



COMPTON

UNIFIED SCHOOL DISTRICT
Business and Administrative Services

Payroll/Benefits Department

Bulletin No. 19/20-1002

August 6, 2019

TO: ALL EMPLOYEES

FROM: Regina Baptiste, Payroll Manager

A blue circular stamp containing the handwritten initials "RB" of Regina Baptiste.

SUBJECT: 2019-2020 OPEN ENROLLMENT

Compton USD is Moving into the 21st Century with Online Benefits Enrollment

(See attachment for details)

Please mark your calendar for the scheduled open enrollment for employees who are eligible to receive medical, dental, vision or cash in lieu of benefits on the following dates and location:

OPEN ENROLLMENT

DATES: September 9 through October 4, 2019

TIME: 9:00am - 4:00pm

LOCATION:

CUSD Board Room
501 South Santa Fe Ave.
Compton, CA 90221

DID YOU KNOW?

- **Benefits will go online for the 2019/20 School Year** *(See attachment for details)*
- **You can increase Life Insurance and/or update your beneficiary information**
- **Rates Are Changing**
- **Cash in Lieu Enrollment is NOT Automatic**

During Open Enrollment, you may:

1. Change your medical and/or dental plan(s)
2. Enroll in a medical, dental and/or vision plan if you do not currently have coverage
3. Discontinue your existing medical, dental and/or vision coverage
4. Add or delete dependents to your medical, dental and/or vision coverage
5. Increase Supplemental Life Insurance
6. Sign up for Cash-In-Lieu Benefits, in order to qualify, you must waive medical, dental, and vision benefits.

Explanations

Enrollment:

Rates are available upon request; please see the Compton Unified Website.

Required documents for enrollment: social security cards of all dependents, birth and/or marriage certificate as well as California Secretary of State registration for domestic partnership.

In order to discontinue benefits, providing proof is required for the District's approval. Proof will consist of medical identification cards and a current letter from Insurance Company proving active coverage. If proof is not presented for the District's satisfaction, you will be automatically assigned to a medical plan or not released from your current plan and subject to medical deductions until the District is satisfied with the proof.

Cash in Lieu:


Enrollment is NOT automatic, and to qualify, you must complete the cash in lieu form.

You may not be enrolled in medical, dental, or vision plans, and you must provide proof of having current active coverage. Proof will consist of medical identification cards and a current letter from Insurance Company, proving active coverage.

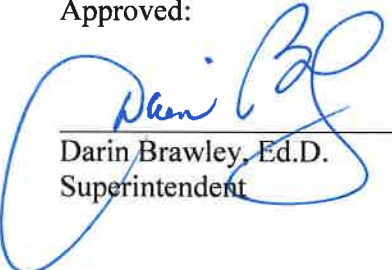
All Bargaining Units except Management/Confidential employees, per the contract, cash in lieu payments are December 2019 and July 2020. All other employee group payments are July 2020.

All plan changes, additions, deletions, and rate changes will become effective, January 1, 2020.

Approved:


Alejandro Alvarez, Ed.D.
Deputy Superintendent/CAO
Business and Administrative Services

Approved:


Darin Brawley, Ed.D.
Superintendent

RB/cs

1 Attachment



Your Online Enrollment

Compton Unified Benefits Enrollment

Open Enrollment Dates: 09/09/2019 - 10/04/2019

How to Login

1. To access the online enrollment site, go to **www.afenroll.com/enroll**
2. At the login screen, you will enter the site using the following information:
 - **Type in your user ID:**
Your Social Security Number (SSN)
 - **Type in your PIN:**
The last four digits of your SSN and last two of your birth year. (For example, for SSN 123-45-6789 and birth year 1974, you would type in 678974).
3. Click the **'Log On'** button.

Changing Your PIN

You will be asked to change your PIN and complete the security questions, after your initial login to the system. Enter a new PIN and confirm it on the next line. You may choose any combination of letters and numbers. Entering your PIN is the equivalent of your digital signature. Before you can complete your PIN change, you must select a security question, answer it, and provide your email address. This will allow you to reset your PIN if you forget it. Click the **'Save New PIN'** button.

Helpful Tips

- **Log Out:** If you leave the site in the middle of the process, click the 'Log Out' button to save your selections.
- **Print Confirmation:** Be sure to print your confirmation. Once you confirm your enrollment, you may click on the confirmation link at the bottom of the 'Sign/Submit Complete' to print your confirmation statement.
- **Re-Enter/Make Changes:** You may re-enter the enrollment site (including to 'View Only' your original selections) to make changes at any time during your enrollment period. Please note: Before you exit the system, you must re-confirm with your PIN or your enrollment will not be valid.
- **Opting Out:** If you choose not to select benefits, you must enter each product module and make that choice.
- **Required:** Social Security Numbers and Dates of Birth are required for all employees and their dependents.
- **Adding Dependent:** If you are adding a dependent as a beneficiary, their Social Security Number is required.
- **Physician Codes:** Have your Primary Care Physician (PCP) codes available.
- **Signature:** You will use your PIN to confirm applications and your enrollment confirmation.

