

Attention All Regular and Term Employees:

The 2014 Benefits Online Open Enrollment Period for Jefferson Lab starts today, **February 13, 2014** and will be offered through **February 26, 2014**. This is your opportunity to review and, if necessary, modify your benefits options.

Below are a few reminders concerning the Open Enrollment Process

Default Enrollment: We are pleased to announce that we will continue offering a Default Benefits Enrollment System. This means that if you are NOT changing benefits, selecting a medical option outside of the default health plan, and do NOT enroll in a Flexible Spending Account (FSA), you do not need to re-enroll. Your current benefit elections will remain on file and be effective for the April 2014 – March 2015 benefit year.

Conditions in which you will need to access the Employee Self Service (ESS) System:

- 1. To make changes to your current benefit elections;**
- 2. To participate for the first time in a Medical Care or Dependent Care Flexible Spending Account Plan;**
- 3. To continue your enrollment in a Medical Care or Dependent Care Flexible Spending Account**

2014 Important Information:

- Medical plan options remain unchanged with the exception of the premium increase. There are a few modifications to the plan features as mandated by the Affordable Care Act and are noted on the *Brief Summary of Benefit Changes* document.
- Dental plan options and premium rates remain unchanged.
- Short-term disability rate premiums increased modestly; however, there were no changes to the plan features.
- Health Care Flexible Spending Account (FSA) contributions will remain limited to \$2,500.
- Review your beneficiary designations in the Employee Self-Service (ESS) system to ensure they are up to date.
- Dependent coverage is available up to age 26; check your plan for eligibility requirements.

- **Jefferson Science Associates' benefits plan year renews on April 1, 2014 and remains in effect through March 31, 2015. Therefore, any changes made during open enrollment will be effective on April 1, 2014.**
- **In accordance with The Affordable Care Act, the Summary of Benefits and Coverage (SBC) document detailing the plan features is available on the Benefits webpage. As in previous years, detailed plan information regarding JSA's benefit plans will continue to be available on the benefits website and through the Human Resources Department.**

Instructions to Log Into the Employee Self Service (ESS) System

To log into the ESS go to misportal.jlab.org/time or click on the open enrollment link from the Insight page. To learn more specifics regarding this year's plan changes and enhancements, please view the 'Summary of Benefits Matrix' found on the Benefits web page or the attached PDF.

Training on the ESS System as well as an overview of the 2014 medical plans and all other sponsored Lab Benefits will be offered at the following times:

Friday	February 14	9:00 - 10:00 a.m.
Wednesday	February 19	9:00 – 10:00 a.m.
Monday	February 24	1:30 - 2:30 p.m.

All sessions will be conducted in the CEBAF Center, room F113

If you have any questions, please contact one of the following:
Treva Ferguson at ext. 7291 or Doug Roeder at ext. 7576