

September 3, 2012

MEMORANDUM #045-12HR

TO: Agency Administrators
FROM: Andy Snuggs, Director of Human Resources
VIA: Rip Colvin, Executive Director
RE: JAC Post Tax Benefits Office and the Employee Benefits Guide and New Benefit Programs

Beginning September 4, 2012 all employees may begin using our new JAC Post Tax Benefits Office for assistance with post-tax benefits and other miscellaneous payroll deductions, such as life and disability, credit unions, prepaid college, parking, etc.

Gina Lowell from Capital Administrative Services, Inc. (CAS) will be available to help employee's manage their post-tax benefit elections and miscellaneous payroll deductions, providing services such as:

- Acquiring information about department approved insurance providers and vendors.
- Enrolling in benefit programs, making changes and/or cancelling coverage.
- Entering all post-tax and miscellaneous payroll deductions into People First.
- Receiving support with benefit coverage inquiries and claim-filing procedures.
- Resolving coverage problems and escalated issues.
- Obtaining provider and agent contact information.

This office provides administrative assistance only. Employees will continue working with their insurance agent for approved insurance products.

To view a list of benefits available, download our new Employee Benefits Guide that provides a brief description of the current agency-sponsored post-tax benefits available to all eligible employees.

Employees may also learn more about the new benefit programs we have added for [AFLAC Group Accident Insurance](#) and [Long Term Care Insurance](#). The Employee Benefits Guide and additional information will be made available on the CAS website effective September 4, 2012, at www.CapitalAdminServices.com.

Please remember as of September 4, 2012 to direct all your post-tax and miscellaneous payroll deduction questions and forms to:

Gina Lowell, Post Tax Benefits Coordinator
227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301

PHONE: (850) 413-0008 or Toll Free (855) 616-2521
FAX: (850) 413-0009
Email: jacposttaxbenefits@jac.myflorida.com

Please ensure all of your employees receive a copy of this memorandum.

If you have any questions about this new program, please contact Andy Snuggs of JAC at Andy.Snuggs@jac.myflorida.com or (850) 488-2415 x 291 or Jamie Johnson at Jamie.Johnson@jac.myflorida.com or (850) 488-2415 x293.

Please note my email address has changed to Andy.Snuggs@jac.myflorida.com.

Andy Snuggs, Director of Human Resources

Human Resources

227 North Bronough Street, Suite 2100

Tallahassee, FL 32301

Phone: (850) 488-2415, ext. 291

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