



March 12, 2007

To All Benefits Eligible Employees:

As we communicated last week, on May 1, 2007 the University will be moving to PayFlex for administration of the Transportation Program and the Flexible Spending Account Program. This change will provide increased accuracy, improved customer service and expanded web-based self-service for DePaul Transportation and Flexible Spending Account Program participants.

In addition to enhanced features, there will be some important changes to the administration of the Transportation Program:

Transit:

- Use of the transportation vouchers will be completely eliminated and CTA cards, METRA tickets, and other transit media will be sent directly to participants' homes eliminating the need to redeem vouchers.
- METRA and South Shore Line tickets will be ordered based on your departure and arrival stations, and since the METRA and South Shore Line tickets will be sent directly to your home, the FULL amount of your tickets will be deducted from your paychecks.
- If the cost of your METRA or South Shore Line tickets exceeds the \$110 pretax limit for transit set by the IRS for 2007, you will see two deductions from your first monthly paycheck: a pre-tax deduction for \$110 and an after-tax deduction for the remainder.

Parking:

- Parking participants will have three options from which to choose:
 - Monthly Direct Pay – PayFlex pays monthly parking fees directly to your parking provider
 - ParkChek – You can receive daily, weekly or monthly checks payable to your parking provider mailed to your home address
 - Enroll in cash reimbursement (similar to current option offered through IBS)
- If you choose the Monthly Direct Pay or ParkChek options and your monthly parking expense exceeds the \$215 pretax limit for parking set by the IRS for 2007, you will see two deductions from your first monthly paycheck: a pre-tax deduction for \$215 and an after-tax deduction for the remainder.
- Although parking contributions will continue to roll over, only parking reimbursement claims from the current plan year with a 3-month grace period into the following plan year will be processed going forward. If you have parking expenses incurred prior to January 1, 2007 and wish to submit them for reimbursement from your parking account, you MUST submit your claims to IBS so that they are received by April 20. IBS will cease processing on parking reimbursement claims on April 20, and PayFlex will not process parking claims incurred prior to January 1, 2007.

In addition, all part-time benefits eligible employees will now be eligible for both Parking and Transit benefits.

IMPORTANT DATES:

March 15, 2007 – Last date new orders, changes, or cancellations will be accepted on Integrated Benefit Solutions website. These orders/changes will be reflected in the April 13, 2007 paycheck for May transportation benefits.

March 15, 2007 – Last date to incur reimbursable expenses for 2006 Flexible Spending Accounts.

March 31, 2007 – Last day to submit 2006 Flexible spending account claims for reimbursement to Integrated Benefit Solutions. Note: All 2006 FSA claims must be sent to Integrated Benefit Solutions. PayFlex will not process 2006 FSA claims.

April 3 through April 11, 2007 – Workshops will be conducted in the Loop and Lincoln Park campuses to introduce PayFlex and its web portal for enrolling in the Transportation Program and managing your Flexible Spending Accounts.

April 9, 2007 – PayFlex website opens for DePaul employees to enroll in the Transportation program. Orders placed on the site through April 23, 2007 will be for May 11, 2007 paycheck deductions for June transportation benefits.

April 13, 2007 – Final Integrated Benefit Solutions payroll deductions will be taken for May benefits. After this paycheck all Integrated Benefit Solutions related deductions will be cancelled in our system. Transportation Program elections will NOT carry over to PayFlex. To continue in the Transportation Program you MUST reenroll using the PayFlex website beginning April 9, 2007.

April 20, 2007 – Last day for IBS to receive parking reimbursement claims for processing. No further claims will be processed for parking expenses incurred prior to January 1, 2007 after this date by either IBS or PayFlex.

April 23, 2007 – Last day to enroll on PayFlex's website for June transportation benefits. Orders places after April 23, will be for July transportation benefits.

April 30, 2007 – Last day to submit 2007 FSA claims and Parking reimbursement claims to Integrated Benefit Solutions for processing. If possible it is recommended to wait until after May 1 to submit 2007 FSA claims directly to PayFlex.

May 1, 2007 – First day to submit FSA and Parking reimbursement claims to PayFlex for processing.

May 11, 2007 – First paycheck deductions for the Transportation Program through PayFlex taken for June transportation benefits.

May 25, 2007 – CTA cards, METRA passes, etc. for June benefits sent directly to participants homes.

Please watch your e-mail for further updates, details, and resources for our new Flexible Spending Account and Transportation Program administrator.