



Want to Power-up Your Paycheck?

Open Enrollment in the City's Flexible Spending Plan (*City Flex*) runs from **May 1, 2024 to May 31, 2024**—to be effective July 1, 2024. Participate in one of the webinar sessions below and let C-Flex show you how to put more money in your pocket by using *City Flex* to save taxes on medical and dependent care expenses. (Session start times are noted in parentheses.)

The deadline to enroll is: Friday, May 31, 2024.

NBS® Prepaid MasterCard® Card – As part of the Medical Spending Account, you will receive your own NBS card that makes use of your flex dollars easier than ever. As long as the merchant or service provider is set up to receive flexible spending payments via the MasterCard, there is no need to pay cash up front then wait for reimbursement. Supporting documents (such as receipts, bills, or reports to members) may have to be submitted at a later time. (Newly enrolled employees may receive their cards after July 1, 2024. If you do not receive your card within 3 weeks of when you submit your enrollment form, you should contact NBS.)

Even if you enrolled during the last Open Enrollment Period, **you must sign-up again to participate** for this plan year (7/1/2024 to 6/30/2025).

Most open enrollment informational sessions will be conducted via webinars/ 2 in-person sessions are available as designated

- Wednesday, May 8th (1:00 p.m.)
- **In-person: Thursday, May 9th (9:00 a.m.) FMB, 10th Flr. Conf. Rm.**
- Friday, May 10th (1:00 p.m.)
- Tuesday, May 14th (10:00 a.m. and 2:00 p.m.)
- Thursday, May 16th (9:00 a.m.)
- Friday, May 17th (10:00 a.m.)
- **In-person: Tuesday, May 21st (2:00 p.m.) FMB, 10th Flr. Conf. Rm.**
- Wednesday, May 22nd (2:00 p.m.)
- Thursday, May 23rd (10:00 a.m.)
- Tuesday, May 28th (9:00 a.m. and 1:00 p.m.)
- Friday, May 31st (10:00 a.m. and 2:00 p.m.)

Please see attached sheet for instructions.

Employees who wish to participate in one of the above webinar or in-person sessions during work time must clear their attendance with their departments. The following applies:

- Only City employees who are eligible for membership in the Employees' Retirement System (appointment is for at least half-time and more than 3 months) are eligible for the time off.
- Operations permitting, employees will be allowed to attend one session (either an in-person session or a webinar – not both). The time allowed is as follows:
 - Up to one and one-half hours off (including travel time, where applicable) to attend one in-person FSP open enrollment session, **or**
 - Up to one hour off to participate in an FSP open enrollment webinar.
- Employees who are permitted to participate in a webinar or in-person session will NOT be required to sign out for vacation leave or comp time.
- Employees who must remain on duty – whether working in the office or remotely, will not be given time off at a later date, nor will they be given overtime to participate in a webinar or in-person session outside of their work time.
- Employees whose work schedules do not coincide with a scheduled session will not be given additional time off or overtime should they choose to participate in a webinar or in-person session on their own time.

If you are unable to participate in a webinar session, please contact the Plan Administrator toll free at (855) 399-3035 for information and an enrollment packet. You may also view the information on the City Flex website by going to <https://www.nbsbenefits.com/cityofHonolulu/>.

If you need an auxiliary aid/service or other accommodation due to a disability or an interpreter for a language other than English, please email **BOTH** cperez1@honolulu.gov and kkepaa@honolulu.gov as soon as possible. Requests made as early as possible will allow adequate time to fulfill your request or it may not be possible to fulfill requests.