



April 17, 2007

To All Benefits Eligible Employees:

In addition to being the new administrator to the University's Transportation Program, PayFlex will also administer the University's Flexible Spending Account Program and will begin processing claims for eligible 2007 expenses on May 1, 2007.

PayFlex offers a variety of web-based features which participants can use to manage their Health Care and Dependent Care Accounts. These include:

- Ability to view your annual FSA elections as well as remaining balances on-line in real-time
- Claim by claim listing off all submitted, paid, and denied claims to assist you in keeping track of which claims you have submitted
- "Express Claim" which allows you to complete your claim form on-line, print it, sign it, and then FAX it for processing along with your supporting documentation. This also alerts PayFlex that you are submitting a claim so that if you forget to FAX it, PayFlex will send you an e-mail reminder.

If you have already accessed PayFlex's website at www.mypayflex.com to enroll in the Transportation Program, you may have noticed that your 2007 Flexible Spending Account elections are already visible on the site but with no year-to-date claims activity or balance information available. This information will be available after May 1, 2007 when PayFlex begins to process DePaul's claims and year-to-date balance information is transferred from Integrated Benefit Solutions.

AUTOMATIC CLAIMS CROSSOVER

In addition to their web-based tools, PayFlex also offers a Claims Crossover feature that allows your out-of-pocket expenses through Blue Cross Blue Shield options such as co-payments to be automatically transmitted from Blue Cross Blue Shield to PayFlex for processing and reimbursement from your Health Care Flexible Spending Account eliminating the need to file separate claim forms. Options for which the Crossover feature is available are:

- Blue Cross Blue Shield PPO (including prescription claims processed through Prime Therapeutics)
- Blue Cross Blue Shield Traditional Plan (including prescription claims processed through Prime Therapeutics)
- BlueCare Dental

HMO Illinois and CIGNA HealthCare options do not participate in the Crossover.

To participate in the Claims Crossover feature, you must complete the "**Health Care Flexible Spending Account Crossover Enrollment Form**" (available from the Human Resources website) and submit it directly to PayFlex. Only Blue Cross Blue Shield claims incurred after the Crossover Enrollment Form is processed will be transmitted to PayFlex. Additionally, Illinois State law prevents participation in the Claims Crossover feature from automatically rolling over from year to year just like participation in the Flexible Spending Account Program. Therefore, you must complete a new Crossover Enrollment Form each year that you wish to participate.

Remember, this is not an opportunity to make a mid-year election change. If you currently participate in the Flexible Spending Account Program, you may not change your elections or discontinue your participation in the Program unless you experience a qualifying family status change which would permit you to make a change to your elections as provided by Section 125 of the Internal Revenue Code. Likewise, if you do not currently participate in the Flexible Spending Account Program, this is not an opportunity to elect the benefit.

DEADLINE TO ENROLL IN THE TRANSPORTATION PROGRAM FOR JUNE BENEFITS

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 **Monday 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**.

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 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.