



**East Baton Rouge Parish School System
Payroll/ Benefits Department**

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www.ebrschools.org

To: EBRPSS Benefit Participants
From: Jordan Clements, Supervisor of Payroll/Benefits *JC*
Subject: Open Enrollment for 2016
Date: September 9, 2015

The East Baton Rouge Parish School System is preparing for this year's online Open Enrollment. This year's Open Enrollment Dates are from midnight on **October 1 – October 30 until 4:00 pm**. Below is information to assist you in completing your online enrollment. To view your current benefit selections, you must login to the online enrollment system at www.ebrbenefits.com and select "Employee Login".

Active Employees

- Information concerning your username and PIN number will be located in the attached Open Enrollment Newsletter.
- Note that the premiums shown in your Newsletter are monthly premiums. There is a formula given to assist in calculating the per paycheck deduction.
- Flexible Spending Account (FSA) deadlines for 2015 and 2016 are included in the attached Newsletter. Remember to continue your FSA for 2016, you must login and select the FSA benefit again as this benefit will not automatically rollover for 2016.
- Lincoln Financial has agreed for a one time election of supplemental life products without completion of an Evidence of Insurability (EOI). This means that employees can elect and be approved for any amount of supplemental life insurance up to the guarantee issue of 250,000. You can elect your package when completing Open Enrollment.

Retired Employees

- Information concerning your username and PIN number will be located in the attached Open Enrollment Newsletter.
- Humana will be conducting four sessions during Open Enrollment that highlight the benefits offered in the health plan. The meeting dates are:
October 6, 2015: Session 1-9:00-11:00 am, Session 2: 1:00-3:00 pm
October 15, 2015: Session 3-9:00-11:00 am, Session 4: 1:00-3:00 pm
- The Open Enrollment Newsletter does not include a complete listing of rates. The complete list can be viewed at www.ebrbenefits.com.

If you need assistance completing your online enrollment for 2016, visit or call the EBRPSS Benefits Department at 225-922-5680.