

**HR- Business Manager Meeting Handout
Thursday, September 17, 2015**

Benefits Fair

- **UTHSC** Employee Benefits Fair, Date:
Thursday, October 1, 2015
10:00am - 2:00pm
Madison Plaza Lobby

Annual Open Enrollment

- September 15 – October 15, 2015, Enrollment ends at 4:30 p.m. CST
- You must use Employee Self Service (ESS) in Edison to make any changes, cancel or add benefits options.
- The website to make changes - <http://www.edison.tn.gov>.
- The 2016 Decision Guide Booklet will be mailed to employees' homes in early September.
- Benefits Administration will not accept paper forms.
- Enroll early! Enrollment ends at 4:30p.m. CST on October 15th
- All new dependent verification documents must be received by 4:30 p.m. CST by October 15th

Open Enrollment Sessions- 930 Madison Plaza Conference Room C-1

- September 15th – 2:00pm – 3:30pm
- September 23rd – 10:00am – 11:30pm
- September 29th – 2:00pm – 3:30pm
- October 5th – 10:00am – 11:30pm

Insurance Website

www.partnersforhealthtn.gov/

Take Note!

If you are happy with your current benefit selections, you don't have to do anything.