

SPECIAL NOTICE TO VISION ENROLLEES

From: The Office of Human Resources
Sent: Tuesday, October 07, 2008 4:01 PM
To: csus-faculty-everyone; csus-staff-everyone
Subject: SPECIAL NOTICE TO VISION ENROLLEES

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Action Required

During this open enrollment period we are implementing a new business process that includes transmitting the names of your dependents to our vision carrier. In the past, only medical and dental carriers required this information from the CSU. Vision dependent information was updated manually when employees/dependents required services. This new process will expedite and streamline dependent eligibility in the future. ACTION REQUIRED: Please verify your dependent information by accessing your MySacState (Classic) account at <https://my.csus.edu/> . Navigate to MySacState Classic -> Benefits Summary -> Dental or Vision.

If you need to make a change to your dependent information, you must do so during the open enrollment period. Please review the NEW PROCESS FOR VISION DEPENDENT ENROLLMENT ANNOUNCEMENT posted under WHAT'S NEW on the Human Resources - Benefits Website (www.csus.edu/hr/benefits) to obtain additional information and a copy of the Vision Insurance - Dependents worksheet. There may be additional certification required to enroll new dependents. If you have questions, contact the Benefits Office at 86213/278-6213.

Managers and supervisors are asked to please distribute this information to employees in your departments who do not have access to email. Please post in a conspicuous location and provide copies in your employees mailboxes.

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