

This email was sent to all Benefits Eligible Faculty and Staff on Wednesday, November 6, 2013.

Dear Faculty and Staff,

The Open Enrollment period for changing your benefits selections starts today, Wednesday, November 6, 2013. All required documents should be returned to Human Resources by **4:30 PM, Monday, November 18, 2013.**

Step 1: (Required)

Every regular, full-time faculty & staff member should return these completed forms to HR.

- [2014 Employee Benefits Summary Enrollment Form](#)
- [2014 Basic Life Insurance & Supplemental Life Application](#) – Murray State University's new life insurance provider (Sun Life) requires all employees to complete a new form. All faculty & staff have a \$10,000 basic policy provided as a benefit. Note: If you have completed a new form since 7/1/13, there is no need for another one.

Step 2: (Optional)

If you plan to use Health Care Flexible Spending, Dependent Care (Day Care) Flexible Spending, or a Health Savings Account in 2014, please send a completed form to HR.

- [Flexible Spending Accounts for Health Care and Dependent Care \(WageWorks\)](#)
- [Health Savings Account \(HSA\)](#)

Step 3: (Optional)

If you wish to add or change your Health, Dental or Vision insurance, please send a completed form to HR.

- [Health Insurance Enrollment Form](#)
- [Dental Insurance Enrollment Form](#)
- [Vision Insurance Enrollment Form](#)

Frequently Asked Questions:

Where do I send my completed forms?

Mail or deliver to: Human Resources, 412 Sparks Hall, Murray, Kentucky 42071

Fax to: [\(270\) 809-3464](tel:2708093464) *For security reasons, please do not email your forms.

What plan am I enrolled in currently?

Plan details may be found on MyGate by going to the Employee tab, then clicking on Benefits under Employment Details. [Click here](#) for more instructions.

Where can I view the 2014 Benefits Guide?

The Benefits Guide is only available electronically. [Click here](#) to view the 2014 Benefits Guide. [Click here](#) if you have trouble accessing the guide.

Where can I view the “Summary of Benefits and Coverage” information for each of MSU’s health Insurance plans?

[High Deductible Health Plan “Summary of Benefits and Coverage”](#)

[Standard Health Plan “Summary of Benefits and Coverage”](#)

[Enhanced Health Plan “Summary of Benefits and Coverage”](#)

How do I know if my forms have been received by HR?

HR staff will send an email confirmation once your forms have been received. Employees with no forms on file will be contacted via email after Monday, November 18.

Can someone explain the options and changes to me?

HR staff will hold informational sessions in the following locations:

Alexander Hall Auditorium – Thursday, November 7, 2013 at 10:00 AM

Alexander Hall Auditorium – Thursday, November 7, 2013 at 4:00 PM

Alexander Hall Auditorium – Friday, November 8, 2013 at 10:30 AM

Alexander Hall Auditorium – Friday, November 8, 2013 at 1:30 PM

Breathitt Veterinary Center – Monday, November 11, 2013 at 2:00 PM

Breathitt Veterinary Center – Monday, November 11, 2013 at 3:00 PM

CTLT Conference Room – Tuesday, November 12, 2013 at 10:00 AM

Curriss Center Barkley Room – Tuesday, November 12, 2013 at 2:00 PM

CTLT Conference Room – Wednesday, November 13, 2013 at 12:30 PM

What benefits are changing in 2014?

For a summary of benefit changes, please [click here](#).

[Click here](#) to view the **Top 10 Benefits You Could Be Missing Out On**

For more help or information, please contact our HR benefits staff at 270.809.2146 or msu.hr@murraystate.edu.

A complete listing of information for Open Enrollment is available online [here](#).

