



## HR News *You Can Use:* Special Edition

HOUSTON COMMUNITY COLLEGE

FROM THE OFFICE OF HUMAN RESOURCES  
SE Issue 1: 5.28.08

*"If you have knowledge, let others light their candles at it."—Margaret Fuller*

### SUMMER ENROLLMENT DATES SET

Your annual opportunity to make ERS benefits changes has been set for **July 28–August 22, 2008**. All ERS election changes will be made online. For password help, see page 2 of this newsletter.

The annual **Benefits Fair** will be held **August 20, 2008** from 9 am until 1 pm in the 3100 Main Auditorium. ERS and other HCC vendors will be present to answer your questions. Enrollment assistance will be provided in the 3100 Main computer lab located in the basement.

### COMING TO A CAMPUS NEAR YOU

If you would rather stay closer to campus, benefits briefings and enrollment assistance will be offered by your HR Benefits Team at the following college campuses.

- **Southwest College.** July 28<sup>th</sup>: 10:00 a.m.-2:00 p.m. – West Loop, Lab 134
- **Northeast College.** July 29<sup>th</sup>: 9:00 a.m.-1:00 p.m. – Northline, Room TBA
- **Coleman College.** July 30<sup>th</sup>: 9:00 a.m.-1:00 p.m. – Library Electronic Lab
- **Southeast College.** July 31<sup>st</sup>: 9:00 a.m.-1:00 p.m. – Library Electronic Lab
- **Northwest College.** August 12<sup>th</sup>: 9:00 a.m.-1:00 p.m. – Town & Country, CIC Room
- **Central College.** August 14<sup>th</sup>: 9:00 a.m.-1:00 p.m. – Library

### EVIDENCE OF INSURABILITY

**July 1** is an **important** date if you wish to apply for additional coverage for Plan Year 2009. Evidence of insurability (EOI) is required to apply for short- or long-term disability insurance or additional life insurance for yourself or your dependents.

An EOI application must be completed and sent to Fort Dearborn Life (FDL). Applications will be accepted beginning July 1, 2008. For an EOI application and instructions, go to [www.ers.state.tx.us/insurance/forms](http://www.ers.state.tx.us/insurance/forms). The EOI form is the fifth one listed.

### WILL MY BENEFIT RATES CHANGE?

For the third consecutive year, **HealthSelect** rates will **not** increase. Rates will remain at the level set for Plan Year 2007. **Dental HMO** rates also stay the same. However **Dental Indemnity** (Dental Choice) rates will increase by 5%.

The rates for the **optional benefits** of basic and optional term life, accidental death and dismemberment, and the short- and long-term disability income plans will remain unchanged for Plan Year 2009.

### SEEING DOUBLE?

A mother and father who both work for an entity under the Texas Employees Group Benefits Program (GBP) cannot both cover a child under most GBP benefit programs, including health insurance. If this is your situation, **make sure that you do not have double coverage for your children.** Please make the needed changes immediately—there is no need to wait until Summer Enrollment.

The only GBP benefits that allow double coverage are Dependent Term Life and Voluntary AD&D. For more information about optional life and disability coverage and who qualifies as an eligible dependent, go to: <http://www.ers.state.tx.us/insurance/life/default.aspx>

### TEXFLEX REMINDER

If you currently have a TexFlex account, you will be automatically re-enrolled at the same amount (and with a PayFlex Debit Card, if you have one) for September 1, 2008. Changes to your TexFlex account can be made during Summer Enrollment.

### MARK YOUR CALENDAR

**Benefits Fair**  
August 20<sup>th</sup>: 9 a.m.-1 p.m.  
3100 Main Auditorium  
Meet with ERS and HCC Vendors  
Enrollment Assistance in Basement Computer Lab



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### HAVE YOU MOVED?

Be sure that ERS has your **correct mailing address**, email address and eligibility county (where you live or work) so you will receive important Summer Enrollment communications.

You can update this information 24/7 using ERS OnLine or by calling ERS at (512) 867-7711 or (877) 275-4377 weekdays between 7:30 am and 5:30 pm.

### FORGOT YOUR ERS PASSWORD?

You will need an ERS password to make election changes. **To obtain a password**, follow these easy steps:

- Go to the ERS website, [www.ers.state.tx.us](http://www.ers.state.tx.us)
- Click on ERS OnLine Login (red button at top right of ERS homepage)
- On the login page, type your Social Security number with no dashes in the User ID field. (Note that the ERS site intentionally gives no instruction to do this, for security reasons)
- Leave the Password field blank.
- Click on "Need a New Password?"
- On the page that opens, again type your SS number without dashes.
- A page opens asking you to confirm your Date of Birth and your email address.
- Enter your Date of Birth in the format indicated in the Response field.
- Click next on "Email New Password."
- Your password will be emailed to the email address you provided. Check for it there.

### QUESTIONS?

Contact your HR Benefits staff by email at [hrcbenefits@hccs.edu](mailto:hrcbenefits@hccs.edu) or by phone at 713-718-2255.