

OPEN ENROLLMENT SCHEDULE & DEADLINES FY2008-2009

To make changes in your benefit elections, you must see a Benefit Advisor on one of the days listed below. **It is imperative that you bring this packet with you to Open Enrollment.** Benefit Advisors will not have access to your information without this packet. If you are unable to attend the open enrollment session at your college, you may go to another college to make your changes. Be sure to check the schedule for times and dates and bring the Open Enrollment packet with you.

<u>DATE</u>		<u>CAMPUS</u>	<u>TIME</u>	<u>ROOM</u>
April 1	Tuesday	GCC	9:00 – 4:00	SU-104 D&E
April 2	Wednesday	PVC	10:00 – 2:00	KSC 208
April 3	Thursday	RIO	9:00 – 3:00	Conference Center
April 7	Monday	MCC	9:00 – 4:00	Kiva Room
April 10	Thursday	GWC	10:00 – 3:00	1100 N&S
April 14	Monday	DO	9:00 – 2:30	Employee Lounge
April 15	Tuesday	PC	9:00 – 3:00	N&S Staff Dining Rm
April 17	Thursday	Red Mountain	9:00 – 12:00	Community Room
April 17	Thursday	Williams	1:30 – 3:30	ATC 136
April 21	Monday	SCC	9:00 – 3:00	Turquoise Room
April 23	Wednesday	EMC	10:00 – 2:00	Community Rm South
April 24	Thursday	CGC Pecos	10:00 – 4:00	Conference Suite 140-142
April 28	Monday	MSC	2:00 – 3:30	Cafeteria
April 29	Tuesday	SMC	10:00 – 2:00	SU100A
April 30	Wednesday	Catch up @ Dist	8:30 – 1:00	Board Room

OPEN ENROLLMENT DEADLINES: Paperwork must be received in the Employee Benefits Office by 5:00p.m. on the following dates.

**COORDINATION OF BENEFITS (COB) FORM
OPEN ENROLLMENT CHANGES
COMPASSIONATE LEAVE DONATION
FACULTY PAY ENROLLMENT FORMS
MEDICAL WAIVER FORMS**

**April 30, 2008
April 30, 2008
April 30, 2008
April 30, 2008
May 15, 2008**