



**FOOTHILL-DE ANZA**  
**Community College District**  
Office Of Human Resources and Equal Opportunity  
12345 El Monte Road, Los Altos Hills, CA 94022

September 7, 2012

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**PORTLAND, CA 97206**

**BENEFIT ON-LINE ENROLLMENT INFORMATION**

**THE OPEN ENROLLMENT FOR BENEFITS PLAN YEAR 2013 (JANUARY - DECEMBER) WILL BE PASSIVE FOR CURRENT ENROLLED AND CONTINUING QUALIFIED PART-TIME FACULTY, CURRENT MEDICAL CHOICE WILL ROLL OVER INTO THE NEXT PLAN YEAR. NEWLY ELIGIBLE PART-TIME FACULTY MUST PARTICIPATE ONLINE ENROLLMENT BETWEEN SEPTEMBER 10 - OCTOBER 5, 2012.**

**IMPORTANT!**

**TO ENROLL BENEFITS ON-LINE, FOLLOW THESE INSTRUCTIONS:**

The Open Enrollment period for enrolling in or changing your employee benefit plan is **September 10 - October 5, 2012** for changes effective January 1, 2013. Currently enrolled and continuing qualified Part-Time Faculty will be roll over to the next plan year with the same plan and level of coverage. However, we strongly recommend that you reconfirm your coverage online for accuracy. You may also choose to disenroll from the current coverage. For newly eligible Part-Time Faculty, you must **make your health benefits elections before the 5:00pm deadline on Friday, October 5, 2012, or your benefits will be defaulted to "Waive" option - meaning "NO BENEFITS COVERAGE" for the medical/Rx effective January 1, 2013** for the Benefits Plan Year 2013.

Starting January 1, 2013, eligible Part Time Faculty (PTF) may participate in the District paid benefits program under three load thresholds, each with a respective District contribution to the premium cost. For employees with loads of 0.4 up to 0.499, the District is responsible for payment of 40% of the PERS Select monthly premium or dollar equivalent under the other plan options. For employees with 0.5 up to 0.599, the District is responsible for payment of 50% of the PERS Select monthly plan premium or the dollar equivalent under the other plan options. For employees with loads of 0.6 up to 0.67, the District is responsible for payment of 60% of the PERS Select monthly plan options. The employee is responsible for the remainder of the monthly plan premium for the coverage elected. PTF are allowed to enroll in a medical plan of choice. Dental and vision care are excluded.

To ensure security, a unique Personal Identification Number (PIN) has been assigned to you. This PIN provides the same authority as your signature; it certifies that all the information provided during open enrollment is complete and true. It also authorizes your 2013 benefit election and payroll deductions for contributions.

**IMPORTANT:** Keep your PIN in a handy place for future use. This PIN will allow you access to the iElect home page, to view all of the benefit, information and plans, confirm your benefit plan elections and coverage, and have easy access to pertinent web sites..

**NOTE:** You may wish to save a copy of your Temporary Confirmation Statement on your desk top before exiting the system, or print a copy for the records. You will receive an Official Benefits Confirmation Statement from Secova, on line benefits carrier, by October 31, 2012 for your benefits election for the Plan Year 2013.

**IMPORTANT REMINDER:** All newly eligible PTF are required to enroll online for the Benefits Plan Year 2013 (January-December). You must do so by the 5:00pm deadline of October 5, 2012. Failure to act means that you are waiving benefits starting January 1, 2013. The next opportunity to re enroll is Fall 2013 for benefits effective January 2014. Mid-year special open enrollment is permitted only if the case is determined as an IRS life qualifying event.

- 1) Open your web browser to: <http://www.ielect.com>
- 2) Enter Employer: **FHDACCD**  
Enter LOGIN: **Last 4 digits of your Social Security Number, immediately followed by the month, date and year of your birth date as follows: SSN#MMDDYYYY**  
**For Example: Last 4 digits of your SSN is 9999 and your birth date is March 10, 1965 (03/10/1965), then your login = 999903101965**  
Enter PIN: 91984
- 3) Click "NEXT".
- 4) Click "Make Your Elections".

Follow the enrollment screens to make your benefit election. You must click the **"PLEASE CONFIRM"** button on the final screen to activate elections.

You may take as long as you wish to enroll, but if the system sits idle for ten minutes or longer, you may be required to re-enter your login information. If this does happen, please note that the elections you did make (if any) will be saved and you will continue with the election process from your last saved step.

**For complete information regarding Open Enrollment, and CalPERS benefits program, please access our website:**

**<http://hr.fhda.edu/benefits/>. If you have any questions, please contact the Benefits Unit via email: [MyBenefits@fhda.edu](mailto:MyBenefits@fhda.edu).**