

December 3, 2012

To: All Faculty and Staff

From: University Benefits Administrator

Subject: **FINAL WEEK FOR NUFLEX ENROLLMENT**

The annual NUFlex enrollment period ends this week. You have until 5 p.m. CST on Friday, Dec. 7, to visit the [Firefly Employee Self Service website](#) and make changes to your benefit elections for 2013. You may not enroll or make changes to your benefits after this deadline. If no changes are made, you will keep your current benefits, you will not be enrolled in the Flexible Spending Account (FSA) in 2013, and you will be assigned a tobacco/nicotine user premium for your Voluntary Life Insurance.

You also have until 5 p.m. on Friday, Dec. 7, to complete the Wellstream Health Risk Assessment (HRA). To complete the assessment, log on to Firefly and click on the red "Take the Health Risk Assessment" link at the beginning or end of enrollment. The HRA will help you evaluate and monitor your health and you will receive the enhanced wellness and preventive services benefit for completing it. After you complete the HRA, you must print or save the Personal Health Report to receive credit.

Please remember that participation in the Flexible Spending Account does not automatically renew each year so you must re-enroll during the enrollment period. If you are enrolled in Voluntary Life Insurance, you also need to complete the life insurance tobacco/nicotine designation since your premium is based in part on your tobacco/nicotine use.

We encourage you to review the checklist below for a complete list of enrollment reminders. All benefits changes made during NUFlex enrollment will be effective Jan. 1, 2013. As always, the University of Nebraska is here to help you through the enrollment process. If you have any questions or need assistance, please contact your Campus Benefits Office.

Your Enrollment Checklist

- Review the [NUFlex newsletter](#) for details about your benefit options for 2013.
- Ask questions by calling your Campus Benefits Office.
- Review your current benefits by visiting the [Firefly website](#). A confirmation statement showing your 2012 benefits is provided in Step 1 of the NUFlex Enrollment process.
- Enroll through the [Firefly website](#) by 5:00 p.m. CST on Dec. 7. You can enroll, cancel or change your coverage during this time.

Don't forget to:

- Complete the Wellstream Health Risk Assessment – **you must do this every year** to receive the enhanced wellness and preventive services benefit.
- Enroll in the Flexible Spending Account – if you would like to participate, **you must re-enroll every year.**
- Designate your tobacco/nicotine status – **you must do this every year** if you are enrolled in Voluntary Life Insurance.
- Provide dependent verification documentation if you are adding dependents to your coverage. Documentation must be received in your Campus Benefits Office by 5 p.m. on Dec. 7.
- Complete the online life insurance Statement of Health form if you are enrolling or increasing any life insurance coverage amounts. Proof of insurability requests must be completed online by 5 p.m. on Dec. 7, 2012.
- Review your NUFlex confirmation statement to make sure all of your elections are correct.

UNL:

(402) 472-2600
benefits@unlnotes.unl.edu

UNO:

(402) 554-3660
benefits@unomaha.edu

UNK:

(308) 865-8516
benefitsunk@unk.edu

UNMC:

(402) 559-4340
benefits@unmc.edu

UNCA:

(402) 472-7162
benefits@nebraska.edu