

# OPEN ENROLLMENT SCHEDULE & DEADLINES FY2009-2010

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	Wednesday	SMC	10:00 – 2:00	SU 100A
April 2	Thursday	GCC	9:00 – 4:00	SU 104 D & E
April 6	Monday	MCC	9:00 – 4:00	Zuni (EE Lounge)
April 7	Tuesday	GWC	11:00 – 4:00	1100 N & S
April 8	Wednesday	RIO	9:00 – 3:00	Conference Center
April 13	Monday	SCC	9:00 – 3:00	Turquoise Room
April 14	Tuesday	DO	9:00 – 1:30	Employee Lounge
April 16	Thursday	PC	9:00 – 3:00	N&S Staff Dining Rm
April 20	Monday	CGC Pecos	10:00 – 4:00	Conference Suite 140-144
April 22	Wednesday	MSC	2:00 – 3:30	Cafeteria
April 23	Thursday	Red Mountain	8:00 – 11:00	Community Room
April 23	Thursday	Williams	12:30 – 2:30	ATC 140
April 24	Friday	PVC	10:00 – 2:00	KSC 208 KSC 212 - Wellness
April 27	Monday	EMC	10:00 – 2:00	Community Rm South
April 29	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.

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

**April 30, 2009  
April 30, 2009  
April 30, 2009  
April 30, 2009  
May 15, 2009**