

JAX STATE HUMAN RESOURCES

BENEFITS

Health, Dental, Vision

PEEHIP

Public Education Employees Health Insurance Plan, Administered by the Retirement Systems of Alabama and Blue Cross Blue Shield. Additional optional plans are offered.

CANOPY

Offers High and Low Dental plan options. Dental plan offered through Jax State

VSP

Vision insurance offered through Jax State. Includes a High and Low plan option.

FAQ

Q: What is Open Enrollment

A: Open enrollment is a period of time each year where an employee can enroll in or make changes to their Health, Dental, and Vision Insurance.

Q: What if I miss the open enrollment period

A: If you miss the open enrollment period you will have to wait until the next open enrollment. Exceptions to this are only if a Qualifying Life Event (QLE) occurs.

Q: When is Open Enrollment and when do these changes become effective?

A: Open enrollment begins July 1st and continues through August 31st. Plans will go into effect on October 1st.

Q: How do I make changes during open enrollment?

A: All changes to health, dental and vision insurance can be completed online through the RSA Portal or through Employee Navigator depending on the type of insurance the employee needs.

RSA Portal: <https://mso.rsa-al.gov/Common/Pages/Login.aspx>

Employee Navigator:
<https://www.employeenavigator.com>

Q: Can I enroll in both Southland Dental/Vision and Jax State Dental/Vision?

A: Employees may enroll in both PEEHIP and Jax State plans, but dual enrollment is not required.
Dental: Southland Dental (PEEHIP) and Jax State Dental offer similar coverage. Jax State Dental includes both high and low options, with orthodontic benefits available under the high plan.
Vision: PEEHIP vision functions more as a discount program, while Jax State's Vision Plan offers high and low options with coverage for routine exams, lenses, frames and more.

Q: Do I need to re-enroll in flexible spending and dependent care accounts annually?

A: Yes, flexible spending and dependent care accounts are the only optional plans that require you to re-enroll annually. If you do not re-enroll annually then they will terminate and you will have to wait until the next open enrollment to enroll again.

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FAQ Continued

Q: What documents do I need to enroll dependents or spouse?

A: To add dependents an employee will need to provide the birth certificate, adoption papers or foster placement authorization.

To add a spouse an employee will need to provide marriage certificate, spouse's social security card and two bills with both the employee's and spouse's name on it.

Q: Can I change my elections after open enrollment ends?

A: Once open enrollment ends no further changes to elections may be made unless a Qualifying Life Event (QLE) occurs.

Q: What if I want to keep my current elections?

A: If you do not wish to make changes to your current elections, then no action is required. However, It is recommended that you review current elections, dependents, beneficiaries, and personal information to ensure accuracy.

Q: Who covers my prescriptions?

A: Prescription coverage is administered through Express Scripts
Customer Service : 800-363-9389
www.express-scripts.com

Q: Who can I contact with questions about my benefits?

A: Jax State's Human Resource Benefits office is available Monday- Friday 08:00AM-4:30PM, located in Angle Hall Room 309
Email: benefits@jsu.edu
Phone: 256-782-5007