



# OPEN ENROLLMENT

## ON-SITE ASSISTANCE



Open Enrollment is **November 1st - 20th, 2009!** To assist you through the Open Enrollment process, the Human Resources Department will provide **ON-SITE BENEFIT** and **COMPUTER** assistance.

### HR Staff will be available to assist you with:

- ◆ Logging in and navigating through Employee Online
- ◆ Enrolling in or changing your health, vision, and dental benefit plans; adding or removing eligible dependents
- ◆ Enrolling in optional benefits including Flexible Spending Accounts (FSA), Deferred Compensation, Long Term Disability (LTD) and Additional Life Insurance plans

### Other Important Information

Employee Online is now accessible via the Internet. Please note that **ALL** Open Enrollment requests will **ONLY** be accepted through the Employee Online system. Paper forms will **ONLY** be accepted for new enrollments to Additional Life Insurance. Enrollment forms can be found on the Human Resource's website at:

<http://www.riversideca.gov/human/benefits/>

### Come join us at any of the following on-site assistance sessions:

<b>Public Utilities-UOC (Supervisor's Room)</b>	<b>Time</b>
Monday, 11/02/2009	2:00pm-4:00pm
<b>Water Quality Control Plant (Tower Conference Room)</b>	
Wednesday, 11/04/2009	3:30pm-5:00pm
<b>Corporation Yard-Blue Room (Park &amp; Rec's Break Room)</b>	
Thursday, 11/05/2009	3:00pm-5:00pm
<b>Public Utilities-UOC (Supervisor's Room)</b>	
Monday, 11/09/2009	2:00pm-4:00pm
<b>Water Quality Control Plant (Tower Conference Room)</b>	
Thursday, 11/12/2009	2:00pm-4:00pm
<b>Corporation Yard-Blue Room (Park &amp; Rec's Break Room)</b>	
Tuesday, 11/17/2009	3:00pm-5:00pm

For additional information please contact the Human Resources Benefits Division at 826-5639 or via email at [citybenefits@riversideca.gov](mailto:citybenefits@riversideca.gov)