

—SPS ALERT—

SPS Alert 154: Benefits Updates

Release date: 6/15/2020

We have added additional help text and instructions to the Change Benefit Elections screens in SPS. These changes are in an effort to help employees/retirees complete their benefit elections quickly and correctly.

Examples of the types of instructions include:

- How to add a dependent to an election
- A review of required supporting documentation requirements for new dependents
- A reminder to only add a new dependent one time
- A reminder that when changing plans the employee/retiree must reselect all dependents
- The usage difference between the Healthcare FSA and the Dependent Care FSA

Please note that we have updated the Quick Reference Guides for the following Benefits events. Please go to the SPS Website, to the Help Center for Benefits to review these changes. You may download or print these job aids/quick reference guides (QRGs) as you like, to assist employees.

Link to Help Center for Benefits:

https://dbm.maryland.gov/sps/Pages/Benefits_HelpCenter.aspx

For Employees:

- Change Benefit Elections
- Change Benefits Elections - New Hires and Job Changes

For Retirees:

- Change Benefit Election

For ABCs:

- Add a Dependent During an Enrollment Event
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