

CONTENT AREA

Deductions for the 2011 Plan Year

ISSUE/QUESTION

When will employees begin seeing their deductions for the 2011 Plan Year?

ANSWER

Deductions for the 2011 Plan Year will begin with the January 14, 2011 paydate. Please remind employees to check their paycheck on Y.E.S. to verify that all the correct deductions are being taken. If an employee feels that something is incorrect, please follow the appeals process that was sent in a prior Listserv and posted below for your convenience.

Appeals must be submitted to the ADOA Benefits Office.

To appeal, an employee must submit a letter to his/her agency benefits liaison.

The request must include:

- * the employee's name
- * EIN
- * telephone number
- * a detailed explanation of the employee's situation
- * the action that is requested
- * the basis for the appeal
- * enrollment form

The agency benefits liaison should review the appeal, add any comments the liaison believes are relevant to the appeal and submit the appeal packet (which should include the employee's written appeal, all relevant documents and the liaison's comments, if any) to:

ADDA Benefits

Attn: Appeals Department

100 N. 15th Avenue, Suite 103

Phoenix, Arizona 85007

Requests for appeals will be accepted thru close of business on January 31, 2011. This will give employees ample time to examine their first paycheck on Y.E.S. and to check their current elections on Y.E.S.

Agency benefit liaisons will be notified of the outcome of the appeal. Effective dates will be the next payroll cycle after the appeal has been approved.

AUTHORITY

ADDA Benefits Service Division

ISSUED

January 12, 2010