

2018 BENEFITS OPEN ENROLLMENT

Benefits Open Enrollment is an annual process that provides you with the opportunity to enroll in new benefit plans or make changes to your existing coverage to be effective September 01, 2018. This year's Open Enrollment period will be from June 25, 2018- July 27, 2018.

Employees will have opportunities to make Summer Enrollment insurance changes:

- ERS has designated July 9th through July 21, 2018, for Lamar University and Lamar Institute of Technology employees to make insurance changes via your [ERS On-Line](#) account; or
- From June 25th through July 27, 2018, for Lamar University and Lamar Institute of Technology employees may complete a Summer Enrollment Form by visiting the Human Resources office located on 1060 East Virginia St, Beaumont, Texas.
- Meetings will be offered for employees who would like to review, discuss or need help with your benefits elections changes and completion of forms. **See the attached schedule for times and locations.
- Attend an Benefits Open Enrollment Webinar.

If you are not changing your health benefits elections, you do not need to re-enroll, and your current 2017 health benefits will remain in effect through August 31, 2019.

Benefits Open Enrollment information resources, events, presentations, and new rates are available on the ERS Summer Enrollment website at [https:// www.ers.state.texas.gov](https://www.ers.state.texas.gov).

BENEFITS OPEN ENROLLMENT TO DO LIST

This is the ideal time to confirm and update important information such as addresses, emergency contacts, and dependent information. Keeping personal information up to date will help ensure you are receiving communications.

Benefits Open Enrollment is also a good time to review your beneficiary elections.

Please verify that all your dependents and coverages are correct, if an error is found please contact the HR Office at 409-880-2257 or 409-880-1780 or email Terri Jones at trjones2@lamar.edu or cynthia.walker@lamar.edu.

Failure to review your benefits for accuracy may result in loss of coverage or financial hardship. If you miss this window (June 25, 2018 - July 27, 2018) you will not be allowed to make changes unless you have a qualifying life event until next Open Enrollment.

****Lamar University and Lamar Institute of Technology**

Open Enrollment Meeting:

Where: Plummer Administration Building, Room 102, Bmt. TX

Dates and Times:

Date	Time
June 26	3p - 5p
June 28	9a - 12n 3p - 5p
July 03	9a - 12n 3p - 5p
July 05	9a - 12n 3p - 5p
July 10	3p - 5p
July 12	9a - 12n 3p - 5p
July 17	9a - 12n 3p - 5p
July 19	9a - 12n 3p - 5p
July 24	3p - 5p
July 26	9a - 12n 3p- 5p

Seating is limited to 25 per session.

If you have any questions, please contact Lamar University/ Lamar Institute of Technology Human Resources or visit us at 1060 East Virginia St, Beaumont, Texas 77705.

**Cynthia Walker
Benefits Manager
409-880-2257**