

TO: All Eligible YSU Employees

FROM: Kathy Bouquet, Manager of Employee Benefits  
Office of Human Resources

DATE: October 12, 2011

SUBJECT: **FLEXSAVE ENROLLMENT 2011** – 10/10/11 THROUGH 11/18/11  
**DEADLINE 5:00 P.M. FRIDAY, NOVEMBER 18, 2011**

A representative of FlexSave will be on campus to give several brief presentations on the following dates:

**October 24, 2011**, Presentations at 9:30, 11:30, 1:30 & 2:30 in Bresnahan I & II, Kilcawley.

**November 10, 2011**, Presentations at 9:30, 11:30, 1:30 & 2:30 in Bresnahan I & II, Kilcawley

There will be a question and answer session after each presentation.

Attached, please find information regarding enrollment in the FlexSave (125 Flexible Benefits) Plan. Enrollment in the FlexSave Plan **does not roll over from year to year**. In order to participate in the plan for the 2012 calendar year you must re-enroll. On the enrollment form, **you will be selecting ONLY Option 1A for the Health Care Account or Option 2 for the Dependent Care Account. There is a \$5,000 annual maximum for both Health and Dependent Care. (The University participates in Option 3 through a separate enrollment.)** Enrollment in Option 1 and Option 2 of the FlexSave plan includes a \$42.00 annual administrative fee, which will be deducted in equal increments according to the frequency of your pay.

For those employees wishing to enroll in the Flexible Benefits Plan, you must complete the Enrollment Form, sign and return it to the Office of Human Resources no later than **5:00 p.m. November 18, 2011. There will be no exceptions to this deadline. You are required to fill in BOTH the annual contribution amount and the amount per pay. For example, if you are paid 24 times then under Option 1A you would fill in the TOTAL ANNUAL AMOUNT IN THE FIRST SPACE and the PER PAY AMOUNT IN THE SECOND SPACE. (If both are not filled in we will return the form to you for completion.)** *For employees paid on a semi-monthly basis please divide your annual contribution amount by 24. For faculty taking your pay in 18 pays please divide your annual contribution amount by 18. For employees paid on a bi-weekly basis please divide your annual contribution amount by 26. If you are unsure how often you are paid please access your pay history on Banner Self Serve.* **If the amount you elected per pay does not calculate out to the annual contribution amount we will return the form to you for correction, which may impact your meeting the November 18<sup>th</sup> deadline.**

Please note that in compliance with IRS regulations, any unused funds by the end of the plan year will be refunded to the University; not to the participant. **It is the participant's responsibility to monitor his or her account.** If you have any questions regarding this plan please call FlexSave at **1-800-525-9252.**