



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

September 24, 2007

To: Each Department Head

From: Michael J. Henry
Director of Personnel

Subject: **ANNUAL BENEFITS ENROLLMENT COMPUTER ACCESS**

The annual benefits enrollment for our employees starts October 1, 2007. Although telephone enrollment is still an option for enrolling in County benefit plans, I would like to encourage all personnel offices to provide computer access for web enrollment for employees without access at their work site. The online enrollment system is quick, easy, and our employees can see their changes as soon as they make them. If you are able to provide computer access for this purpose, please ensure that a printer is connected so that employees can print their confirmation statement as soon as they complete the enrollment process.

Please have your personnel staff assist employees if computer access is not an option or an employee has difficulty using the telephone system. The Benefits Hotline is also available at (213) 388-9982.

If you have any questions, please call me or Marian Hall, Senior Human Resources Manager, at (213) 738-2255.

MJH:TJH
MLH:hv

c: Chief Executive Office
Administrative Deputies
Departmental Human Resources Managers

H:07.Annual.Enrollment.Computer