

2023 BENEFITS OPEN ENROLLMENT

REFERENCE GUIDE

All Changes due October 14, 2022

Complete enrollment in SunGard and/or submit forms to the Insurance Help Desk at healthinsurance@busd.k12.ca.us

Available Options	ACTION	Instructions	Forms
Change medical or dental plans Add/Remove dependents on medical, dental or vision	<u>SunGard</u> AND Paper Forms	Log into SunGard by making your change AND complete the corresponding paper enrollment form	Certificated: CalPERS (HBD-12) for medical 2023 Enrollment Form - Dental Vision Classified/Management: 2023 Enrollment Form - Medical Dental Vision
Flexible Spending Accounts (FSA)	Paper Forms ONLY	To continue to participate OR if newly participating, you must complete paper forms	2023 FSA Enrollment Form
Opt-Out (continuing and NEW)	<u>SunGard</u>	Log into SunGard by continuing to opt-out	2023 Opt Out Plan 1 (Active)
Voluntary Life and AD&D (new and volume changes)	Paper Forms ONLY	Complete enrollment form	Reliance Life & AD&D Enrollment Form
Voluntary Benefits	Contact Pacific Educators directly at (800) 722-3365	Review options and contact Pacific Educators for enrollment assistance	Complete applications found in your packet and follow instructions on how to submit directly to Pacific Educators