

What you should know about benefit enrolment

Annual benefit enrolment takes place November 21 – December 9, 2016. Look for a package mailed to your home the week of November 14, 2016. If you do not receive your package by the end of the following week please contact HR Support Services at 403-268-5800 (option #1 for Pension and Benefits).



Annual enrolment is the only time of year when you have the opportunity to change your level of health or dental coverage. The enrolment booklet will provide guidance on determining which level of coverage best suits the circumstances of your household. Please go to calgary.ca/benefits or call HR Support Services at 403-268-5800 for further information

about the various levels of benefits and the benefit deduction amounts.

Please be aware that choosing Dental Level 1 or Dental Level 3 is a two-year commitment. Benefit enrolment occurs annually; however, if you choose Dental Level 1 or Dental Level 3, you must remain in that level for two years.

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All members of the MEBAC benefit plan receive an annual non-taxable HSA allowance of \$300. This allowance expires at the end of the calendar year if it has not been used. You have until Feb 28, 2017 to submit your 2016 HSA claims. If you find that you still have a balance left in your HSA at the end of the 2016 calendar year, you can choose to have this applied against the premiums that you have paid for health and dental benefits under Level 2 Health or Level 2 or 3 Dental.

There are two ways to submit your HSA claim:

Online

1. Register for full access to Green Shield Canada's (GSC's) Plan Member Online Services at greenshield.ca
2. Login to GSC's Plan Member Online Services. From the left menu select 'My Claims' > 'Submit a Claim'.
3. Select 'Health Spending Account / Non Taxable HSA' from the list.
4. Choose type of claim: 'Health and Dental Plan Premiums'.
5. Enter the claim details as instructed.
6. Confirm your claim is correct and then click submit.

Via Mail

1. Call GSC's Customer Service Centre at 1.888.711.1119 to receive a claim form or visit greenshield.ca. If you would like a pre-filled personalized form, register for Plan Member Online Services.
2. Complete the form and sign in the appropriate spot. Remember to include your GSC ID number (found on your ID card). If the claim is for a dependent, include the dependent's number (also on your ID card).
3. Check that you have also included original receipts and remember to take a photocopy for your records. If you are claiming premiums you've paid for health and dental benefits include your final pay advice for the year, highlighting the employee-paid Extended Health and/or Dental premiums portion and blackout pay information.
4. Double-check that you have provided your full mailing address and send the form to the GSC address on the form.

Did you know you can auto-coordinate your HSA claims?

Instead of filling out Health Spending Account (HSA) claim forms, you can choose to have unpaid balances automatically paid from your HSA account. This is easy and convenient for you because you won't have to fill out additional forms or worry about claim submission deadlines when you or your health care provider submits your claims.

Here's how....

1. Login to GSC's Plan Member Online Services at [greenshield.ca](https://www.greenshield.ca) and select 'My Spending Accounts' from the left menu.
2. Select the types of benefits you'd like to automatically coordinate with your HSA. Remember, you can make multiple selections and change your selections at any time.
3. Click 'Save'.

Important: If you have access to other benefits (i.e. through your spouse's benefit plan), it is more beneficial for you to coordinate your claims with this other plan first, and then submit any remaining claims expenses to your HSA online or manually using a claim form.



Long Term Disability (LTD) application update

There have been some recent changes to how the Long Term Disability (LTD) applications are sent to employees who may need to apply for this benefit. Homewood Health will now be emailing the application to the employee 6 to 8 weeks prior to the 119th day of S&A benefits. The employee and physician are encouraged to complete and submit the form to Great-West Life (GWL), The City's LTD provider, as soon as possible, to help reduce the possibility of delays in receiving the LTD benefit if approved by GWL.

**Important note: Employees who receive an LTD application, and are unsure if they will require the benefit are still encouraged to apply. Establishing a claim with the LTD provider and not needing the benefit is a much better position to be in than needing the benefit and not having a claim established.*

Keep your contact information up to date

Have you moved? Make sure you have updated your address with The City and your pension plan.



For Pay and Benefits:

With benefit enrolment and tax season right around the corner, it is important that The City has your up to date mailing address and phone number on file. Checking to make sure we have the correct contact information for you is easy and just a few clicks away!

Log onto myHRconnect to update your personal information to ensure important information gets mailed to the correct address.

To access myHRconnect from a computer with City network access, type myHRconnect into Internet Explorer

Or

To access myHRconnect from home/ outside of Citrix, go to calgary.ca/employeeportal and register.

Alternatively, you can call HR Support Services at 403-268-5800 to update your information.

For Pension:

Pension Plan members are required to update their addresses directly with the pension plan. You can update your new address using the LAPP or SFPP secure website mypensionplan.ca or by calling the LAPP Member Services Centre at 1-877-649-LAPP (5277) or SFPP at 1-877-809-SFPP (7377) directly.

Upcoming LAPP Pension Information Sessions

LAPP General Pension Information Session (for all employees)

Monday November 14,
12:30 – 2:30 p.m. at The Water Centre (Bow River Rooms 1 & 2)

LAPP General Pension Information Session (for Calgary Police Service)

Thursday November 17,
8:30 – 10:30 a.m. at CPS West Winds (Room 1820)

LAPP Pension Options Session (For those retiring within 3 years/any City employee)

Monday November 14,
3 – 4 p.m. at The Water Centre (Bow River Rooms 1 & 2)

LAPP Pension Options Session (For those retiring within 3 years/Calgary Police Service)

Thursday November 17,
11 a.m. – 12 p.m. at CPS West Winds (Room 1820)

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