MARCH
Physical Wellness

During the 2015-2016 open enrollment period, you elected to participate in the CDHP (Personal Choice High Deductible Plan) and elected the Health Savings Account (HSA). The University will contribute $62.50 for single coverage or $83.33 for dependent coverage to your HSA with Bank of America (BOA) in the first pay of each month until the end of the current plan year - October 2016.

As mentioned during open enrollment, we allow for a quarterly window in which employees can make changes to the amounts they contribute to their HSA. We are allowing for the following 2nd quarter 2016 changes:

→ April 1, 2016 changes - If you wish to make changes effective with the first pay of April, online changes must be complete by noon on Friday, March 18th.

All changes will be made online, through the same online enrollment system that was utilized for open enrollment. If you have any questions concerning the online system, please call the Call Center Assistance line at 800-974-5178. If you have any questions concerning HSA plans, please call Health Advocate at 866-695-8622.

Please follow the steps below:

- Log into “The Nest”, Click on the Employee tab
- In the Employee Resources portlet, click the green button titled Make Benefits Changes or Initial Enrollment
- You will now be redirected to our online enrollment system. First click the blue Enroll Now, then click on the green Enroll Now
- Select Update HSA/Dependent/Beneficiary Information, followed by Change HSA Contribution and Continue
- Answer the questions as asked on the various screens
- Please note: enter your NEW HSA contribution annualized in the box. This amount will be divided by 24 to be used as your per pay amount in payroll.
  - Click the green Continue button.
  - Continue answering questions as asked on the screens
  - Click the green Continue button on the Pre-Confirmation screen to save your new election
  - Print your confirmation statement for your records.

If you have any questions, please contact me by phone at x1295 or by email at fllewell@sju.edu.