

**SPECIAL EDITION
2004-2005 INSURANCE OPEN ENROLLMENT**

Hello,

We have prepared this special edition of MI Civil Service News to provide you with a summary of the State's important 2004-2005 Insurance Open Enrollment. We also want to tell you about a special amnesty program for employees who may currently have ineligible dependents enrolled on their insurance plan.

This newsletter is by no means all-inclusive of the information you should read to fully understand your employee benefit options. Please review the package of materials that was sent to your homes. In addition, please visit the Department of Civil Service web site at www.michigan.gov/mdcs for details regarding the various plans available to you and the dependent eligibility guidelines.

We will continue to inform you about upcoming events via this newsletter. Remember, this is YOUR newsletter. We welcome your suggestions and comments on this and future editions of MI Civil Service News. Please direct your comments to MDCS-CivilServiceNews@michigan.gov or Michigan Department of Civil Service, MI CS News, 400 South Pine Street, Lansing, Michigan 48933.

Sincerely,

Janet McClelland
Acting State Personnel Director



Chairperson
Susan Grimes Munsell



Commissioner
F. Thomas Lewand



Commissioner
Sherry L. McMillan



Commissioner
James P. Pitz



DON'T MISS OPEN ENROLLMENT FOR EMPLOYEE BENEFITS! - AUGUST 16 THROUGH AUGUST 31, 2004

Benefits Information Was Mailed To Your Home

By now, you should have received a package of materials announcing open enrollment for insurance. Now is the time to make any changes to your health, vision, dental, long-term disability, employee life, and dependent life insurance plans and/or benefits. It is also the time to update your records on dependent coverage. [Continued](#)



AMNESTY GRANTED FOR REMOVAL OF INELIGIBLE DEPENDENTS - AUGUST 16 THROUGH AUGUST 31, 2004

Perhaps you forgot to remove an ex-husband, ex-wife, or child over 19 who is no longer regularly attending school from your employee benefit coverage, or didn't understand the criteria for dependent benefit coverage. Whatever the case, an amnesty period is being granted from August 16 through August 31, 2004, to permit you to voluntarily remove ineligible dependents without penalty. Amnesty will not apply where ineligible dependents have previously been identified. [Continued](#)



MI HR SERVICE CENTER SCHEDULE

Just a reminder that, following open enrollment, the MI HR Service Center will be available to assist you in resolving basic problems you might be having with human resources transactions. [Continued](#)

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AUGUST 16 THROUGH AUGUST 31, 2004**

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By now, you should have received a package of materials announcing open enrollment for insurance. Now is the time to make changes to your health, vision, dental, long-term disability, employee life, and dependent life insurance plans and/or benefits. It is also the time to update your records on dependent coverage.

This is your opportunity to ensure you have the coverage you want or need. The next opportunity to make changes to your insurance will be during the open enrollment period in 2005.

MI HR Self-Service Must Be Used For All Open Enrollment Changes

All changes to your benefits must be entered in your MI HR Self-Service account. You can access benefits and other human resources information tailored to your specific employment situation by contacting MI HR Information at www.michigan.gov/selfserv and click the "Log in from Work (Intranet)" or "Log in from Home (Internet)". Your employee ID and password are required to access your account. Access to your account is available 7 days per week, 24 hours per day. If you do not have access to a computer, contact the MI HR Service Center at 1-877-766-6447 (toll free) to enroll by telephone. The Service Center will be open Monday through Friday from 7:00 a.m. to 6:00 p.m., beginning August 16, 2004, to assist with open enrollment changes. Remember, open enrollment begins August 16, 2004 and ends August 31, 2004.

MI HR Service Center Will Be Available To Answer Your Open Enrollment Changes

This year, all questions regarding open enrollment will be handled by the MI HR Service Center instead of your personnel office. The MI HR Service Center is staffed with customer service representatives to assist you with processing your open enrollment transactions.

Seven Steps To Help Ensure Successful Completion Of Open Enrollment

Everyone is encouraged to review their insurance coverage to ensure accuracy. If you have access to a computer, the following seven steps will assist you in reviewing your coverage:

1. Review your current benefits at www.michigan.gov/selfserv.
2. Review your benefit options for FY 2004-2005 at www.michigan.gov/mdcs.
3. Review and change dependent information at www.michigan.gov/selfserv.
4. If no updates are needed, you can stop here. (Note: Omni Care will no longer be a State-sponsored group insurance provider. You must proceed to Step 5 if you are presently enrolled in Omni Care.)
5. Enroll in or change your employee insurance elections at www.michigan.gov/selfserv.
6. Print your confirmation statement for your own records.
7. If you are adding dependents during this open enrollment period, mail or fax your proof of eligibility documentation for dependents within 30 days from the date of enrollment to the Department of Civil Service, MI HR Service Center, P.O. Box 30002, Lansing, Michigan 48909, or fax to 517-241-5892.

AMNESTY GRANTED FOR REMOVAL OF INELIGIBLE DEPENDENTS AUGUST 16 THROUGH AUGUST 31, 2004

Amnesty Period

Perhaps you forgot to remove an ex-husband, ex-wife, or child over 19 who is no longer regularly attending school from your employee benefit coverage, or didn't understand the criteria for dependent benefit coverage. Whatever the case, an amnesty period is being granted from August 16 through August 31, 2004, to permit you to voluntarily remove ineligible dependents without penalty. Amnesty will not apply where ineligible dependents have previously been identified.

Ineligible dependents should be removed using MI HR Self-Service or by contacting the MI HR Service Center at 1-877-766-6447. If ineligible dependents are not removed during this amnesty period, appropriate corrective action will be taken.

Dependent Coverage Audit Will Begin October 1, 2004

Beginning October 1, 2004, dependent coverage will be audited. Letters will be sent to employees requesting proof of a dependent's eligibility for coverage.

What Is An Eligible Dependent?

Eligible dependents include your spouse and any of your unmarried children until the day before they turn 19. In addition, your child(ren) must be:

- Your child(ren) by birth, legal adoption or legal guardianship in your custody and dependent on you for support.
- Your child(ren) by birth, legal adoption or legal guardianship not residing with you, but for whom you are legally responsible for the provision of medical care (e.g., children of divorced parents).
- Step-child(ren) for whom you have physical custody, as stated in a current divorce decree.

Your dependent can remain on your coverage:

- If he or she is unmarried, between the ages of 19 and 25, and regularly attends an accredited school and dependent on the employee for support, as defined by IRS regulations. This coverage can continue until the day before the child turns 25, if he or she remains eligible.
- If your child is incapacitated before age 19 and is unable to earn a living because of mental retardation or physical disability and must depend on his or her parents for support and maintenance.

You cannot claim a dependent on your coverage if he or she is in the Armed Forces or is already covered by another state employee.

MI HR SERVICE CENTER SCHEDULE

Just a reminder that, following open enrollment, the MI HR Service Center will be available to assist you in resolving basic problems you might be having with human resources transactions. Access to MI HR services will be phased in as follows:

| August 30 | | October 18 | November 8 |
|--|---|-------------------|--|
| Agriculture Civil Rights Civil Service Community Health Environmental Quality Education | Executive Office History, Arts, & Library Information Technology Management & Budget Military & Veterans Affairs Treasury Lottery | Corrections | Economic Development Corporation Labor and Economic Growth Family Independence Agency State Police Natural Resources Transportation |

Except for group insurance open enrollment, the Secretary of State, Auditor General, Attorney General, Legislature, and Judiciary will not be using the full MI HR service system.

You can call the MI HR Service Center at 1-877-766-6447. The MI HR Service Center also works through the Michigan Relay Center for employees who use TDDs or TTYs.

EVENTS

- 2004 State Employee Holiday Schedule

- Monday, September 6
- Thursday, November 11
- Thursday, November 25
- Friday, November 26
- Thursday, December 23
- Friday, December 24
- Thursday, December 30
- Friday, December 31

- 2004 Civil Service Commission Tentative Meeting Schedule:*

- September 23, 2004
- December 15, 2004

*Commission meeting dates are tentative and subject to change.

* Times and locations to be announced on the DCS website. [2004](#)

[Meeting Schedule](#)

DO YOU WANT TO KNOW MORE?

Our goal is to keep you informed. The DCS Web site contains everything you need to know about employment in the classified state service.

Visit our web site at www.michigan.gov/mdcs to learn about Civil Service rules and regulations, HRMN self-serve, employee benefits, job opportunities, career planning, classification, selection, health and fitness, Civil Service Commission and Employment Relations Board decisions, upcoming activities, and much, much more!

I want to know...

Frequently, classified employees contact the Department of Civil Service with questions concerning state employment, where to find information, and about employment details. The following nine questions may seem ordinary to some long-term employees, but in many ways the answer links will be beneficial in directing all employees to resources which may be useful at a later time.

If you have a question, please contact us at MDCS-CivilServiceNews@michigan.gov.

[What is the name of my department?](#) *You will be entering HRMN Self-Service (best if viewed in Microsoft Internet Explorer), which requires your employee ID and password. Select "Self-Service Account", "Employee", "Employment", then "Job Profile". The "Process Level" is your department.*

[What is my job classification title?](#) *You will be entering HRMN Self-Service (best if viewed in Microsoft Internet Explorer), which requires your employee ID and password. Select "Self-Service Account", "Employee", "Employment", then "Job Profile". The "Position" is your job classification.*

[Where can I find job classification descriptions?](#) *Go to List of All State of Michigan Job Titles.*

[Where can I locate Civil Service Rules and Regulations?](#) *Go to MDCS Home Page.*

[Am I covered by a union contract?](#) *You will be entering HRMN Self-Service (best if viewed in Microsoft Internet Explorer), which requires your employee ID and password. Select "Self-Service Account", "Employee", "Employment", then "Job Profile". "Union" indicates your bargaining unit, if any.*

[What are the time increments for annual leave accruals?](#) *Go to Civil Service Rule 5-10.2-Paid Leave.*

[What are the time increments for longevity pay?](#) *Go to Civil Service Rule 5-8-Longevity Pay.*

[How can I get assistance with career planning?](#) *Contact the Employment Information and Career Planning Services Office.*

[I'm going to get a second job. Do I need approval from my personnel office?](#) *See Civil Service Rule 2-8.3(b)(1)(A)-Disclosure.*