



## Want to Power-up Your Paycheck?

Open Enrollment in the City's Flexible Spending Plan (*City Flex*) runs from **May 15, 2020 to June 15, 2020**—to be effective July 1, 2020. Participate in one of the webinar sessions below and let C-Flex show you how to put more money in your pocket by using *City Flex* to save taxes on medical and dependent care expenses. (Session start times are noted in parentheses.)

**The deadline to enroll is: Monday, June 15, 2020.**

***NBS® Prepaid MasterCard® Card – As part of the Medical Spending Account, you can receive your own NBS card that makes use of your flex dollars easier than ever. As long as the merchant or service provider is set up to receive flexible spending payments via the MasterCard, there is no need to pay cash up front then wait for reimbursement. \*Supporting documents (such as receipts, bills, or reports to members) may have to be submitted at a later time. (Newly enrolled employees may receive their cards after July 1, 2020. If you do not receive your card within 3 weeks of when you submit your enrollment form, you should contact NBS.)***

**Employees will be allowed to rollover up to \$500 of this plan year's monies into the next plan year. The rollover monies must be used by December 31, 2020. If employees who are currently enrolled do not plan to make a new election and contribute next year, your funds will still rollover and the fees will be deducted from your rollover balance. (The rollover is only applied to the Healthcare FSA, not the Dependent Care FSA.)**

Even if you enrolled during the last Open Enrollment Period, **you must sign-up again to participate** for this plan year (7/1/2020 to 6/30/2021).

## ALL OPEN ENROLLMENT INFORMATIONAL SESSIONS WILL BE CONDUCTED VIA WEBINARS

- ~~Friday, May 15<sup>th</sup> (9:00 a.m.)~~ **CANCELLED**
- Monday, May 18<sup>th</sup> (9:00 a.m.)
- Tuesday, May 19<sup>th</sup> (2:00 p.m.)
- Wednesday, May 20<sup>th</sup> (10:00 a.m.)
- Friday, May 22<sup>nd</sup> (9:00 a.m.)
- Tuesday, May 26<sup>th</sup> (10:30 a.m.)
- Wednesday, May 27<sup>th</sup> (9:00 a.m.)
- Thursday, May 28<sup>th</sup> (1:00 p.m.)
- Monday, June 1<sup>st</sup> (9:00 a.m.)
- Wednesday, June 3<sup>rd</sup> (10:00 a.m.)
- Friday, June 5<sup>th</sup> (9:00 a.m.)
- Tuesday, June 9<sup>th</sup> (10:30 a.m.)
- Wednesday, June 10<sup>th</sup> (9:00 a.m.)
- Friday, June 12<sup>th</sup> (10:00 a.m.)

**\*Please see attached sheet for instructions.**

Employees who wish to participate in one of the above webinar sessions during work time must clear their attendance with their departments. The following applies:

- Only employees who are eligible to participate in the Flexible Spending Plan may be allowed time off.
  - To be eligible, the employee must:
    - Be an employee of the City, and
    - Be eligible for membership in the Employees' Retirement System (appointment is for at least half-time and more than 3 months)
- Operations permitting, employees will be allowed up to one hour off to participate in an FSP open enrollment webinar.
  - Employees who are permitted to participate in a webinar session will NOT be required to sign out for vacation leave or comp time.
- Employees who must remain on duty, who are on Administrative Leave, or working at home, will not be given time off at a later date, nor will they be given overtime to participate in a webinar session outside of their scheduled work hours.
- Employees whose work schedules do not coincide with a scheduled briefing will not be given additional time off or overtime should they choose to participate in a webinar briefing on their own time.

If you are unable to participate in a webinar session, please contact the Plan Administrator at (800) 274-0503 for information and an enrollment packet. You may also view the information on the City Flex website by going to <https://www.nbsbenefits.com/cityofHonolulu/>.

If reasonable accommodations are needed, please contact 768-8542/[cperez1@honolulu.gov](mailto:cperez1@honolulu.gov) or 768-8540/[kkeppaa@honolulu.gov](mailto:kkeppaa@honolulu.gov) as soon as possible or at least one (1) week in advance of the session.