



March 26, 2007

**To All Benefits Eligible Employees:**

This communication is a continuation of our informational bulletins providing details of PayFlex, our new administrator for the Transportation Program and the Flexible Spending Account Program.

Remember, your current Transportation Program election will **NOT** carry over to PayFlex: you must re-elect on the PayFlex website beginning **April 9, 2007**. Refer to "Important Dates" for more details. Your participation in the Flexible Spending Account Program will not be affected.

**HR PAYFLEX WEBSITE NOW AVAILABLE**

The website for DePaul University's new **Transportation and Flexible Spending Account Programs** administrator is now available and can be accessed via the Human Resources website. You will find announcements, resources, and documents relating to these important benefit programs collected for ease of reference.

To access the site, from the DePaul University homepage, select "for Faculty/Staff", then "Human Resources", log in using your Campus Connection user ID and password, select "Employee Benefits", then select "PayFlex".

Please visit the website often as its content will be updated frequently.

**UPCOMING EMPLOYEE WORKSHOPS**

Starting April 3, 2007 the Benefits Office will conduct workshops to introduce employees to the new PayFlex web portal for enrolling in the Transportation program and maintaining existing Flexible Spending Accounts.

**PayFlex Workshops:**

- **Tuesday April 3, 2007**
  - **Loop:** CNA 406, 10:00am
  - **Lincoln Park:** LPSC 314A, 11:30am
- **Wednesday April 4, 2007**
  - **Loop:** CNA 406A, 1:00pm
  - **Lincoln Park:** LPSC 314A, 2:30pm
- **Tuesday April 10, 2007**
  - **Loop:** CNA 406, 1:00pm
  - **Lincoln Park:** LPSC 314A, 2:30pm
- **Wednesday April 11, 2007**
  - **Lincoln Park:** LPSC 220, 10:00am
  - **Loop:** CNA 406, 11:30am

## **DIRECT DEPOSIT OF FLEXIBLE SPENDING AND PARKING ACCOUNT CLAIMS**

For the direct deposit of your FSA and Parking Account claims, PayFlex will be provided your primary banking account into which your regular bi-weekly payroll is deposited. If you wish your reimbursements deposited to a different account you will have the ability to change your banking information directly on PayFlex's website.

Note that PayFlex will be accepting your banking information from the University only once. After that, you will be responsible for maintaining your banking information with PayFlex directly. Even if you change your banking information with the University, this will not update your information with PayFlex – you must do this directly on PayFlex's web portal.

## **ADDRESS MAINTAINENCE**

Employee addresses as they appear in PayFlex's system will be maintained via direct feed from the University's system based on employee "Home" address. Therefore if you move, you should update your address through the University's "Demographic Portfolio" available through Campus Connection. If you only update your address on the PayFlex website, then the data in the University's system will automatically overwrite it.

## **EXISTING PARKING ACCOUNT BALANCES**

If you have a balance in your Parking Account on the date the University transitions to PayFlex, (May 1, 2007) that balance will be carried forward and not forfeited. However, PayFlex will not process claims for parking expenses incurred prior to January 1, 2007. In order to be reimbursed for parking expenses from a balance carrying over from Integrated Benefit Solutions you must submit claims for services incurred on January 1, 2007 or later.

If you have parking expenses incurred prior to January 1, 2007 for which you wish to be reimbursed, then you must submit those to Integrated Benefit Solutions so that they receive them by April 16, 2007, otherwise you can only be reimbursed from your parking account for current parking expenses.

In addition, going forward, parking reimbursement claims will only be processed during the plan year in which they were incurred with a three month grace period extending into the following plan year. This means that you will only have until March 31, 2008 to submit 2007 parking reimbursement claims after which PayFlex will only process 2008 claims.

## **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 placed 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.