



HR NEWS

Monroe #1 BOCES HAPPY HOLIDAYS! December 17, 2007

DECEMBER 28th PAYCHECKS MAILED TO HOMES OF 10/11 MONTH EMPLOYEES

The December 28th paychecks of 10 and 11-month employees will be mailed to their homes, since they will be on break at that time. If you want to pick up your paycheck at the HR Office, please call us at 383-2251 by December 20th. Those who pick up their checks in the Payroll Office on a regular basis can still pick them up there. All 12-month employees will have their checks sent to their usual locations. **Please be sure your address is up to date with the payroll office if you have recently moved. This will also ensure that your W-2 is sent to your current address as well. W-2's will be sent in mid January.**

NEW MEDICAL INS. RATES FOR 2008

Below are the new **monthly** medical insurance rates:

Single Sponsor Singe Parent Family

Blue Point II

Extnded	108.16	248.21	271.90	286.01
Select	36.56	84.11	92.10	96.91
Value	0	0	0	0

Blue Million 369.74 612.68

To compute your per-paycheck deduction for January-June 2008, multiply your monthly amount above by 8 (months) and divide that amount by the 12 (paychecks) you will get between January and June. All employees will have paid for July and August by the end of June.

HOW DO I SUBMIT CLAIMS FOR MY 105 AND FLEXIBLE SPENDING ACCOUNTS AT YEAR-END?

The following are the rules for submitting claims to your 105 account and Flexible Spending Account.

105 CLAIMS RULES

Any unused money you have in your 105 account in January will roll over into the new year, and you will receive your new money for 2008 in January. You can submit and be reimbursed for claims from previous years retroactively.

FLEXIBLE SPENDING ACCOUNT RULES

To be reimbursed from your 2007 Plan Year Election money, claims for eligible services provided during the Plan Year and during the grace period ending March 15, 2008, must be received by Benefit Resource before the end of the run-out period which ends April 15, 2008.

You must indicate on the claim form which Plan Year funds are to be used for reimbursement. If this is not indicated on the claim form, the funds from the *current* Plan Year will be used. **Note:** once claims are paid, there cannot be any adjustment to the Account.

BENIVERSAL CARD UNSUBSTANTIATED CLAIMS

As year-end approaches, please keep in mind that, as a Beniversal cardholder, IRS regulations require that you either document or repay unsubstantiated Beniversal card transactions. Please log in at www.benefitresource.com to see whether or not you have any unsubstantiated Beniversal expenses. If you do, please follow the instructions at that website to provide the appropriate follow-up to Benefit Resource prior to the end of your plan year grace period. If you have any questions, please contact Benefit Resource's Participant Services Department via phone at 585-424-5200 on Monday through Friday from 8 am - 8 pm (ET) or via email at ParticipantServices@BenefitResource.com. **We will be including unsubstantiated transactions for 2006 into employees' taxable nonwage income on December 28, 2007.**