

As we close out 2016 and prepare to welcome 2017, please note the following important information about your employee benefits.

- Any changes you made to your benefits during the annual Open Enrollment period will become effective on January 1, 2017. The first paycheck with the 2017 benefit deductions will be on the January 5<sup>th</sup> paycheck. Employees should login to Y.E.S. to examine their first paycheck to confirm deductions were processed correctly. Employees who believe there was an error with their enrollment may request an appeal to the ADOA Benefits Services Division through their agency Benefit Liaison. A letter must be submitted by January 27, 2017 and include the following information:
  - Employee name
  - EIN
  - Telephone number
  - A detailed explanation of the error
  - The action that is requested
  - Copy of Open Enrollment changes
- Beginning with the new benefits plan year in January 2017, all Health Savings Accounts (HSA) supported by ADOA Benefits Services Division through state employee payroll deduction will be funded in an automated fashion in the same manner and timing as all other accounts maintained by third party payroll vendors. For all Health Savings Account (HSA) participants, please note a change in the funding day for each pay period. Beginning with the first HSA contribution deposit in January, ongoing HSA deposits are scheduled to occur the business day after payday, typically Friday.
- If you elected new supplemental life insurance coverage during Open Enrollment, please be sure to go back into Y.E.S. and add beneficiary data for the new coverage. Updates can be accepted any time after January 1, 2017.
- Flexible Spending Account (FSA) participants for 2016 should ensure that they have incurred enough claims in 2016 to be reimbursed their full contribution amount for the year. Requests for reimbursement must be sent to ASI by March 31, 2017.

For questions on your benefit plans, feel free to contact the Benefit Services Division, Member Services, at **602-542-5008** or via email at [benefitsissues@azdoa.gov](mailto:benefitsissues@azdoa.gov).