

NewsFlash

An electronic newsletter for SERS Retirement Coordinators



Voluntary Group Term Life Insurance (NCPERS) – Enrollment period from Oct. 1, 2016-Nov. 30, 2016

Employees were notified of the NCPERS 2016 enrollment period in the August SERS-O-GRAM sent with their annual statements. Due to costs, there will be no additional mailing to announce this open enrollment period.

If employees contact your agency about enrollment forms, please refer them to the website www.NCPERSVoluntaryLife.com/srs. If they have additional questions about the program, they can contact HealthSmart Benefit Solutions at 800-525-8056.

Payroll Coordinators

Take deductions on the 1-15 pay period, dependent on when the enrollment card is submitted.

Examples: (Deduction code OR9)

- An employee submits an enrollment form **prior** to the October 1-15 payroll cutoff.
 - The deduction begins on the October 1-15 pay period.
- An employee submits an enrollment form **after** the October 1-15 payroll cutoff OR **prior** to the November 1-15 payroll cutoff.
 - The deduction begins on the November 1-15 pay period.
- An employee submits an enrollment form **after** the November 1-15 payroll cutoff.
 - The deduction begins on the December 1-15 pay period.

DO NOT ACCEPT ENROLLMENT FORMS AFTER NOVEMBER 30, 2016.

The enrollment form and beneficiary form are together. Enrollment forms should be submitted to the agency payroll coordinator and the beneficiary form should be mailed to the address on the form. If an employee sends you both forms, return the beneficiary form to the employee and highlight the address on the form. **Do not send forms to SERS.**

If you have questions, please contact Patti Casey at SERS: 217-785-7047 or email Patricia.Casey@srs.illinois.gov.

Additional NewsFlash

Immediately following this NewsFlash, you will see a second version with the enrollment period announcement and instructions. We would appreciate if you could send this to all employees, if you have the ability.