



Want to Power-up Your Paycheck?

Open Enrollment in the City's Flexible Spending Plan (*City Flex*) runs from **June 1, 2021 to June 22, 2021**—to be effective July 1, 2021. 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: Tuesday, June 22, 2021.

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, 2021. If you do not receive your card within 3 weeks of when you submit your enrollment form, you should contact NBS.)

Even if you enrolled during the last Open Enrollment Period, **you must sign-up again to participate** for this plan year (7/1/2021 to 6/30/2022).

ALL OPEN ENROLLMENT INFORMATIONAL SESSIONS WILL BE CONDUCTED VIA WEBINARS

- Wednesday, June 2nd (9:00 a.m. and 1:00 p.m.)
- Thursday, June 3rd (1:00 p.m.)
- Friday, June 4th (9:00 a.m.)
- Monday, June 7th (9:00 a.m.)
- Tuesday, June 8th (9:00 a.m.)
- Wednesday, June 9th (10:00 a.m.)
- Thursday, June 10th (2:00 p.m.)
- Monday, June 14th (9:00 a.m.)
- Tuesday, June 15th (10:30 a.m.)
- Wednesday, June 16th (9:00 a.m.)
- Thursday, June 17th (10:00 a.m.)
- Friday, June 18th (10:00 a.m. and 1:00 p.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 granted up to one hour time off to participate in one FSP open enrollment webinar session.
 - 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 – whether working in the office, remotely or are on Administrative Leave, 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 work time.
- Employees whose work schedules do not coincide with a scheduled session will not be given additional time off or overtime should they choose to participate in a webinar session 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 or 768-8540/kkepaa@honolulu.gov one (1) week in advance of the session or as soon as possible.