accepted, and the Open Enrollment link will be closed. **Online enrollment is the preferred option because it is the easiest and most efficient method to enroll in or make changes to your coverage. No other enrollment method provides an enrollment confirmation page in real time upon enrollment.**
- **Paper: August 31, 2024.** Any paper forms postmarked after that date will not be accepted.
- **Flexible Spending Accounts: September 30, 2024** for both paper and online Open Enrollment for flex plans.

EFFECTIVE DATE OF COVERAGE

All Open Enrollment coverage elections approved by PEEHIP will become effective **October 1, 2024.**

BENEFICIARY

Is your beneficiary information up to date? Be sure you have a beneficiary on file for all of your life insurance policies.

HELPFUL INFORMATION ABOUT OPEN ENROLLMENT

- You do not need to do anything during Open Enrollment if you are satisfied with your current coverage. If you take no action, you and your covered dependents will remain on your current plan(s).
- **EXCEPTION:** If you want to renew your Flexible Spending Accounts or Premium Assistance (PAA) Discount, you must re-enroll each year as these two programs do not automatically renew.
- Members enrolling in new insurance plans should receive a new ID card no later than the last week in September.

INSURANCE PRODUCTS AND PAYROLL DEDUCTION

The following is a list of insurance products available through payroll deduction. An asterisk indicates insurance coverage deducted on a pre-tax basis.

Company	Type	Contact
PEEHIP	*Hospital/Medical (Blue Cross/Blue Shield) *Optional Plans (Southland National) (Cancer, Dental, Hospital Indemnity, Vision)	PEEHIP Office 1-877-517-0020
AFLAC	*Cancer *Accident *Dental *Personal Sickness *Hospital Indemnity *Intensive Care *Specified Health Event Short-Term Disability Life	Rhonda Buckner 256-504-0413
American Fidelity	*Cancer Life Disability Accidental Death & Dismemberment VSP (Vision)	Amy Moman 1-800-365-3714, 256-490-5612
Humana Vision Plan	*Vision	Lyneisa Dotson, ext. 8236
Collateral Benefits/AEA Educator Benefits Corporation:		Sarah Bradford
American United Life	Life, Disability	1-866-322-2244
Chubb	Accidental Death & Dismemberment	
Life of Alabama	*Cancer Life	Jan Hathcock 1-800-226-2371, 256-546-8006
Reliance Standard Life (FlexComp)	Life	Gay Robinson 251-751-4290
American General Life	Life	256-236-2711
Professional Insurance Co.	*Cancer	1-800-289-1122
Manhattan Life	*Cancer Life	1-800-669-9030
Liberty National	*Cancer Life	256-453-7890

INVESTMENTS

Gadsden State Community College employees do not give investment advice. Please contact your personal financial advisor for answers to your investment questions. The following is a list of investment companies approved for payroll deduction:

<u>Company</u>	<u>Contact</u>
RSA-1 (457)	1-877-517-0020
Alabama Retirement Deferred Compensation Plan (457)	877-313-2262
Edward Jones	Amy Freeman (256) 546-9905
Poole Financial Group (403b)	Jennifer Poole (256) 442-4388
VALIC (403b)	(205) 603-8517
AEA Valuebuilder (403b)	Joel McGriff (205) 413-4239

MISCELLANEOUS DEDUCTIONS

<u>Deduction</u>	<u>Contact</u>
United Way	Dana Davis, ext. 8350
Gadsden State Scholarships	Chiquita Steward, ext. 8352
Gadsden State Alumni Association	Baisha Woody, ext. 8234
Cardinal Foundation	Hillary Folsom, ext. 8377