

MEMORANDUM NO: 086-11HR

TO: Agency Administrators
FROM: Bobbie Chappell
VIA: Rip Colvin, Executive Director
RE: 2012 Open Enrollment Corrections and Election Changes

Important Notice

As you are aware, the 2011 Open Enrollment Period for the 2012 Calendar Year ended on November 18th. Your efforts in helping to ensure that all employees were informed of their options and opportunities throughout the Enrollment process were greatly appreciated.

Recently, I was advised that state employees who participated in Open Enrollment, but would like to **make corrections or change their elections**, may do so through close of business on December 9, 2011. This is a new development that will likely be of interest to your employees. Please note that state employees who desire to take advantage of this opportunity should contact the People First Service Center directly at: (866) 663-4735. The People First Service Center will only make changes if the employee calls the People First Service Center directly. They will not accept forms or phone calls from the Human Resources staff.

Again, due to time constraints and the potential interest to your staff, this information is being shared with you as a courtesy by the Justice Administrative Commission.

Happy Holidays

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