

HR Benefits To-Do List for 2010:

1. **Check your pay stub for benefit plan enrollments and deductions** – check your paystub for your correct benefit plan enrollments and deductions. Report errors immediately to the HR Benefits office by email at benefits@lbl.gov or phone at (510) 486-6403.
2. **Review health plan member ID cards** - Make sure your health plan member card has the correct primary care physician and medical group listed. Report errors immediately by contacting your health plan member services. Health plan contacts are listed on [At Your Service Online](#).
3. **Submit outstanding flexible spending account claims** – Check your 2009 health care reimbursement and dependent care reimbursement account balances and submit your eligible reimbursement claims by March 15, 2010.
4. **Take a health assessment** - check your health plan's participation eligibility – go to the UC Living Well website for more details.
http://uclivingwell.ucop.edu/newyear_health_assessmnt.html
5. **Submit eligible life event plan changes** – When you have a qualifying life event, such as a birth and/or adoption of a child, marriage, divorce, death, and change in your and your eligible dependent's employment status, submit a completed Benefit form [UPAY 850](#) to the HR Benefits Office within **31 days of the qualifying event**. For more information on qualifying life events, go to [At Your Service Online](#).
6. **Keep your records updated** – check your address, phone number, and emergency contacts and make necessary changes on [LBL Employee Self Service](#). Also, check your beneficiary designations for your retirement and insurance plans on [At Your Service online](#) and make any necessary changes by selecting “sign in to My Accounts”. You can also review your elected beneficiaries and make changes by signing onto your account on the [Fidelity website](#).
7. **Participate in a Retirement Savings Plan** – Consider enrolling in a 403(b) and/or a 457(b) tax-deferred plan. You can defer up to \$16,500.00 in each plan. If you are 50 years old or older, you can contribute an extra \$5,500 in each plan for a total of \$22,000. For more information, log onto your account on the [Fidelity website](#) or call (866) 682-7787 to speak directly to a Fidelity Retirement Services representative.
8. **Take charge of your health and well-being** – a variety of employee assistance resources are available to you including [CARE Services](#), [United Behavioral Health](#), and the [Health Care Facilitator](#) program.

9. **Consider enrolling in a commuter savings plan** – Save on your monthly commute costs through automatic pre-tax payroll deductions. To enroll, go to the [Wage Works website](#). Take advantage of online ordering, home delivery, and direct-payment advantages.

10. **Read the monthly HR Benefits events calendar** – a variety of health, wellness, and retirement events and workshops are offered monthly. To view, go to the [Benefits Events Calendar](#) which is located under “B” in the A-Z index on the LBL website.