



**COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES**

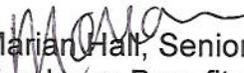
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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

August 5, 2005

To: Personnel Officers

From:  Marian Hall, Senior Human Resources Manager
Employee Benefits – Deferred Income Division

Subject: **GUIDELINES AND INSTRUCTIONS FOR REPORTING CHOICES AND
OPTIONS ELIGIBLE EMPLOYEES TO BENEFITS ENROLLER**

Effective August 8, 2005, we are implementing a streamlined method for notifying BenefitVision, the *Choices* and *Options* benefits enroller, of new eligible employees. Departments will be able to download reports from the County's Benefits Enrollment System according to new hire and status changes entered into CWTAPPS. This will eliminate the completion of individual employee data verification forms.

Attached are updated Guidelines for Timely Benefits Enrollments (Guidelines). The Guidelines include Instructions for Generating *Choices* and *Options* Pending Enrollments Reports. Each departmental benefits coordinator with current access to the Benefits Enrollment System, will receive an e-mail from this office with a user name and password. These are required to access the report server.

It is critical that departments routinely download the reports, review them for missing employee home addresses, telephone numbers, and work addresses, then immediately fax the report to BenefitVision for enrollment. It is important to note that failure of timely CWTAPPS entry or notice to BenefitVision delays benefits enrollment and may cause employees to wait an additional month for benefits to be effective.

If you have questions, please call Eliza Carrillo of my staff at (213) 738-2246. If your departmental benefits coordinator has questions or needs assistance with downloading the reports, your coordinator may call their Department of Human Resources Employee Benefits customer services representative.

MJH:TJH
MH:EMC

Attachment

c: Departmental Benefits Coordinators

h: Guidelines and Instructions for Reports

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