

**Fall Enrollment – Important Dates  
Institutions/campuses**

<p><b>“It’s Your Choice” Health Insurance:</b> October 5 – October 23  <b>Employee Reimbursement Account:</b> October 5 – November 13  <b>Anthem (BCBS) Dental:</b> October 5 – November 13  <b>UW Employees, Inc. Life Insurance:</b> October 5 – November 13  <b>Vision Service Plan (VSP):</b> October 5 – November 13</p>
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<b>Action Date</b>	<b>Open Enrollment</b>	<b>Production Logic</b>	<b>File Name</b>
<p><b>September 23 – Production file run and sent to institutions/campuses.</b> File will be used by institutions/campuses to email enrollment message to employees regarding ERA enrollment.</p>	Employee Reimbursement Account	<p>Program identifies employees with an active pay split as of September 23 who are eligible for ERA.</p> <p>Each file will include SSN, Person ID, Employee Name, UDDS, and a File Label.</p>	<p>jpy0291_era_(campus code) RUNDATE            Example: River Falls file name is:            jpy0291_era_j_09232009</p> <p>File will be sent as a secure FTP to institution/campus IT unit.  <a href="#">File Layout</a></p>
<p><b>September 24 – Deadline:</b> Institutions/campuses should inactivate health insurance deduction codes for terminated employees from the “not taken” report so these employees do not receive “It’s Your Choice” enrollment materials.</p>	“It’s Your Choice” Health Insurance	N/A	N/A
<p><b>September 25 – Production file run and sent to institutions/campuses.</b> File will be used by institutions/campuses to email enrollment message to employees regarding “It’s Your Choice” enrollment.</p>	“It’s Your Choice” Health Insurance	<p>Program identifies WRS covered employees who have an active 'regular' health insurance deduction code on September 24.</p> <p>Each file will include SSN, Person ID, Employee Name, UDDS, and a File Label.</p>	<p>jps0301_dcereg_(campus code) RUNDATE            Example: Parkside file name is:            jps0301_dcereg_g_09252009</p> <p>File will be sent as a secure FTP to institution/campus IT unit.  <a href="#">File Layout</a></p>

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<p><b>September 25 – Production file run and sent to institutions/campuses:</b> File will be used by institutions/campuses to email enrollment message to employees regarding “It’s Your Choice” enrollment.</p>	<p>“It’s Your Choice” Health Insurance</p>	<p>Program identifies Graduate Assistants and Short-Term Academic Staff who have an active 'grad' health insurance deduction code on September 24.</p> <p>Each file will include SSN, Person ID, Employee Name, UDDS, and a File Label.</p>	<p>jps0302_dcgrad_(campus code) RUNDATE Example: Milwaukee file name is: jps0302_dcgrad_b_09252009</p> <p>File will be sent as a secure FTP to institution/campus IT unit. <a href="#">File Layout</a></p>
<p><b>September 28 – Production file run and sent to institutions/campuses:</b> File will be used by institutions/campuses to email enrollment message to employees regarding Anthem BCBS Dental and UW Employees, Inc. Life Insurance.</p>	<p>Anthem (BCBS) Dental and UW Employees, Inc. Life Insurance</p>	<p>Query identifies employees who have WRS coverage, and Graduate Assistants and Short-Term Academic Staff who are enrolled in any type of insurance as of the September payroll.</p>	<p>jps0306_addlopen_(campus code) RUNDATE Example: Eau-Claire file name is: jps0306_addlopen_c_09282009</p> <p>File will be sent as a secure FTP to institution/campus IT unit. <a href="#">File Layout</a></p>
<p><b>Date Pending</b> – Hard copy materials mailed to institutions/campuses for labeling and distribution to employees who do not have an email address.</p>	<p>“It’s Your Choice” Health Insurance and Employee Reimbursement Account</p>	<p>N/A</p>	<p>N/A</p>
<p><b>By October 2</b> – Letters from health insurance vendors will be mailed via U.S. mail to the home address of currently insured employees to advise them of plan changes effective January 1, 2010.</p>	<p>“It’s Your Choice” Health Insurance</p>	<p>N/A</p>	<p>N/A</p>

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<b>Action Date</b>	<b>Open Enrollment</b>	<b>Production Logic</b>	<b>File Name</b>
<p><b>By October 5</b> – Institutions/campuses must contact and provide “It’s Your Choice” enrollment materials to employees who are prepaying their health insurance via the insurance prepayment system. They also must provide “It’s Your Choice” enrollment materials to employees who have ‘pending’ health insurance deductions for future months. These employees will not be included in the population who receives the enrollment email.</p>	<p>“It’s Your Choice” Health Insurance</p>	<p>N/A</p>	<p>N/A</p>
<p><b>By October 5</b> – Enrollment information will be mailed via U.S. mail to the home address of employees eligible for VSP enrollment.</p>	<p>Vision Service Plan (VSP)</p>	<p>N/A</p>	<p>N/A</p>
<p><b>Between December 7- 10</b> - Optum deductions inactivated after the November End-of-Month payroll and before the December A payroll.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>