

Office of Human Resources

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Date: November 6, 2006

To: All Benefits-Eligible UAMS Employees

Open Enrollment for 2007 Benefits

The University of Arkansas is offering Open Enrollment for the following benefit plans:

- **Medical insurance**
- **Dental insurance**
- **Flexible Spending Accounts**
- **Long Term Care insurance through CNA**
- **NEW Critical Illness insurance through MetLife**
- **NEW Vision insurance through Spectera**

Please mark December 15 on your calendar. This is the deadline for you to make benefit changes. Changes take effect on January 1, 2007.

Take advantage of the Open Enrollment and make your elections before the December 15 deadline. This is particularly important for the Medical and Dental plans, as those do not have open enrollment every year.

Enclosed is a summary of the benefit changes you can make at this time. We have sent this to your home so you can share it with your family. You will receive additional information in separate mailings to your campus mail box and by e-mail (to your UAMS e-mail address). You may visit our website at www.uams.edu/ohr, click on 2007 Open Enrollment, and download information and forms. Copies of these materials are also available upon request from the Employee Services Section of Human Resources, 686-5650.

Night Shift: If you have questions or need a form, come by the Office of Human Resources when you finish your Thursday, December 7 shift. Our Employee Services desk will open at 6:30 am on Friday, December 8.

If you have any questions, please contact Employee Services at (501) 686-5650.

Enclosure