



April 9, 2007

To All Benefits Eligible Employees:

As a reminder, your current Transportation Program election will **NOT** carry over to PayFlex: you must re-elect on the PayFlex website to continue your participation. The deadline to enroll for **June** benefits is **April 23, 2007**. Your participation in the Flexible Spending Account Program will not be affected.

You can register your account and place your orders by visiting:

www.mypayflex.com

For additional assistance please contact PayFlex customer service at 800-284-4885.

REMAINING EMPLOYEE WORKSHOPS

There are 4 PayFlex workshops being conducted by the Benefits Office remaining on Tuesday April 10, and Wednesday April 11, 2007. We hope you will attend one of the remaining workshops:

- **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

For more information please visit Human Resources website for PayFlex. 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".

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 2, 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 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 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.