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**MANAGEMENT ADVISORY #09-022**

**DATE:** October 13, 2009  
**TO:** Agency and University Personnel Officers and Benefit Coordinators  
**FROM:** Suzetta Furlong, Manager  
**SUBJECT:** Open Enrollment for 2010 – Three-Week Correction Period

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Employees who made changes during the regular open enrollment period that ended Friday, October 9, 2009, have the opportunity to correct errors to their elections during the three-week correction period that ends Friday, October 30, at 5:30 p.m.

**If you made a change to your benefits during open enrollment**, you will receive a confirmation statement of your elections in the mail within the next two weeks. Read your statement carefully. If you need to make a correction to a change you made during open enrollment, you must call the service center at (866) 663-4735 before 5:30 p.m. Eastern Time, Friday, October 30, 2009. All changes will be effective January 1, 2010. Payroll deductions will begin in December for January coverage, so please check your pay warrant to be sure your deductions are correct.

**If you did not make a change to your benefits during open enrollment**, your current benefits will be effective January 1, 2010. The benefits statement you received in the mail before open enrollment is your record of benefits for the coming plan year. Future changes can be made if you experience a qualifying event, such as marriage, birth, divorce, or during next year's open enrollment.