



# MISSISSIPPI STATE UNIVERSITY™

Human Resources Management (HRM)  
150 McArthur Hall  
Phone: (662) 325-3713 Fax: (662)325-0753  
Web: [www.hrm.msstate.edu](http://www.hrm.msstate.edu)

## 2014 Open Enrollment Information and Resources October 1 – 27

Benefits Open Enrollment will be held from **October 1 through October 27, 2014**. During the Open Enrollment period, employees may add new coverage, change existing coverage, or cancel coverage. All Open Enrollment elections are effective on January 1, 2015. Online Open Enrollment instructions are provided on page two. Employees who do not have internet service or do not use computers may schedule an appointment in the Department of Human Resources Management Benefits Office for assistance in completing open enrollment.

**If you do not want to make changes, your benefits will automatically roll over for 2015 and no action is required to remain enrolled in coverage. You do not need to participate in open enrollment.**

### Important Deadlines

**All online elections must be completed by Monday, October 27, and all completed application forms must be received in HRM by Friday, October 31 to be effective for 2015.**

Login to MyBanner to begin the process of making changes to existing insurance or flexible spending account plans. Step-by-step instructions for online open enrollment are provided on the following pages.

Most product and premium information may be accessed in Online Open Enrollment. If you are currently participating in a product that you are unable to access in Online Open Enrollment, please contact the Benefits Office in HRM for assistance. Pages four and five of this document include important product updates.

**Completed forms are required** for products according to the instructions provided online; completed application forms must be received in HRM by Friday, October 31, 2014. Online changes will not become effective unless your completed application is received by the deadline. All forms are available through Online Open Enrollment or the HRM Web site under forms. If there are any differences between your Online Open Enrollment entry and your completed application, the application is controlling and voids your online entry.

### HRM WEBSITE

The HRM Web site, [www.hrm.msstate.edu](http://www.hrm.msstate.edu), provides all open enrollment product information, premiums, and application forms. On the HRM Web site, click "Benefits," then click your product under options listed on the right. All forms are provided under each Benefit. If you are currently participating in a product that you are unable to access from the Web site, please contact the Benefits Office in HRM for assistance.

All application forms must be returned to HRM no later than Friday, October 31, 2014.

### HRM BENEFITS STAFF

Employees who do not have access to a computer and/or internet service, or choose not to use the Online Open Enrollment Process, may schedule an appointment with an HRM Benefits staff member to assist you in person (Call HRM Benefits at 662.325.3713). Federal employees should contact their Administrative Services Office for assistance with the federal employees' health and life plans.

## ONLINE OPEN ENROLLMENT INSTRUCTIONS

Instructions provided on the MyBanner Open Enrollment Web site and listed below will assist you in completing your online enrollment. Please read all instructions before starting the online process.

All pop-up blockers must be disabled before proceeding; otherwise, your enrollment/change forms may not be able to “pop-up.”

Online Open Enrollment Web site will be available from 12:01 a.m. on October 1 until midnight on October 27.

To access open enrollment using MyBanner:

1. Go to <http://www.msstate.edu> and select myState (just above the Search MSU field on top right of screen).
2. Enter your NetID and password in the secure access login box on the left of the page.
3. Select the Banner tab and choose Benefits and Deductions. Select Open Enrollment.
4. Click on Start Open Enrollment button:  
Three groups of benefits are provided: Health, Flex Benefits, and Life. You must click on a benefit group to make changes to any benefit.
5. The Open Enrollment Group detail page displays your current benefits/deductions and the other options available within the benefit group. Click on the title of the benefit deduction you want to change, add, or delete. Then enter your change, addition, or cancel according to your desired benefits for the 2015 year.
  - a) Proceed through the online process to add new benefits, make changes to existing benefits, or drop any benefits.
  - b) Paper enrollment/change forms are required for adding, changing, or canceling coverage in Dental, Vision, State Life/Health, all UNUM products, all AFLAC products, all CNA products and American Fidelity products, and Mediflex/Careflex plans.
6. For a cost breakdown on your selections, click on “Calculate Costs.”
7. If you need to start over at anytime during the Open Enrollment process, click the “Restart” button. When you select this option, all of your previous selections are deleted and you begin the entire process again.

Remember to finish the online open enrollment process by clicking the “Complete” button on the bottom of the first Open Enrollment screen. If you do not click “Complete,” your selections will not be saved.

### What if I Don't Want to Make Any Changes?

**Your benefits will automatically roll over for 2015, unless you make changes during open enrollment.**

The next opportunity to change your coverage is during next year's open enrollment period – unless you experience a family status change. If you experience a family status change (such as birth, a change in marital status, or new employment), you have 60 days from the date of the family status change to make benefits changes. Additional information about family status changes may be found on the HRM Web site: [www.hrm.msstate.edu](http://www.hrm.msstate.edu), by clicking Benefits and then Insurance. If you need to make a change to your Benefits due to a family status change or need additional information, please contact Human Resources within 60 days of the date of the family status change for assistance.

### Who is Eligible for Coverage?

A Benefits-eligible employee is 50% time or greater with employment expected to continue for more than 4.5 months. Dependents and/or family members eligible for coverage include legal spouse or dependent children. Dependent children may enroll with one primary enrollee and are eligible to age 26 regardless of student or marital status.

## When Will Coverage Begin?

Your coverage will begin January 1, 2015 for State and School Employees' Health Plan, Dental, Vision, Cancer plan, Hospital Intensive Care, Long Term Disability, Term Life Insurance, and Accidental Death and Dismemberment. Premium deductions will begin in December, 2014.

Coverage for the State and School Employees' Life Plan and Long Term Care will become effective upon approval of the insurance carrier. "Catch up" premiums may be required depending on the effective date of approval.

## PRE-TAX BENEFIT PLAN

The university offers a pre-tax benefit plan, which gives you the opportunity to pay for certain benefits deductions with pre-tax dollars rather than after-tax dollars. This may help you realize both a larger take-home paycheck and lower total tax liability at the end of the year. Insurance premiums which may be tax sheltered under the pre-tax benefit plan are:

- State and School Employees' Health Insurance Plan
- Cancer/Specified Disease/Critical Illness
- Dental Insurance
- State and School Employees' Life Insurance Plan
- Accidental Death and Dismemberment
- Vision Care Insurance
- Hospital Intensive Care

If you elect the pre-tax benefit option, you may not change the amount of the monthly deductions during the plan year (January through December), unless you experience a family status change and make your change within 60 days of your qualifying event.

Since the plan reduces reportable taxable income, you may incur a reduced Social Security benefit at the time of retirement. The extent of this reduction depends on both the length of time under the pre-tax benefit plan and the total amount of tax reductions.

## Plan Premium Payments: Your Responsibility and University Contributions

**The University Pays Part of the Premium for** State and School Employees' Life and Health Plans.

Please watch your mail for the newsletter entitled, **Know Your Benefits**. This newsletter will contain plan information for 2015, and it will be mailed to your home address on file with Blue Cross/Blue Shield of Mississippi. Information about premium rates may be found online, <http://www.hrm.msstate.edu/benefits/insurance/statehealth/>

**You Pay the Premium For:** Dental (Delta Dental), Vision (Davis Vision), Long Term Care (CNA), Cancer Indemnity Plan (Aflac), Hospital Intensive Care (Aflac), Long Term Disability (UNUM and American Fidelity), Term Life & AD&D (UNUM), and Accidental Death and Dismemberment (AIG).



## Flexible Spending Accounts

**Mediflex** – Medical Reimbursement Spending Account: Allows you to set aside \$2,500 per calendar year– before paying taxes.

**SABC Flex Pharmacy Debit Card** – if you participate in Mediflex, you have the option to sign up for the debit card to be used for prescription drug purchases. Instead of sending in receipts, you will swipe your card at most major retailers and your Mediflex account will be automatically debited. The cost is \$.55 cents semi- monthly and is payroll deducted on a tax-free basis. If you're currently enrolled in the Flex Pharmacy Card and want to continue for 2015, your card will be replenished with the 2014 plan year election amount. If you discontinue at any time, do not discard your Flex Card. There is a \$10.00 Flex Card replacement fee if you elect participation again within a five-year period.

**Careflex** – Dependent Care Assistance Plan – Allows you to set aside up to \$5,000 per calendar year for dependent child and adult care expenses. The money can be used for dependent care for children under age 13 (or over 13 if the child is mentally or physically unable to care for himself/herself) and for elderly persons qualifying as dependents for tax purposes.

**IMPORTANT: Direct Deposit IS REQUIRED** for Flexible Spending Account Participation. Forms to set up Direct Deposit are available on the HRM Web site: [www.hrm.msstate.edu](http://www.hrm.msstate.edu), click on Forms, then on SABC Direct Deposit Form. Fax completed form to SABC, 601.856.8088.

## SUPPLEMENTAL RETIREMENT PLANNING

All employees are eligible to enroll in a supplemental retirement plan at any time, not just during Open Enrollment. Supplemental retirement plans include the Mississippi Deferred Compensation Plan and Trust and a Tax Deferred Annuity 403(b). Contributions for these plans are made by the employee only and deducted with pre-tax dollars. There are limits to the contributions employees can make each year, and other restrictions apply. Additional information on supplemental retirement planning can be found at <http://www.hrm.msstate.edu/benefits/retirement/>.

## Off-Campus Open Enrollment Schedule for MSU Extension Centers and MSU Meridian Campus

All Extension Center and Meridian Campus employees may meet in person with an MSU Benefits Specialist according to the schedule below. Employees who have questions about Benefits, need forms, plan information, or cost, and general Open Enrollment assistance should plan to meet with the Benefits Specialist during the times posted.

*An appointment is not required.* Each worksite location(s)/room number(s) - TBA.

Central Mississippi Research & Extension (Raymond): Monday, October 6, 10:00 - 1:00

North Mississippi Research & Extension Center (Verona): Tuesday, October 7, 10:00 - 1:00

Delta Research & Extension Center (Stoneville): Wednesday, October 8, 10:00 - 12:00 and 1:00 - 2:00

Meridian Campus (Meridian): Monday, October 13, 3:00 - 6:00

Coastal Research & Extension Center (Biloxi): Thursday, October 16, 12:00 - 2:00

**Rate Sheet for State and School Employees Health Insurance Provided Below**

**STATE AND SCHOOL EMPLOYEES' HEALTH INSURANCE PLAN**  
**MONTHLY PREMIUM RATES**  
 Effective January 1, 2012 (Current through 2014)

Legacy - Initially hired before 1/1/2006

Horizon - Initially hired on or after 1/1/2006

ACTIVE EMPLOYEE	LEGACY EMPLOYEES				HORIZON EMPLOYEES			
	BASE		SELECT		BASE		SELECT	
	TOTAL	EMPLOYEE	TOTAL	EMPLOYEE	TOTAL	EMPLOYEE	TOTAL	EMPLOYEE
	PREMIUM	PORTION	PREMIUM	PORTION	PREMIUM	PORTION	PREMIUM	PORTION
Employee*	\$356	\$0	\$376	\$20	\$356	\$0	\$394	\$38
Employee + Spouse	\$745	\$389	\$819	\$463	\$745	\$389	\$837	\$481
Employee, Spouse & Child(ren)	\$949	\$593	\$1,023	\$667	\$949	\$593	\$1,041	\$685
Employee + Child	\$457	\$101	\$531	\$175	\$457	\$101	\$549	\$193
Employee + Children	\$614	\$258	\$688	\$332	\$614	\$258	\$706	\$350

\*The State pays 100% of the employee's premium for Base Coverage. Active employees enrolling in Select Coverage must pay a portion of the employee premium.

## Effective July 1, 2015: Premium Rates Provided Below

Legacy - Initially hired before 1/1/2006

Horizon - Initially hired on or after 1/1/2006

ACTIVE EMPLOYEE	LEGACY EMPLOYEES				HORIZON EMPLOYEES			
	BASE		SELECT		BASE		SELECT	
	TOTAL	EMPLOYEE	TOTAL	EMPLOYEE	TOTAL	EMPLOYEE	TOTAL	EMPLOYEE
	PREMIUM	PORTION	PREMIUM	PORTION	PREMIUM	PORTION	PREMIUM	PORTION
Employee*	\$373	\$0	\$393	\$20	\$373	\$0	\$394	\$38
Employee + Spouse	\$779	\$406	\$856	\$483	\$779	\$406	\$837	\$501
Employee, Spouse & Child(ren)	\$993	\$620	\$1,070	\$697	\$993	\$620	\$1,041	\$715
Employee + Child	\$478	\$105	\$555	\$182	\$478	\$105	\$549	\$200
Employee + Children	\$642	\$269	\$719	\$346	\$642	\$269	\$706	\$364