

**TAX\$AVE 2004
OPEN ENROLLMENT MILESTONES**

DATE – (2003)	EVENT
September 5	<p>Delivery of payroll inserts to State Centralized Payroll Unit — Tax\$ave 2004 newsletter, POP flier, and FSA pamphlets.</p> <p>Colleges, universities, authorities and commissions should provide Horizon Healthcare with a list of employees who were eligible for Tax\$ave as of 9/1/03 to enable telephone and Internet enrollment availability.</p>
September 12	<p>Tax\$ave 2004 Open Enrollment announcement materials distributed to employees paid through the State Centralized Payroll Unit. Payroll inserts to be distributed with paychecks include Tax\$ave 2004 newsletter, POP, and FSA pamphlets.</p> <p>Initial paycheck message to employees paid through the State’s Centralized Payroll Unit announcing upcoming Tax\$ave 2004 and SHBP Open Enrollments to start October 1, 2003.</p> <p>Horizon Healthcare and the Division of Pensions and Benefits will begin bulk shipment of Tax\$ave Open Enrollment materials to State Monthly employers (State universities, colleges, authorities and commissions).</p> <p>Horizon Healthcare direct mailing to current FSA enrollees reminding them they must reenroll to continue FSA participation in tax year 2004.</p>
September 26	<p>Second paycheck message announcing the start of the Tax\$ave 2004 and SHBP Open Enrollments on October 1.</p> <p>State Monthly employers (State universities, colleges, authorities and commissions) should distribute the Tax\$ave materials to their employees.</p>
October 1 through October 31	Tax\$ave 2004 Open Enrollment period.
October 10	Third paycheck “reminder” message. (State universities, colleges, authorities and commissions should consider providing similar reminders.)
October 24	Fourth paycheck “last chance reminder” message. (State universities, colleges, authorities and commissions should consider providing similar reminders.)
October 31	FSA Election Form postmark date for enrollment in UMSA and/or DCSA. Last day to enroll by telephone or Internet (through Horizon Healthcare’s automated voice response unit or Web site).
November 14	POP Declination Forms due at Centralized Payroll. (State universities, colleges, authorities and commissions establish their own date.)
January 1, 2004	2004 Plan Year starts.
January 2, 2004	First deductions for 2004 Plan Year for employees paid through Centralized Payroll. (State universities, colleges, authorities and commissions should begin deductions with their first pay period in 2004.)