



March 6, 2007

**To All Benefits Eligible Employees:**

Due to significant ongoing service issues, DePaul University will be ending its relationship with Integrated Benefit Solutions (IBS) effective April 30, 2007. During the past few months we have worked closely with IBS in order to improve service to DePaul, but we have regrettably concluded that IBS lacks the internal resources necessary to meet the needs of our employees.

After careful and lengthy consideration, it has been determined that effective May 1, 2007 PayFlex will be a total replacement for IBS. PayFlex was chosen as a result of a combination of its superior functionality, technology and cost effectiveness.

PayFlex is a national administrator and has administered Flexible Spending Accounts for 20 years. Currently they are partnered with over 6,000 employer groups with 500,000 participants.

For transportation administration, PayFlex utilizes the "Wired Commute" platform. Wired Commute is a dedicated transportation vendor who partners exclusively with third party administrators such as PayFlex. Wired Commute currently has 9,000 employer groups and 250,000 participants using their platform.

Some of PayFlex's superior services include:

- Full on-line Transportation capabilities for ordering transit passes and enrolling in parking accounts
- METRA passes can be ordered based on specific origin and destination stations
- Ability to order passes only for specific months up to 12 months in advance
- Ability to check pending transportation orders and order history
- System integration with Blue Cross Blue Shield for automatic Flexible Spending Account coordination
- FSA claim processing with 48-72 hour turn around time
- Full on-line support including on-line express claims; viewing available balances; and viewing claim history

We are very excited to begin our relationship with PayFlex with the added services and reliability which they will be bringing to DePaul.

**WHAT TO EXPECT:**

**Transportation Program**

No further orders/changes can be processed through Integrated Benefit Solutions after March 15. After the April 13 payroll deduction, all IBS related Transportation Program deductions in DePaul's payroll system will be cancelled. These April payroll deductions will be for May transportation benefits. Beginning in April, the PayFlex web portal will be available for DePaul employees to make new elections and these elections will be for benefits beginning in June. More

detailed information will be released throughout March and employee meetings will be scheduled to demonstrate the new PayFlex system.

Transportation elections will **NOT** carry over from IBS to PayFlex. To continue to participate in the Transportation Program you must make a new election once the PayFlex portal is available. We had considered transferring elections, but we believe that the process would be unreliable and inaccurate based on our current service issues with IBS and this approach will make the transition much cleaner.

If you currently have a balance in your parking account, your existing balance **WILL** carry over.

### **Flexible Spending Accounts**

If you currently participate in a Flexible Spending Account, your annual elections will continue without change. PayFlex will be provided your elections, year to date payroll deductions, and your 2007 claim history from Integrated Benefit Solutions.

Note that this will not be 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.

Claims for 2006 FSA reimbursements should be sent to Integrated Benefit Solutions for processing by March 31, 2007. Claims for 2006 FSA accounts will **NOT** be processed by PayFlex.

Claims for 2007 FSA reimbursements can be sent to Integrated Benefit Solutions prior to April 30, 2007 for processing or to PayFlex beginning May 1, 2007 for processing. If possible, we strongly recommend waiting until May 1 to submit your claims so that they can be submitted directly to our new administrator.

More detailed information about the new PayFlex services for the Transportation Program and Flexible Spending Account Program will be distributed in the upcoming weeks and informational and training sessions for employees will be scheduled. Please watch your e-mail for further announcements.