



# Welcome Back!

As we embark on a new school year, the HR department would like to highlight some important information created to assist employees.

## Frontline Central

[www.monroe.edu](http://www.monroe.edu) : Employment > Human Resources Office > General Forms & Leaves  
In Frontline Central look for “MY FORMS” and then “FORMS I CAN START”  
You will find electronic forms to change/update your personal information/address, taxes, benefits, Leave of Absence requests etc. If you forgot your password, go to the login screen. After you type in your Username, click on “Forgot My Password” to have a link sent to your BOCES email.

## BOCES EMAIL

Employees are **required** to check their BOCES email (at least) on a weekly basis. This is a KEY method of communication from Human Resource office to employees. Contact the Help Desk at 383-2217, press 3 if you need your password reset.

## WinCapWeb

This is where you will submit your leave requests (sick day/personal day), see paycheck copies, request time off, update personal demographics, print W2 and 1095C copies, etc. You can view your Attendance Balance under Employee Self-Service. **If you recently moved, please use WinCapWeb or Frontline Central to update your address with us.**

## Important Reminders

Human Resources can be reached at:

For Payroll/Benefit/Retirement questions **585-383-2251**    HR Office **585-383-2221**

Website: [Monroe One / Homepage](http://Monroe One / Homepage)

Help Desk/Tech Services/Password reset/trouble: **585-383-2217**

Pay Dates 15<sup>th</sup>/30<sup>th</sup> each month (unless falls on weekend). If you have direct deposit, your first check will be a live check, mailed to your home address. Full schedule and information:

[www.Monroe.edu](http://www.Monroe.edu) > Employment > Human Resources Office > Payroll/Personnel Information

## Open Enrollment Starts November 1st

The open enrollment period for medical, dental, Medical Opt Out, flex spending, AFLAC, and optional life insurance will begin on November 1 and end on November 30. Keep in mind that you need to re-enroll for your Flexible Spending Accounts (FSA) every year. FSA is optional. Please look out for the Open Enrollment HR News Update in your BOCES email box at the end of October for further details.

### 2023 Opt Out of Medical Insurance – NEW CHANGES THIS YEAR

The 2023 Annual Opt Out of Medical Insurance will take place during the annual enrollment period in the month of November. You must complete the required **2023** Opt Out form and submit proof of your other medical insurance by November 30<sup>th</sup>. Failure to meet this deadline will result in missing the Opt Out payments in the new calendar year. You must be enrolled in medical coverage elsewhere to qualify for this payout. Everyone must re-elect Opt Out each calendar year, including new hires who recently submitted a form.

Please prepare now by getting your proof of medical insurance ready for when the enrollment period opens. All forms will be completed electronically via Frontline Central under “Forms I can Start”. Please make sure you choose the correct Opt Out Form for your current union. There will be a form for members of BPA/Paraprofessionals and a form for employees in all other Unions. Titles of these forms will be included in the Open Enrollment HR News Update at the end of October.

### Medical & Dental Rates

New 2023 Rates for Medical and Dental will be emailed to employees by October 28<sup>th</sup>. They are not currently available.

Please do **NOT** fill out any forms for Open Enrollment until November 1<sup>st</sup>. We have not uploaded the **2023** forms to Frontline Central at this time. Any incorrect forms will be denied and not processed. The forms will be available from November 1<sup>st</sup> to November 30<sup>th</sup>.

### BPA/BUP – SPECIAL DENTAL OPEN ENROLLMENT

Per your individual contracts, members will have the opportunity to elect Dental coverage if you have not previously enrolled. Member must elect dental insurance during open enrollment in November 2022 to be effective January 1, 2023. A specific form will be available in Frontline Central during open enrollment in November to make this election. Only members in these units may elect dental if they are not currently enrolled. Dental is a closed plan and can only be elected within 30 days of hire, within 30 days of loss of coverage, or during a special enrollment period. The title of this form will be included in the Open Enrollment HR News Update at the end of October.