

NOTE: Contains information intended for benefit-eligible State Agency, K12 (School District and Charter School), DTCC and DSU employees. The "Help us help you" article does not apply to Delaware Transit Corporation employees.



Benefits Made Easy

December 6, 2017
Issue

e - Newsletter

Help us help you to get important benefits information & enrollment materials

Call To Action

➔ Login to PHRST Employee Self-Service at employeeselfservice.omb.delaware.gov and complete the steps below:



This ensures you receive important materials and updates from SBO and your benefit plan vendors



1

Review and update your Personal Contact Information. Choose your Preferred Choice for each category.

Navigation: DE Employee Self-Service ➔ Personal Information
• Home Address • Phone Numbers • Email Addresses

2

Consent to receive your IRS Form 1095-C online.

Navigation: DE Employee Self-Service ➔ Benefits ➔ 1095-C Consent
If you consent after 1/12/2018, your 2017 1095-C will be sent via mail.



This is a quicker and more cost effective way to receive materials rather than through U.S. mail

3

Consent to receive your Benefits Open Enrollment packet materials and required federal notices online.

Navigation: DE Employee Self-Service ➔ Benefits ➔ Benefits Notices Consent
If you consent after 3/15/2018, your 2018 Open Enrollment materials will be sent via mail. Note: No action is needed if you have already consented.

HMS (Health Advocate), the provider of the EAP + Work/Life Program, will simply go by the name of "Health Advocate" effective **January 1, 2018.**

EAP + Work/Life Program: December HMS (Health Advocate) Newsletter



Newsletter Topics include:

- Holiday Health and Safety Tips;
- Express Gratitude; and
- Stay Calm This Holiday

Free Webinar -

Tuesday, December 19 at 3:00 pm (60 minutes)
"Emotional Composure - Remaining Unruffled & Dynamic Under Stress"



Call To Action

➔ Visit www.ben.omb.delaware.gov/eap to view the newsletter and register for the free webinar. Here you can also learn more about the name change.

This newsletter is published by the State of Delaware Statewide Benefits Office.

To view other SBO e-Newsletters, visit
<http://ben.omb.delaware.gov/communication.shtml>.