



CITY OF MADISON HUMAN RESOURCES



A photograph of a red maple leaf perched on a rock next to the rocky shoreline of a lake

Benefits Newsletter Fall 2022

Hello from the Human Resources Benefits team! We are excited to announce the inaugural issue of the HR Benefits Newsletter, a new resource for City of Madison employees. This newsletter will be released quarterly, and will share useful and relevant information about your City benefits.

We are also excited to share the new [HR Triage Guide](#) with you. This resource introduces all HR personnel, provides answers to some basic FAQs, and can help you determine who to contact with your questions, concerns, or ideas.

This edition of the HR Benefits Newsletter includes information about:

1. Open Enrollment for Health, Dental, and Vision Insurance
2. Open Enrollment for Flex Spending (FSA/DCAP) + New Vendor Announcement
3. Useful retirement resources
4. The annual wage insurance recalculation (in September/October)

1. Open Enrollment for Health, Dental, and Vision Insurance

This year, Open Enrollment for Health, Dental, and Vision insurance will run from Monday, September 26th, 2022 through Friday, October 21st, 2022 at 4:30pm.

- **Health insurance:** like last year, Health insurance changes can be made either [online via the myETF portal](#) or by submitting a [Health Application Change Form](#) to HR. Potential Health insurance changes may include changing health plan providers, adding or removing dependents, enrolling in new coverage, changing from family to single coverage, or cancelling existing coverage.
- **Dental/Vision insurance:** In 2022, changes to Dental and/or Vision insurance can **only** be done online via Employee Self Service (ESS). Potential Dental/Vision insurance changes may include adding or removing dependents, enrolling in new coverage, changing coverage levels, or cancelling existing coverage.

If you do not wish to make changes to your Health, Dental, and/or Vision insurance, no action is required. If you do not submit change requests, your enrollments will automatically continue into 2023 with the same plan(s) and coverage level(s) you have had in 2022.

There will be a drop-in session for assistance with Health, Dental, and/or Vision insurance changes on October 12th, 8:00am-4:30pm, in Madison Municipal Building Room 204. HR will have laptops available for use and will be readily available to assist and answer any questions you may have.

Health, Dental, Vision Open Enrollment Tips

In order to prepare yourself for a smooth and stress-free Open Enrollment, HR recommends you consider the following:

- ➔ Mark the Open Enrollment dates on your calendar, and highlight the deadline.
- ➔ Keep an eye out for your Open Enrollment packet, which will be picked up by your agency's Payroll Clerk later this month. The packet will include final confirmation of Health, Dental, and Vision insurance premiums for 2023.
- ➔ [Log on to ESS ahead of time](#), especially if you think you may make changes to your Dental or Vision insurance. Remember, this year the **only** way to make Dental/Vision changes is via ESS.
- ➔ [Log on to the myETF Benefits System portal](#) ahead of time, especially if you think you may make changes to your Health insurance. If you are planning to make only one change (for example, adding a dependent **or** changing your plan), the portal is the easiest place to do so.
- ➔ Bookmark the HR [Open Enrollment webpage](#) for easy reference during Open Enrollment. The page will go live on **September 26th**.

2. Open Enrollment for Flex Spending (FSA/DCAP)

This year, Open Enrollment for Flexible Spending and Dependent Care (FSA/DCAP) will run from Monday, October 31st through Friday, November 18th at 4:30pm. In 2022, FSA/DCAP enrollments can **only** be done online via Employee Self Service (ESS). **Please remember that you must re-enroll in FSA/DCAP for each year you wish to participate.**

Important! Starting January 1st, 2023, we will have a new vendor for Flex Spending: **TASC (Total Administrative Services Corporation)**. Employees who currently have FSA/DCAP funds available through ConnectYourCare/Optum Financial will be transitioned to the new vendor beginning in January. If this applies to you, you will be provided with a new Flex Spending card and access to upload documentation via the new vendor's portal. Please note that City employees will no longer have access to the Optum Financial/CYC portal as of January 1st – all claims and documentation will be handled via TASC. **Stayed tuned for more information about the Flex Spending vendor transition in our December newsletter!**

There will be a drop-in session for assistance with 2023 FSA/DCAP enrollments on November 7th, 8:00am-4:30pm, in Madison Municipal Building Room 204. HR will have laptops available for use and will be readily available to assist and answer any questions you may have.

Flex Spending (FSA/DCAP) Open Enrollment Tips

In order to prepare yourself for a smooth and stress-free Open Enrollment for FSA/DCAP, HR recommends you consider the following:

- ➔ Mark the FSA/DCAP Open Enrollment dates on your calendar, and highlight the deadline.
- ➔ Keep an eye out for your FSA/DCAP Open Enrollment packet. The packet will include final confirmation of IRS limits for FSA and DCAP elections in 2023.
- ➔ [Log on to ESS ahead of time](#), especially if you wish to enroll in FSA/DCAP for 2023. Remember, this year the **only** way to enroll in FSA or DCAP is via ESS.
- ➔ Review the expense and claim deadlines for carried-over 2021 and 2022 FSA/DCAP funds on the HR [Flexible Spending webpage](#). They are also copied here:

2021 Plan Year Grace Period and Runout Period Extension: The grace period and claims runout period for the 2021 Flexible Spending Account plan year have been extended through 12/31/2022 and 01/15/2023, respectively. This means that employees who still have unused 2021 FSA/DCAP funds may incur expenses against those 2021 funds through 12/31/2022 and also have until 01/15/2023 to submit claims for eligible expenses incurred through 12/31/2022.

2022 Plan Year Grace Period and Runout Period Extension: The grace period and claims runout period for the 2022 Flexible Spending Account plan year have been extended through 3/15/2023 and 04/30/2023, respectively. This means that employees who still have unused 2022 FSA/DCAP funds may incur expenses against those 2022 funds through 3/15/2023 and also have until 04/30/2023 to submit claims for eligible expenses incurred through 3/15/2023.

For instructions on how to make claims before the vendor change, please refer to
<https://www.connectyourcare.com/>.

3. Retirement Resources

If you or someone you know is thinking about retiring, we recommend the following resources from the Department of Employee Trust Funds (ETF), which manages the Wisconsin Retirement System (WRS). These are great places to start for anyone considering retirement!

- ➔ Use the ETF Retirement Benefits Calculator to estimate your annuity payments: <https://etf.wi.gov/retirement/calculators>
- ➔ Review the ETF brochure Calculating Your Retirement Benefits for a comprehensive overview of retirement: <https://etf.wi.gov/publications/et4107/download?inline=>
- ➔ Check out this page for general information from ETF about applying for retirement and requesting an official estimate: <https://etf.wi.gov/retirement/applying-retirement>
- ➔ Review the instructions on how to fill out your Retirement Benefit Estimates and Application (form ET-4301): <https://etf.wi.gov/resource/how-fill-out-your-retirement-benefit-estimates-and-application>

4. Annual Wage Insurance Premium Recalculation

Finally, please note that the Central Payroll team is in the process of recalculating wage insurance premiums for enrolled City employees. Metro employees will see new premiums in September on the 9/16/22 paycheck, while all other City employees will see new premiums in October on the 10/28/22 paycheck.

Please don't hesitate to reach out to HR if you have any questions!



A photograph of the front of the Madison Municipal Building downtown on a sunny day

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