



Benefits & Wellness Office of Human Resources

Academic/Administration
Building, Suite 3638
5700 Cass Avenue
Detroit, MI 48202
Phone: 313-577-3000
Fax: 313-577-0637

Open Enrollment Information

Open Enrollment:

Starts: October 22, 2018

Ends: November 2, 2018

The Division of Human Resources is pleased to announce the 2019 Benefits Open Enrollment period. Wayne State University offers exceptional benefits to faculty and staff. Annually, benefit-eligible employees are given the opportunity to choose a new health plan or make other changes to medical, dental and vision coverage. During this time, benefit-eligible employees may also enroll in a Flexible Spending Account (FSA) to save for anticipated 2019 eligible dependent care and/or eligible non-covered, medically necessary health care expenses using pre-tax dollars.

Don't Miss the Deadline!

You **will not** have another opportunity to change your 2019 benefit selections without a qualifying life status change event. Changes will be effective as of January 1, 2019.

Rate Increases for 2019

Medical premiums continue to be impacted by the rising cost of health care. Both the employee and employer contributions to medical premiums have increased for 2019; however, these are lower percentage increases than comparable organizations. Increases will be reflected starting on the pay of December 27, 2018, for the 2019 calendar year. See the new rates included in this packet. Your payroll deduction is based upon the level (single, two person, or family) of coverage and the carrier you have elected.

Open Enrollment DOES NOT Include:

Life insurance, tuition assistance program, retirement savings program, or changes to other programs we offer. Life insurance and retirement savings plan changes may be made at any time. Tuition assistance submission is subject to the enrollment deadlines specified by the program.

Navigating Your Health Care Options

It is important to understand the healthcare services available to you. Did you know the Active Employee Benefits Handbook compares our medical carriers and the services they provide? We've also created a Provider Directory to connect you with your carriers. Find both at hr.wayne.edu.

Mobile Apps

Help is in your hand! Download your benefit carriers' apps onto your smart phone to stay more connected on-the-go! The apps provide instant connectivity and updates to your accounts. Visit the App Store (Apple) or Google Play (Android) today! See the Active Employee Benefits Handbook for more information.

This Packet Includes:

- Dependent Eligibility: Who is Covered?
- Frequently Asked Questions
- Medical, Dental and Vision Rates
- Online Open Enrollment Instructions
- Wellness Warrior Enrollment Information

Please Remember:

- Review the new medical, dental and vision rates.
- Any deduction changes/increases will be reflected on your December 27, 2018 paycheck.
- Log on to Academica to make medical or FSA Open Enrollment changes. Follow the instructions included in this packet.
- If you do not make changes during Open Enrollment, your medical, vision and dental plans will remain the same for 2019.
- If you want a 2019 Flexible Spending Account, you **must take action and enroll**. Enrollment from year to year is not automatic.
- Life Insurance changes are not included in the open enrollment process.

Fax documents to: (313) 577-0637
Or mail to: HR Service Center, 5700 Cass
Ave. Suite 3638, Detroit, Michigan 48202



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Dependent Eligibility: Who is Covered?

Your legal spouse:

There is no dual coverage for WSU employees married to WSU employees.

Other Eligible Person (OEP):

An employee who does not already enroll a spouse for health or dental benefits may enroll **one** eligible person (OEP) if he or she meets the following criteria:

- The OEP must be pre-approved.
- The OEP is an adult, age 26 or older.
- The OEP currently resides in the same residence as the employee and has done so for the 18 continuous months prior to the individual's enrollment, other than as a tenant.
- The OEP is not a "dependent" of the employee as defined by the IRS.
- The OEP is not related by blood or marriage.

This benefit is considered taxable income and subject to all applicable taxes. This benefit also covers the OEP's IRS-defined dependent children. This benefit does not cover the employee's relatives.

Your children or the children of your spouse/OEP:

- Children by birth or adoption until the end of the month in which they reach the age of 26.
- Children by legal guardianship.

Coverage for children can only be provided by one WSU employee (when both parents are employed by WSU).

Principally supported children:

- Not your child by birth or marriage.
- Principally supported by you for at least six consecutive months (9 months for BCBS).

Remember: Supporting documentation must be submitted as proof of eligibility for any dependents added to your benefits during Open Enrollment or within 30 days of becoming eligible (a qualifying Section 125 "Life Status Change" event). Any ineligible dependents must be removed from your coverage during Open Enrollment or within 30 days of becoming ineligible.

Continued from left column...

- Related to you by blood or marriage.
- Claimed as your dependents on your most recent income tax return.

Principally supported children are covered until the end of the year in which they reach age 19.

Unmarried disabled dependent children:

- Have reached the end of the month in which they turned 26.
- Are dependent on you for support and maintenance.
- Became disabled before reaching age 19, and are incapable of self-sustaining employment by reason of mental or physical handicap.

Your sponsored dependent (Blue Care Network and Total Health Care Only):

- An adult, age 26 or older.
- Dependent on your financial support.
- Claimed on your most recent tax-return.
- Resides with you permanently.

Who is NOT covered:

- **Anyone who is not your legal spouse or qualified OEP** – even if divorce decree or court order requires you to provide health insurance
- **Dependents not covered by a court order** – nieces, nephews, siblings, etc.
- **Dependents who are no longer covered by a court order** – temporary guardianship ended
- **Dependents age 26 and older** – coverage ends at the end of the month in which they turn age 26



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Open Enrollment Frequently Asked Questions

The Patient Protection and Affordable Care Act of 2010, Title V, defines health literacy as the degree to which an individual has the capacity to obtain, communicate, process, and understand basic health information and services to make appropriate health decisions (cdc.gov). As an organization that provides access to various health and wellness benefits, we play a role in improving the health literacy of our customers (you, as an employee), and want to be sure you fully understand the benefits that we offer. We understand the health care system is complex and often times challenging to navigate, even more so during times of needing medical attention. Below we will answer a few key questions when making health care decisions in regards to your Wayne State University health insurance plan offerings during this Open Enrollment period:

What is Open Enrollment?

Open Enrollment is a benefit-eligible employee's annual opportunity to make changes to medical, dental and vision benefits and/or enroll in a Flexible Spending Account. The Open Enrollment period for 2019 benefits is October 22, 2018 through November 2, 2018. Changes will be effective as of January 1, 2019 and are in effect for the full calendar year. It is important to note that the Open Enrollment period is the only time you can enroll, cancel coverage, or add/remove dependents without a qualifying Section 125 event ("Life Status Change"). Make changes online in Academica to avoid lines in our office. The Academica Open Enrollment option under the Employee Self Service section is available 24/7 during Open Enrollment.

What is the difference between the traditional plan, an HMO or a PPO?

The BCBSM traditional plan offers the most flexibility when choosing physicians and health service providers. An annual deductible and copays apply.

A PPO provides more freedom to make choices in providers and allows you to see a specialist without obtaining a referral from your doctor. You are covered for services both in- and out-of-network. WSU offers Community Blue PPO.

If you elect an HMO, you must choose a primary care physician to manage all of your medical care. Out-of-Network care is not covered except in emergencies or with a written or electronic referral from your primary care physician and approval from the HMO. Each HMO has its own provider directory listing doctors, specialists, hospitals and other facilities in the network. WSU offers HAP, Blue Care Network and Total Health Care HMOs.

If I like the benefits I have right now, do I need to do anything during Open Enrollment?

No need to call us or submit anything if you're not making changes. However, we recommend that you read the materials in this packet to see what's new for the 2019 plan year. Then, log in to Academica and go to the Employee Self Service section to review your Benefits Statement to confirm that:

- What you have today will continue into the next year if you are not making changes
- You are enrolled in the correct coverage level
- Your eligible dependents are enrolled in your plan and ineligible dependents are terminated from your plan
- You reviewed the medical, dental and vision rate changes



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Open Enrollment Frequently Asked Questions

What do I need to submit to enroll or remove dependents from my benefits?

During Open Enrollment, supporting documentation is not required when removing/terminating dependents (see Benefit Plan Termination Form). However, supporting documentation **is** required to **add** dependents. Supporting documentation requirements can be found online or in the Benefits Handbook.

Will I get confirmation of my Open Enrollment changes?

If you make changes during Open Enrollment online in Academica, you will get an email confirmation statement. If you make changes using a paper form, you will receive a confirmation email once your form has been processed.

When will I get my health insurance ID cards?

Health insurance companies will mail ID cards as quickly as possible, usually by mid-December. If you need medical services in January, but have not yet received your card, you may call the insurance company prior to your doctor's visit to confirm your insurance coverage.

What is a Flexible Spending Account?

Flexible Spending Accounts are employer-sponsored plans authorized by the federal government that allow you to set aside money from your paycheck on a "pre-tax" basis to pay for health care and dependent care expenses incurred for you, your spouse and/or children, and any other IRS dependent. Employees may elect to participate only once per year and must continue participation for the entire calendar year. The amount contributed to the FSA is deducted each pay prior to the calculation of FICA, federal, state, and city taxes, thereby decreasing an employee's taxable income. Enroll online via Academica or submit an enrollment form to the HR Service Center.

May I make changes to my other benefits during Open Enrollment?

Changes to other benefit programs we offer are not part of Open Enrollment. Only medical, dental, and vision changes and Flexible Spending Account enrollment is part of Open Enrollment. Life insurance, retirement savings plan, tuition assistance, and other benefit changes are not included in the Open Enrollment process. You may make changes to retirement savings plans at any time after your hire date. You may elect to increase your supplemental life insurance at any time. If you elect to increase your coverage after your initial eligibility period (within 30 days of hire date), you must complete an Evidence of Insurability form and your new coverage will be subject to approval by Sun Life Insurance. Please visit hr.wayne.edu for specific details on all of our benefit programs.

Use this once-a-year opportunity to review your benefits and make changes if you need to, based on your medical, dental and vision care needs. This FAQ is not exhaustive, and more information is provided on our website at hr.wayne.edu.

As always, send questions 24/7 to the HR Service Center at askhr@wayne.edu.

Wayne State University

Medical/Dental/Vision Plans Biweekly Premium Rate Schedule - High Copay

January 1, 2019 through December 31, 2019

	12-Month Employees			9-Month Employees		
	Total Biweekly Costs	University Biweekly Subsidy	Employee Biweekly Cost	Total Biweekly Costs	University Biweekly Subsidy	Employee Biweekly Cost
Blue Cross and Blue Shield						
Single	\$546.75	\$260.10	\$286.65	\$729.00	\$346.81	\$382.20
Two Person	\$1,202.85	\$562.78	\$640.07	\$1,603.80	\$750.38	\$853.42
Family	\$1,476.23	\$625.04	\$851.18	\$1,968.30	\$833.39	\$1,134.91
Community Blue (PPO)						
Single	\$518.00	\$342.43	\$175.57	\$690.67	\$456.58	\$234.09
Two Person	\$1,139.60	\$767.97	\$371.63	\$1,519.47	\$1,023.97	\$495.50
Family	\$1,398.60	\$951.63	\$446.97	\$1,864.81	\$1,268.85	\$595.96
Health Alliance Plan (HMO)						
Single	\$332.77	\$258.01	\$74.76	\$443.69	\$344.01	\$99.68
Two Person	\$765.39	\$589.18	\$176.21	\$1,020.51	\$785.57	\$234.94
Family	\$782.02	\$597.57	\$184.45	\$1,042.69	\$796.76	\$245.93
Blue Care Network (HMO)						
Single	\$320.02	\$248.06	\$71.95	\$426.69	\$330.75	\$95.93
Two Person	\$736.03	\$566.31	\$169.72	\$981.37	\$755.08	\$226.29
Family	\$752.03	\$574.08	\$177.95	\$1,002.71	\$765.44	\$237.27
<i>Sponsored Dependent</i>	\$448.02	\$0.00	\$448.02	\$597.36	\$0.00	\$597.36
Total Health Care (HMO)						
Single	\$169.26	\$134.21	\$35.05	\$225.67	\$178.94	\$46.73
Two Person	\$352.65	\$279.43	\$73.22	\$470.20	\$372.58	\$97.62
Family	\$448.62	\$356.52	\$92.11	\$598.16	\$475.35	\$122.81
<i>Sponsored Dependent</i>	\$169.26	\$0.00	\$169.26	\$225.67	\$0.00	\$225.67
Delta Dental						
Single	\$15.73	\$12.58	\$3.15	\$20.97	\$16.77	\$4.19
Two Person	\$31.24	\$24.99	\$6.25	\$41.65	\$33.32	\$8.33
Family	\$56.78	\$45.42	\$11.36	\$75.71	\$60.57	\$15.14
EyeMed Vision - Basic with Medical						
Single	\$2.32	\$1.16	\$1.16	\$3.09	\$1.54	\$1.54
Two Person	\$4.37	\$2.18	\$2.18	\$5.82	\$2.91	\$2.91
Family	\$6.41	\$3.21	\$3.21	\$8.55	\$4.27	\$4.27
EyeMed Vision - Enhanced with Medical						
Single	\$4.31	\$1.16	\$3.15	\$5.74	\$1.54	\$4.20
Two Person	\$8.13	\$2.18	\$5.95	\$10.84	\$2.91	\$7.93
Family	\$11.93	\$3.21	\$8.73	\$15.91	\$4.27	\$11.63

2019 Plan Year * some rounding differences reflected

Wayne State University

Medical/Dental/Vision Plans Monthly Premium Rate Schedule - High Copay

January 1, 2019 through December 31, 2019

	Unpaid Leave of Absence (Non-FMLA)	COBRA Coverage		
	Monthly Premium	Monthly Premium	Administration Fee	Total COBRA Monthly Cost
Blue Cross and Blue Shield				
Single	\$1,093.50	\$1,093.50	\$21.87	\$1,115.37
Two Person	\$2,405.70	\$2,405.70	\$48.11	\$2,453.82
Family	\$2,952.45	\$2,952.45	\$59.05	\$3,011.50
Community Blue (PPO)				
Single	\$1,036.00	\$1,036.00	\$20.72	\$1,056.72
Two Person	\$2,279.21	\$2,279.21	\$45.58	\$2,324.79
Family	\$2,797.21	\$2,797.21	\$55.94	\$2,853.15
Health Alliance Plan (HMO)				
Single	\$665.54	\$665.54	\$13.31	\$678.85
Two Person	\$1,530.77	\$1,530.77	\$30.62	\$1,561.39
Family	\$1,564.04	\$1,564.04	\$31.28	\$1,595.32
Blue Care Network (HMO)				
Single	\$640.03	\$640.03	\$12.80	\$652.83
Two Person	\$1,472.06	\$1,472.06	\$29.44	\$1,501.50
Family	\$1,504.06	\$1,504.06	\$30.08	\$1,534.14
<i>Sponsored Dependent</i>	\$896.04	\$896.04	\$17.92	\$913.96
Total Health Care (HMO)				
Single	\$338.51	\$338.51	\$6.77	\$345.28
Two Person	\$705.30	\$705.30	\$14.11	\$719.41
Family	\$897.24	\$897.24	\$17.94	\$915.18
<i>Sponsored Dependent</i>	\$338.51	\$338.51	\$6.77	\$345.28
Delta Dental				
Single	\$31.45	\$31.45	\$0.63	\$32.08
Two Person	\$62.47	\$62.47	\$1.25	\$63.72
Family	\$113.56	\$113.56	\$2.27	\$115.83
EyeMed Vision - Basic with Medical				
Single	\$4.63	\$4.63	\$0.09	\$4.72
Two Person	\$8.74	\$8.74	\$0.17	\$8.91
Family	\$12.82	\$12.82	\$0.26	\$13.08
EyeMed Vision - Enhanced with Medical				
Single	\$8.62	\$8.62	\$0.17	\$8.79
Two Person	\$16.26	\$16.26	\$0.33	\$16.59
Family	\$23.86	\$23.86	\$0.48	\$24.34

2019 Plan Year * some rounding differences reflected

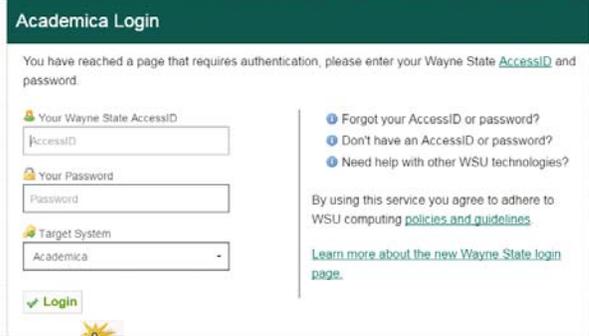
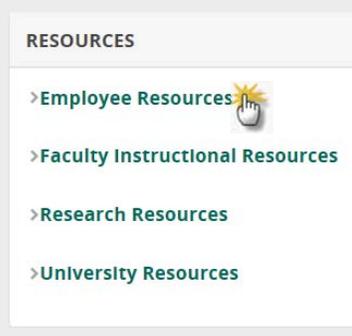


Medical Online Open Enrollment Instructions

This online Open Enrollment process is designed for electing medical plan to medical plan changes with **NO CHANGES IN COVERED DEPENDENTS**. For example, using this online system, you can change from single Health Alliance Plan to single Blue Care Network but **NOT** single Health Alliance Plan to family Blue Care Network. If you need to change your current level of coverage by adding or deleting family members, you must use a paper enrollment form (<http://hr.wayne.edu/tcw/forms.php>).

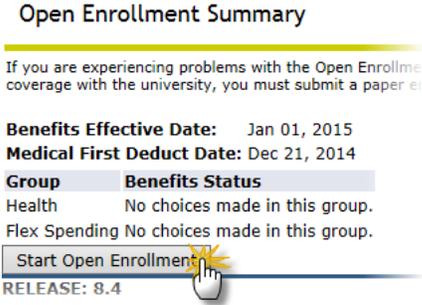
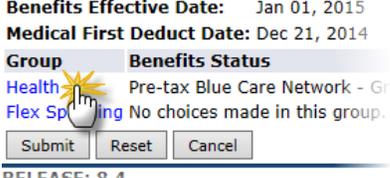
Open Enrollment: October 22 - November 2, 2018

- Keep in mind: this is a **two-step** process. **The system will allow you to make a mistake**. Review your final confirmation.
- First, you **MUST** terminate your current coverage. The termination will be effective on 12/31/2018. By terminating on 12/31/2018, your current coverage will be in effect through the end of 2018.
- Second, you must enroll in your new coverage. Your new coverage will be effective 1/1/2019. You will not have a break in coverage. **NOTE: You must add a Primary Care Physician (first and last name & Physical ID Code) to all covered dependents if you are selecting an HMO.** We have provided a section at the end of this document for you to pre-record your PCP information needed in order to complete the Open Enrollment process.

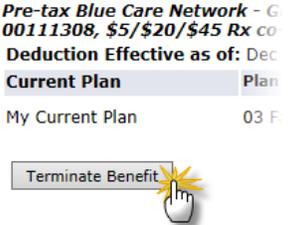
<p>1. Log into Academica http://a.wayne.edu</p>	 <p>The screenshot shows the 'Academica Login' page. It includes a header, a message about authentication, and input fields for 'Your Wayne State AccessID', 'Your Password', and 'Target System' (set to 'Academica'). There is a 'Login' button and several links for help, such as 'Forgot your AccessID or password?' and 'Need help with other WSU technologies?'.</p>
<p>2. Under Resources, click Employee Resources.</p>	 <p>The screenshot shows a 'RESOURCES' menu with four items: 'Employee Resources', 'Faculty Instructional Resources', 'Research Resources', and 'University Resources'. A mouse cursor is pointing at 'Employee Resources'.</p>
<p>3. Under Employee Resources, click Employee Self-Service.</p>	 <p>The screenshot shows the 'Employee Resources' sub-menu expanded. It contains four items: 'Administrative Systems', 'Document Management', 'Employee Self-Service', and 'Other Resources'. A mouse cursor is pointing at 'Employee Self-Service'.</p>



Medical Online Open Enrollment Instructions

<p>4. Under Employee Self-Service, click Benefits & Deductions.</p>	
<p>5. Click Open Enrollment when the new page displays.</p>	
<p>6. Click the Start Open Enrollment button when the Open Enrollment Summary screen displays.</p> <p>Note: If the Start Open Enrollment button is not displayed, and in its place you see Submit, Reset and Cancel buttons, click the Cancel button to evoke the Start Open Enrollment button and complete this step.</p>	
<p>7. Click the Health link. The Open Enrollment Group Detail screen will display showing your current health care coverage.</p>	

Terminating Your Current Coverage

<p>8. When the Open Enrollment Group Detail page displays, your current coverage will be shown with your plan amounts. Click the name of your health care provider. The Open Enrollment Choice Detail page will display.</p>	<table border="1"> <thead> <tr> <th>Plan</th> <th>Employee Deduction Amount</th> <th>Employer Contribution Amount</th> <th>Admin Fee Amount</th> </tr> </thead> <tbody> <tr> <td>03 Family</td> <td>122.10</td> <td>448.00</td> <td>0.00</td> </tr> </tbody> </table>	Plan	Employee Deduction Amount	Employer Contribution Amount	Admin Fee Amount	03 Family	122.10	448.00	0.00
Plan	Employee Deduction Amount	Employer Contribution Amount	Admin Fee Amount						
03 Family	122.10	448.00	0.00						
<p>9. Click the Terminate Benefit button.</p>									
<p>10. You will be returned to the Open Enrollment Group Detail page. The message “You have asked to terminate this benefit in the new year” is displayed at the end of your current coverage.</p>									

If you are selecting **Blue Cross Blue Shield** or **Community**, continue with **Step 11**.

If you are selecting **Blue Care Network**, **Health Alliance Plan** or **Total Health Care**, skip to **Step 15**.



Medical Online Open Enrollment Instructions

<p>11. Click the name of your new health care provider and plan.</p>	<p>Health Group Pre-tax Blue Cross Blue Shield Group# 46045003 Post-Tax Blue Cross Blue Shield Group# 46045003 deduction. Pre-tax Blue Care Network - Group# 00111308 - #1</p>				
<p>12. When the provider screen displays, click the radio button under the heading My Choice. Note: the red asterisk denotes a required field.</p>	<p>My Choice *</p>				
<p>13. Click the Add Choice button to complete your selection. You will be returned to the Open Enrollment Group Detail screen.</p>	<p>Pre-tax Blue Cross Blue Shield Group# 46045003, \$5/\$20 pay Deduction Effective as of:</p> <table border="1"> <thead> <tr> <th>Plan</th> <th>Employee</th> </tr> </thead> <tbody> <tr> <td>03 Family</td> <td>580.49</td> </tr> </tbody> </table> <p>Add Choice</p>	Plan	Employee	03 Family	580.49
Plan	Employee				
03 Family	580.49				
<p>14. On the Open Enrollment Group Detail screen, you will see the message “You have asked to start this benefit in the new year” is displayed at the end of your current coverage.</p>	<p>You have asked to start this benefit in Plan</p>				
<p>15. Click the Next button to complete the selection of your new health care provider.</p> <p>If you changed your mind or selected an incorrect health care provider, click the Reset button to cancel your selection. You can now begin again.</p> <p>Skip to Step 23 to complete the process</p>	<p>Post-Tax Total Health Care</p> <p>Reset Next</p> <p>Post-Tax Total Health Care</p> <p>Reset Next</p>				

Note: If you select **Blue Care Network, Health Alliance Plan or Total Health Care** you **must** provide a Primary Care Physician’s first and last name, and their Physician ID Code for **everyone** enrolled in your plan. Children should have their pediatrician listed as their Primary Care Physician. We have provided a section at the end of this document for you to pre-record your PCP information needed in order to complete the Open Enrollment process.

<p>16. Click the name of your new health care provider and plan.</p>	<p>Pre-tax Health Alliance Plan - Group# 1-00187AD, \$5/\$20 pay Pre-tax Health Alliance Plan - Group# 1-00187AD, \$5/\$20 pay Post-Tax Health Alliance Plan - Group# 1-00187AD, \$5/\$20 pay Pre-tax DMC Care - Group# 054401, \$5/\$10 Rx co-pay</p>															
<p>17. When the provider screen displays, in the Physician Details section, you will see your name and the names of your dependents if you have any.</p>	<p>Physician Details *</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Physician Name</th> <th>Physician Code</th> </tr> </thead> <tbody> <tr> <td>Employee Name</td> <td></td> <td></td> </tr> <tr> <td>Dependent 1 Name</td> <td></td> <td></td> </tr> <tr> <td>Dependent 2 Name</td> <td></td> <td></td> </tr> <tr> <td>Dependent 3 Name</td> <td></td> <td></td> </tr> </tbody> </table>	Name	Physician Name	Physician Code	Employee Name			Dependent 1 Name			Dependent 2 Name			Dependent 3 Name		
Name	Physician Name	Physician Code														
Employee Name																
Dependent 1 Name																
Dependent 2 Name																
Dependent 3 Name																
<p>18. On the Open Enrollment Choice Detail page, you will find a link that will open a search function for finding doctors, services and facilities for that health care provider.</p>	<p>http://www.providerlookuponline.com/HAP/po7/Search.aspx</p>															



Medical Online Open Enrollment Instructions

<p>19. After locating your physicians and physician codes, enter them into the appropriate fields.</p>	<p>Physician Details *</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Physician Name</th> <th>Physician Code</th> </tr> </thead> <tbody> <tr> <td>Health Care Network</td> <td>Gerald Smith</td> <td>1234</td> </tr> <tr> <td>Health Care Network</td> <td>Sharon Jones</td> <td>1423</td> </tr> <tr> <td>Health Care Network</td> <td>Seth Faber</td> <td>4321</td> </tr> <tr> <td>Health Care Network</td> <td>Seth Faber</td> <td>2341</td> </tr> </tbody> </table>	Name	Physician Name	Physician Code	Health Care Network	Gerald Smith	1234	Health Care Network	Sharon Jones	1423	Health Care Network	Seth Faber	4321	Health Care Network	Seth Faber	2341
Name	Physician Name	Physician Code														
Health Care Network	Gerald Smith	1234														
Health Care Network	Sharon Jones	1423														
Health Care Network	Seth Faber	4321														
Health Care Network	Seth Faber	2341														
<p>20. Click the radio button under the heading My Choice. Note: the red asterisk denotes a required field.</p>	<p>My Choice *</p>															
<p>21. Click the Add Choice button to select your new provider. You will be returned to the Open Enrollment Group Detail screen.</p>	<p>Add Choice </p>															
<p>22. On the Open Enrollment Group Detail screen, you will see the message “You have asked to start this benefit in the new year” is displayed at the end of your current coverage.</p>	<p>You have asked to start this benefit in Plan</p>															
<p>23. Click the Next button to complete the selection of your new health care provider.</p> <p>If you changed your mind or selected an incorrect health care provider, click the Reset button to cancel your selection. You can now begin again.</p>	<p>Post-Tax Total Health C:</p> <p>Reset Next </p> <p>Post-Tax Total Health C:</p> <p>Reset Next </p>															
<p>24. Click the Submit button to complete the open enrollment process. Critical: ANY changes you have made to your health care provider WILL NOT take effect until you click the Submit button!</p>	<p>Flex Spending FSA Dependent Care FSA Health Savings</p> <p>Submit Reset Cancel</p> <p>RELEASE 1.4 </p>															
<p>25. To leave Online Open Enrollment, click the Exit link in the center of the page.</p>	<p>RETURN TO MENU SITE MAP HELP EXIT </p>															

HMO Primary Care Physician Notes: If you select **Blue Care Network, Health Alliance Plan** or **Total Health Care** you **must** provide a Primary Care Physician’s first and last name, and their Physician ID Code for **everyone** enrolled in your plan. Children should have their pediatrician listed as their Primary Care Physician. This section is for you to write notes and to help speed up your Open Enrollment process online.

Your Name(s)	Physician’s Name	Physician ID Code

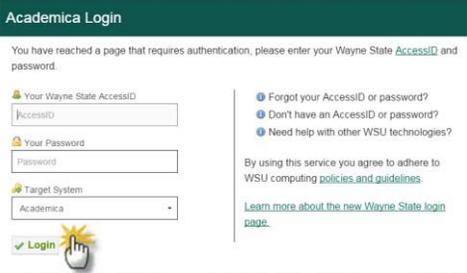
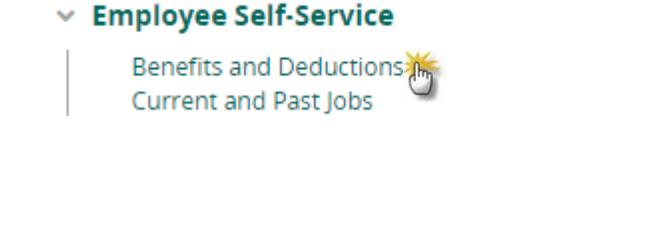


Flexible Spending Account Online Open Enrollment Instructions

You can enroll in a 2019 Flexible Health Care Reimbursement Account and/or a Flexible Dependent Care Reimbursement Account using this process during the Open Enrollment period.

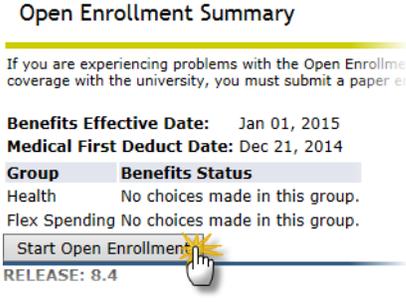
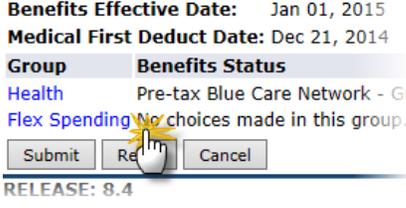
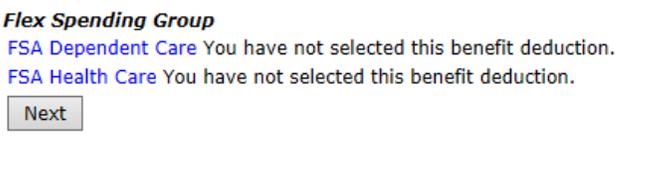
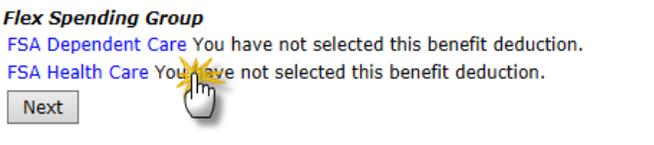
Open Enrollment: October 22 - November 2, 2018

Critical: Enrollment from year to year **IS NOT** automatic. All 2018 FSA deductions will be terminated as of December 31, 2018. **If you wish to participate in 2019, you MUST enroll during this Open Enrollment period for 2019.** Changes and modifications to your health care and/or your dependent care account can be made as many times as you want during the open enrollment period. However, once Open Enrollment ends, you **WILL NOT** able to make changes for 2019.

<p>1. Log into Academica.</p>	 <p>The screenshot shows the 'Academica Login' page. It includes fields for 'Your Wayne State AccessID', 'Your Password', and 'Target System' (set to 'Academica'). There is a 'Login' button with a hand cursor icon. On the right, there are links for 'Forgot your AccessID or password?', 'Don't have an AccessID or password?', and 'Need help with other WSU technologies?'. A disclaimer at the bottom states: 'By using this service you agree to adhere to WSU computing policies and guidelines. Learn more about the new Wayne State login page.'</p>
<p>2. In Academica, under WSU Resources, click Employee Resources.</p>	 <p>The screenshot shows the 'WSU RESOURCES' menu. The 'Employee Resources' option is highlighted with a hand cursor icon. Other options include 'Administrative Systems', 'Document Management', 'Employee Self-Service', 'Other Resources', 'Research Resources', and 'University Resources'.</p>
<p>3. Under Employee Resources, click Employee Self-Service.</p>	 <p>The screenshot shows the 'Employee Resources' menu. The 'Employee Self-Service' option is highlighted with a hand cursor icon. Other options include 'Administrative Systems', 'Document Management', 'Other Resources', 'Research Resources', and 'University Resources'.</p>
<p>4. Under Employee Self-Service, click Benefits & Deductions.</p>	 <p>The screenshot shows the 'Employee Self-Service' menu. The 'Benefits and Deductions Current and Past Jobs' option is highlighted with a hand cursor icon.</p>



Flexible Spending Account Online Open Enrollment Instructions

5. Click Open Enrollment .	 <p>Open Enrollment Benefit Statement RELEASE: 8.10.1</p>
6. Click the Start Open Enrollment button when the Open Enrollment Summary screen displays. Note: If the Start Open Enrollment button is not displayed, and in its place you see Submit, Reset and Cancel buttons, click the Cancel button to evoke the Start Open Enrollment button and complete this step.	 <p>Open Enrollment Summary If you are experiencing problems with the Open Enrollment coverage with the university, you must submit a paper enrollment form. Benefits Effective Date: Jan 01, 2015 Medical First Deduct Date: Dec 21, 2014 Group Benefits Status Health No choices made in this group. Flex Spending No choices made in this group. Start Open Enrollment RELEASE: 8.4</p>
7. Click the Flex Spending link. The Open Enrollment Group Detail screen will display.	 <p>Benefits Effective Date: Jan 01, 2015 Medical First Deduct Date: Dec 21, 2014 Group Benefits Status Health Pre-tax Blue Care Network - Group Flex Spending No choices made in this group. Submit Reset Cancel RELEASE: 8.4</p>
8. If wish to select FSA Health Care , go to Step 9. If wish to select FSA Dependent Care , go to Step 13.	 <p>Flex Spending Group FSA Dependent Care You have not selected this benefit deduction. FSA Health Care You have not selected this benefit deduction. Next</p>
FSA Health Care 9. Click the FSA Health Care link.	 <p>Flex Spending Group FSA Dependent Care You have not selected this benefit deduction. FSA Health Care You have not selected this benefit deduction. Next</p>
10. In the Annual Limit box, enter your annual limit for health care (\$2,650.00 limit for FSA Health Care). Notice that your per pay period deduction amount is displayed in the Deduction Amount box.	 <p>FSA Health Care Deduction Effective as of: Dec 08, 2014 Deduction Amount 999999.99 : 76.92 Annual Limit 999999.99 :* : 2,000.00</p>
11. Click the Add Choice button. You will return to the Open Enrollment Group Detail page.	 <p>Add Choice</p>
12. Your Flex Spending Deduction Amount and Annual Limit are displayed.	 <p>Flex Spending Group FSA Dependent Care You have asked for a new year Deduction Amount Annual Limit 115.38 3,000.00 FSA Health Care You have asked for a new year Deduction Amount Annual Limit 76.92 2,000.00 Reset Next</p>



Flexible Spending Account Online Open Enrollment Instructions

<p>FSA Dependent Care</p> <p>13. Click the FSA Dependent Care link.</p>	<p>Flex Spending Group FSA Dependent Care You have not selected this benefit deduction. FSA Health Care You have not selected this benefit deduction.</p> <p><input type="button" value="Next"/></p>						
<p>14. In the Annual Limit box, enter your annual limit for dependent care (\$5,000.00 maximum household limit for FSA Dependent Care, \$2,500 if married filing a separate tax return). Notice that your per pay period deduction amount is displayed in the Deduction Amount box.</p>	<p>FSA Dependent Care Deduction Effective as of: Dec 08, 2014 Deduction Amount 999999.99 : <input type="text" value="115.38"/> Annual Limit 999999.99 :* : <input type="text" value="3,000.00"/></p>						
<p>15. Click the Add Choice button. You will return to the Open Enrollment Group Detail page.</p>	<p><input type="button" value="Add Choice"/></p>						
<p>16. Your Dependent Care Deduction Amount and Annual Limit are displayed.</p>	<p>Flex Spending Group FSA Dependent Care You have selected this benefit deduction. Deduction Amount Annual Limit 115.38 3,000.00 FSA Health Care You have not selected this benefit deduction.</p> <p><input type="button" value="Reset"/> <input type="button" value="Next"/></p>						
<p>17. If at any time you want to start over with your FSA annual amounts, just click the Reset button to delete the amount(s) you entered and you can begin again.</p>	<p><input type="button" value="Reset"/> <input type="button" value="Next"/></p>						
<p>18. When you have finished with your FSA Dependent Care and Health Care selections, click the Next button to return to the Open Enrollment Summary.</p>	<p><input type="button" value="Reset"/> <input type="button" value="Next"/></p>						
<p>19. On the Open Enrollment Summary page, notice you benefits effective date and first deduction dates are displayed.</p>	<p>Benefits Effective Date: Jan 01, 2015 Medical First Deduct Date: Dec 21, 2014 FSA First Deduct Date: Jan 14, 2015</p>						
<p>20. To finalize your FSA selections, click the Submit button.</p>	<table border="1"> <thead> <tr> <th>Group</th> <th>Benefits Status</th> </tr> </thead> <tbody> <tr> <td>Health</td> <td>Pre-tax Blue Care Network</td> </tr> <tr> <td>Flex Spending</td> <td>FSA Dependent Care will be deducted from your FSA Health Care will be deducted from your</td> </tr> </tbody> </table> <p><input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/></p> <p>RELEASE: 7.4</p>	Group	Benefits Status	Health	Pre-tax Blue Care Network	Flex Spending	FSA Dependent Care will be deducted from your FSA Health Care will be deducted from your
Group	Benefits Status						
Health	Pre-tax Blue Care Network						
Flex Spending	FSA Dependent Care will be deducted from your FSA Health Care will be deducted from your						
<p>21. The Open Enrollment Action Summary pop-up window will display.</p> <p>This screen confirms the change(s) you made and indicates the effective date of the change(s).</p> <p>You should print and keep a copy of this confirmation for your records.</p> <p>If you need to make changes (even after submitting), you can do so by clicking the Modify Enrollment button on the Open Enrollment Summary page.</p> <p>You can modify your health and flexible spending options as many times as you like during the open enrollment period. However, once the period closes you will not be able to make changes.</p>	<p>Wayne State University Self-Service</p> <p>Open Enrollment Action Summary</p> <p>09/24/2009 03:16:22 pm 000139156 C Green</p> <p>You elected to discontinue current medical coverage (Pre-Tax DMC Care) and elected a replacement plan (Blue Care Network(Tax)). The Blue Care Network(Tax) will be effective as of January 1, 2010. If this change is what you intended for 2010, no further action is necessary. PLEASE PRINT CONFIRMATION. This summary statement reflects only transactions as of the date printed on this document. Subsequent transactions will void the information contained on this document.</p> <p>RELEASE: 7.4</p> <p>FSA Health Care will be deducted from your</p> <p><input type="button" value="Review"/> <input type="button" value="Modify Enrollment"/></p> <p>RELEASE: 8.4</p>						

Continued on back side...



Flexible Spending Account Online Open Enrollment Instructions

22. Clicking the **Review** button will display your WSU Benefit Statement where you can review all of your benefits.



23. To leave **Online Open Enrollment**, click the **Exit** link in the center of the page.





2019 Wellness Warriors Program

Offered by the department of
Benefits & Wellness



We are all born to succeed! Becoming a **Wellness Warrior** can put you on a path to health and wellness to become **Warrior Strong**.

The **Wellness Warrior Program** serves to empower benefit-eligible employees to improve their own health by providing benefits and resources that build awareness, educate, and support good health decisions and behavior.

The Wellness Warriors program focuses on **you**. We are creating a culture of wellness at WSU, and in doing so, supporting a healthier **YOU**.

Benefits of Becoming a Wellness Warrior:

- Health Risk Assessment & Biometric Screening
- Wellness Coaching & Nutrition Consultations
- Fitness Assessment, Personal Training & Group Exercise Classes
- Nutrition Wellness Clinics & LifeAdvisor Workshops
- Financial Consultations & Employee Assistance Programs
- Condition Management

Enroll November 7, 2018 thru January 18, 2019

To become a 2019 Wellness Warrior, complete the following:

- 1) Complete an onsite health screening or submit the Physician Qualification Form (PQF)**
To bypass the onsite health screening, you may submit the PQF with results from a recent annual physical at your doctor's office (results must be from after July 1, 2018).
- 2) Complete the online Health Risk Assessment (HRA)**
After your onsite health screening or annual physical, you'll use your results to complete the HRA.

It is that simple! We encourage you to join other healthy Wayne State University employees to become **Warrior Strong!**

Learn more here: wellness.wayne.edu/enrollment
Or email us: Wellness@wayne.edu

Your privacy comes first! Your enrollment Health Screening and HRA data is confidential. It will never be provided to WSU Human Resources, your insurance or your supervisor. WSU Human Resources receives aggregate data, meaning data that summarizes WSU as a whole, not with individual results. Your health data is held in compliance with HIPAA, the laws governing personal health information. Your HRA completed via Ulliance is considered anonymous. It is held in confidence by Ulliance and otherwise is used only in an aggregate, anonymous form for scientific research and benchmarking purposes. If you complete the HRA, Wayne State University will receive your name and identification only for administering and awarding any eligible incentive. The information from your HRA and the results from your biometric screening will be used to provide you with information to help you understand your current health and potential risks, and may also be used to offer you services through the wellness program, such as coaching, lifestyle management and fitness challenges. Wellness Warriors is a voluntary program and participation is necessary to receive any wellness incentives.



2019 Physician Qualification Form

**Please return completed form to Ulliance by January 18, 2019.
Incomplete forms will not be accepted.**

Participant Instructions: Complete, in full, this part of the form and take it to your health care provider to complete. Biometric screening results must be from **no earlier** than July 1, 2018. **Obtain a copy of this completed form for your records and to use when completing the online Health Risk Assessment (HRA). Submit this form to Ulliance by Fax: 248-680-2103 or Email: chasselbring@ulliance.com by January 18, 2019.**

Employer: **Wayne State University**

Last Name	First Name
Banner or Access ID	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Primary Phone Number	Date of Birth

By signing below, I consent to the participation in the Wellness Warriors program, associated screenings, and to the release of my medical information to Ulliance. I understand that my participation is voluntary and my employer will not receive my results.

Signature	E-Mail Address
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Physician Instructions: Please make sure that all appropriate sections below are completed in full.

- If using results from a previous physical, they must be from no earlier than July 1, 2018
- Sign and return the form by 1/18/19 to: Fax: 248-628-2103 or Email: chasselbring@ulliance.com**

Date of Exam:	Fasting Status: <input type="checkbox"/> Yes <input type="checkbox"/> No	Ulliance Use Only	
BIOMETRIC SCREENING TARGETS	BIOMETRIC SCREENING VALUES		
Tobacco Use Target: Never used or quit > 6 months	Tobacco Use <input type="checkbox"/> No, non-user <input type="checkbox"/> Yes, user	<input type="checkbox"/> Risk	<input type="checkbox"/> No Risk
Body Mass Index Target: BMI ≤25	Height _____ ft _____ in Weight _____ lbs BMI _____ Waist Circumference _____ in	<input type="checkbox"/> Risk	<input type="checkbox"/> No Risk
Blood Pressure Target: <120/80; both numbers	BP _____ / _____ Pulse _____	<input type="checkbox"/> Risk	<input type="checkbox"/> No Risk
Total Cholesterol Target: <200	Total Cholesterol _____ LDL _____ TRG _____ HDL _____ TC/HDL Ratio _____	<input type="checkbox"/> Risk	<input type="checkbox"/> No Risk
Blood Sugar (Glucose) Target Fasting: <100 Target Non-fasting: ≤139	Blood Sugar _____	<input type="checkbox"/> Risk	<input type="checkbox"/> No Risk
Other/Comments:			# of Health Targets Met:

Provider Signature: By signing below, I verify the information above is complete and accurate.

Provider Printed Name	Tax ID
Provider Signature	Provider Phone Number
Date	

Return to Ulliance:

Email: chasselbring@ulliance.com **Fax:** 248-680-2103 **Mail:** 900 Tower Dr., Suite 600, Troy, MI 48098