

Open Enrollment ends November 20

Open Enrollment is the only time you can make certain changes to your benefits. If you do not wish to make changes you need do nothing.

****The only exception is the Flexible Spending Account; if you want a 2010 Flexible Spending Account you must enroll via eTrac even if you had an account in 2009.****

These changes must be done via eTrac:

1. Log onto eTrac (www.usc.edu/etrac)
2. Select Benefit Enrollment
3. Select the appropriate Benefit Type

- * enroll or re-enroll for 2010 Flexible Spending Accounts
Benefit Type: Flexible Spending Account Enrollment
- * change from one medical plan to another
Benefit Type: Health Insurance Enrollment
- * change from one dental plan to another
Benefit Type: Dental Insurance Enrollment
- * add or delete dependents to/from your medical or dental plans**
Benefit Type: Health Insurance or Dental Insurance Enrollment

**The benefits Office says: "adding of dependents requires substantiating documentation which must be received within five (5) days of your eTrac transaction being reviewed. You will receive an email asking for the documentation. No further reminders will be sent. It will be your responsibility to submit the applicable documentation. If documentation is not received within five (5) days your transaction will be cancelled. No exceptions will be granted."

New for 2010!!! --- Roth 403(b)