



HOOVER CITY SCHOOLS

Welcome to 2016-2017! We hope you have enjoyed your summer and are looking forward to another successful school year.

We are pleased to announce Open Enrollment is now active for your Hoover City Schools-provided employee benefits. Open enrollment will be open to all full-time employees from August 15th – September 2nd.

We are pleased to announce that we are **able to retain all current benefit programs and premiums with no changes for this year.** Please note the difference between PEEHIP offered benefits and Hoover City Schools offered benefits.

- Be careful not to enroll in both PEEHIP dental benefits and HCS dental benefits.
- Section 125 of Alabama law will not allow either PEEHIP or HCS to drop a pre-tax benefit after open enrollment closes.
- Prepare accordingly to only enroll in the benefits that are right for you and your family.

Since there are no benefit or premium changes this year, the following highlighted statement will apply for the 2016-17 plan year.

IF YOU ARE SATISFIED WITH YOUR CURRENT BENEFIT ELECTIONS, NOTHING MORE IS REQUIRED OF YOU AND YOUR CURRENT ELECTIONS WILL AUTOMATICALLY CONTINUE IN THE NEW PLAN YEAR. THIS DOES NOT INCLUDE THE MURFEE MEADOWS SECTION 125 CAFETERIA PLAN (MEDICAL REIMBURSEMENT AND CHILD CARE REIMBURSEMENT).

However, all benefit eligible employees are still encouraged to log into PlanSource, our benefits administration site, at <https://benefits.plansource.com/> to review and confirm your current benefit elections, make any necessary changes and confirm your beneficiaries. It is the sole responsibility of all employees to confirm their benefits are accurate in PlanSource at this time. No pre-tax benefits will be allowed to be changed beyond open enrollment.

All usernames and passwords have been reset. You will access your information by using the following user name and password beginning today:

USER NAME: 1st letter of your first name; up to 6 letters of your last name (if last name is six digits or less, use your name); last four digits of your Social Security Number

PASSWORD: Year of birth (4 digits), month of birth (2 digits), day of birth (2 digits)

EXAMPLE (1): Heather Example, SSN 123-23-1234, birthdate 1-5-1987
Heather's username will be: hexampl1234
Heather's password will be: 19870105

EXAMPLE (2): Sample Smith, SSN 321-32-4321, birth date 12-22-1985
Sample's username
will be: ssmith4321
Sample's password will be: 19851222

If you encounter problems with your login, or simply have questions regarding your benefits, please email payroll@hoover.k12.al.us. A payroll/benefits associate will respond within two business days.

The **2016-2017 Hoover City Schools Benefits Enrollment Guide** is attached to this e-mail and is also available on the Hoover City Schools website (www.hoovercityschools.net) under Departments > Payroll and Benefits > [2016 Benefits Enrollment Guide](#). The guide contains valuable information to assist you through your enrollment. We strongly encourage you to review this guide in its entirety prior to logging into PlanSource as it will answer many of your questions regarding this year benefit offering.

Should you require further assistance or simply would like to meet to discuss your benefits, our Payroll/Benefits team will be available to assist you from 7:00am to 6:00pm at the Central Office on Tuesday, August 23rd and Wednesday, August 24th. No appointment is necessary.

Learning for Life is the foundation for Hoover City Schools and the approach and attitude of our quality team. Thank you for your commitment to lifelong learning and guiding our students to join you in this pursuit.