

# Annual Enrollment Check Up

\*If you are not the person in your household primarily responsible for insurance and financial matters, share this Check Up information with the individual who is.

Are You Informed and Prepared?

What benefits do you currently have?  
(DOES YOUR FAMILY KNOW?)

Are you over or under insured?  
(IF SO, WHICH BENEFITS SHOULD YOU ADD OR DROP?)

Do you have any premiums tax sheltered?  
(ARE YOU MAKING THE MOST OF THE TAX SHELTER OPTIONS AVAILABLE TO YOU?)

Do you have scheduled or planned medical expenses for the coming year that will require out-of-pocket payments?  
(IF SO, DID YOU KNOW THE AG CENTER OFFERS A PLAN TO TAX SHELTER FUNDS FOR THAT PURPOSE?)

Did you know LSU First has a guaranteed \$20,000 life insurance policy?  
(IF YOU HAVE THIS COVERAGE, HAVE YOU DESIGNATED YOUR BENEFICIARIES?)

Are your beneficiaries current for retirement and life insurance?

Did you know that dependents can be added to your health insurance coverage anytime during the year?

Do you have an easily accessible place to store contact information regarding all of your benefits?

Are you the person in your household primarily responsible for paying all of the bills?  
(IF SO, DOES YOUR SPOUSE OR OTHER DESIGNATED PERSON HAVE ACCESS TO ALL NECESSARY INFORMATION IN THE EVENT YOU ARE UNABLE TO REMAIN CAPABLE OF THE RESPONSIBILITY?)

You pay for insurance. Are you aware how to maximize the benefits of each plan?  
(EX: WELLNESS BENEFITS AVAILABLE THROUGH YOUR HEALTH INSURANCE PLAN)

Did you know that as an employee, both you and your immediate family members are allowed up to three free counseling sessions per year with a trained mental healthcare provider through the AgCenter's Employee Assistance Program (EAP)?

See reverse for more information.



WHAT BENEFITS DO YOU CURRENTLY HAVE? DOES YOUR FAMILY KNOW?

It's easy to forget exactly what benefits you currently have, especially if you don't have to use them often. On your Payroll Deposit Slip, accessed through your PAWS account under the Employee Resources tab, this information can be easily found. Here you can view the tax sheltered items and insurance coverage. Clicking on Benefits, also under the Employee Resources tab, will provide you with a similar list. It is important to periodically review your check stub for any possible mistakes. It is imperative to keep your family updated as to what benefits you currently have, what is available and what is covered in order to maximize each plan.

ARE YOU OVER OR UNDER INSURED? (IF SO, WHICH BENEFITS SHOULD YOU ADD OR DROP?)

Do you need life insurance? How much? Do you need to investigate Long Term Care insurance? Do you need maximum or minimum coverage in areas you aren't covered? This is the perfect time of year to assess the previous year's spending and to drop or add coverage that may be more beneficial to you in the coming year.

DO YOU HAVE ANY PREMIUMS TAX SHELTERED? ARE YOU MAKING THE MOST OF THE TAX SHELTER OPTIONS AVAILABLE TO YOU?

Any premiums you are currently tax sheltering can be found on your Payroll Deposit Slip. Premiums available for this status include: Health and OGB life insurance (excluding dependent life) as well as dental and vision premiums. The AgCenter also offers the option to tax shelter contributions to Supplemental Retirement Accounts, Health Care Spending Accounts and Dependent Care Spending Accounts.

DO YOU HAVE SCHEDULED OR PLANNED MEDICAL EXPENSES FOR THE COMING YEAR THAT WILL REQUIRE OUT-OF-POCKET PAYMENTS? (IF SO, DID YOU KNOW THE AG CENTER OFFERS A PLAN TO TAX SHELTER FUNDS FOR THAT PURPOSE?)

As mentioned above, the AgCenter offers a **Health Care Spending Account** as a part of the Tax Saver Flexible Benefits Plan, which allows each employee to contribute up to \$4,000 per year for eligible non-reimbursable (i.e., out-of-pocket) medical expenses for the employee and his/her dependents.

A **Dependent Care Spending Account** is also offered allowing employees to set aside, on a tax-free basis, up to \$5,000 per year per family (or \$2,500 if married filing separately) for those dependent care expenses (i.e., day care) incurred in order for the employee and his/her spouse (if married) to work. These plans can be selected separately, but must be elected each year to continue. For more information, visit our website at:

[http://www.lsuagcenter.com/en/administration/about\\_us/Human\\_Resources/Benefits/Insurance/Tax+Saver+Flexible+Benefits+Plan.htm](http://www.lsuagcenter.com/en/administration/about_us/Human_Resources/Benefits/Insurance/Tax+Saver+Flexible+Benefits+Plan.htm)

DID YOU KNOW LSU FIRST HAS A GUARANTEED \$20,000 LIFE INSURANCE POLICY? (IF YOU HAVE THIS COVERAGE, HAVE YOU DESIGNATED YOUR BENEFICIARIES?)

See the LSU First website for details. The Beneficiary Designation form can be found under the "forms" link on the site. [www.lsufirst.lsu.edu](http://www.lsufirst.lsu.edu) Once completed, send form with original signatures to HRM.

ARE YOUR BENEFICIARIES CURRENT FOR RETIREMENT AND LIFE INSURANCE?

If you are uncertain about current named beneficiaries, or need to update beneficiary information, please visit our website for the appropriate forms.

DID YOU KNOW THAT DEPENDENTS CAN BE ADDED TO YOUR HEALTH INSURANCE COVERAGE ANYTIME DURING THE YEAR?

It is a common misconception that you need to wait until annual enrollment to add someone to your health insurance coverage. If you are having your premiums tax sheltered and have not experienced a qualifying life event, adding additional persons to your plan will not allow for their portion of the premium to be tax sheltered. There may also be additional forms to fill out and specific waiting periods, but it can be done. If you wish to do this, please contact the Human Resource office for details.

DO YOU HAVE AN EASILY ACCESSIBLE PLACE TO STORE CONTACT INFORMATION REGARDING ALL OF YOUR BENEFITS? ; ARE YOU THE PERSON IN YOUR HOUSEHOLD PRIMARILY RESPONSIBLE FOR PAYING ALL OF THE BILLS? (IF SO, DOES YOUR SPOUSE OR OTHER DESIGNATED PERSON HAVE ACCESS TO ALL NECESSARY INFORMATION IN THE EVENT YOU ARE UNABLE TO REMAIN CAPABLE OF THE RESPONSIBILITY?)

Organizing financial records, benefit information and other valuable documents takes time, but the peace of mind that comes when the task is completed is invaluable. Experts recommend storing copies of documents in separate locations (ex: safety deposit box, fireproof safe or with a family member or attorney). Important information may include: contact numbers, financial statements, account information, passwords, credit card listing, benefits statements, income tax information, paycheck stubs, credit reports, and bill payment schedules.

YOU PAY FOR INSURANCE. ARE YOU AWARE HOW TO MAXIMIZE THE BENEFITS OF EACH PLAN?

It is important to know how to access the Summary Plan Documents for the insurance plans you have. This will provide you with all of the information about the rules by which the plan must operate. This will list all benefits and exclusions.

DID YOU KNOW THAT AS AN EMPLOYEE, BOTH YOU AND YOUR IMMEDIATE FAMILY MEMBERS ARE ALLOWED UP TO THREE FREE COUNSELING SESSIONS PER YEAR WITH A TRAINED MENTAL HEALTHCARE PROVIDER THROUGH THE AGCENTER'S EMPLOYEE ASSISTANCE PROGRAM (EAP)?

Visit our website for details. [http://www.lsuagcenter.com/en/administration/about\\_us/Human\\_Resources/Benefits/Employee+Assistance+Program.htm](http://www.lsuagcenter.com/en/administration/about_us/Human_Resources/Benefits/Employee+Assistance+Program.htm)

Visit our website ([http://www.lsuagcenter.com/en/administration/about\\_us/Human\\_Resources/](http://www.lsuagcenter.com/en/administration/about_us/Human_Resources/)) for additional information or contact us at:225.578.2258

\*Information included provides a brief overview of benefit options. Detailed descriptions of all offered benefits may be found in the plan documents.