COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

November 1, 2005

To: All Department Heads

From: Michael J. Henry
Director of Personnel

Subject: **ANNUAL BENEFITS ENROLLMENT – URGENT INFORMATION**

This is to inform you that the interactive voice response (IVR) phone system for the annual benefits enrollment became intermittently unavailable due to technical difficulties during the evening of October 31, 2005. This was the last day of the enrollment period for employees to make benefits selections for themselves and their dependents.

To accommodate employees who were unable to enroll on October 31, 2005, the Web and IVR enrollment systems will be activated for four days starting **Friday, November 4, 2005, through 5:00 p.m. on November 7, 2005**. Please advise your employees of the additional enrollment period for selection of 2006 benefits.

Employees enrolling during the extended period should follow the same enrollment procedures as detailed on their Personalized Enrollment Worksheet. Employees may call the Employee Benefits Hotline at (213) 388-9982 if they have any questions.

Please call me if you have any questions or your staff may call Marian L. Hall, Senior Human Resources Manager, at (213) 738-2255.

MJH:TJH
MH:hv

c: Each Supervisor
Administrative Deputies
Personnel Officers