



ADDITIONAL INFORMATION

Pay Periods

Pay periods are from the first day of the month to the 15th day and from the 16th day to the end of the month. Paychecks are issued on the 8th and 23rd of the month for the period preceding the paycheck.

Benefits Election Changes

Open Enrollment

Employees may change their health, dental, or vision plans and enroll in the Flexible Spending Account, 403(b) plan, or Long Term Care plan during the *designated* open enrollment period.

Qualifying Events

Employees may make changes to their health, dental and vision plans (i.e., add/drop dependents) as well as modify their Flexible Spending Account deductions **within 30 days** of a qualifying event. Such events include marriage, divorce, birth, adoption, death, and loss of other coverage.

For changes made due to **ANY** qualifying event, supporting documentation is required. Please contact a Benefits Specialist for assistance.