



# Memo

**To:** Parish and School Administrators  
**From:** Benefits Services Office  
**Date:** February 9, 2015  
**Re:** Email Addresses Required for Benefit-Eligible Employees

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Beginning on May 1, coinciding with the beginning of our annual open enrollment period, employees who are enrolled in benefits will be required to enter their email address into HRInTouch by updating their Profile. The email address can be whatever the employee prefers.

Our new vendor for Health Savings Accounts, Flexible Spending Accounts and Dependent Care Accounts requires this information to communicate with employees who enroll in their plans and they will not issue Flexi-Card debit cards for these accounts unless the user has an email. Be assured that we will never send personal identification information or protected health information via unsecure email.

HRInTouch does not currently allow employees to update their demographic information because that comes from UltiPro. However, beginning May 1 we are changing the setup in HRInTouch to allow employees to update their email addresses. All other demographic information will continue to come from UltiPro.

We will include this information in future communications directly to employees but we wanted to give you a heads up so that you can let them know about this upcoming change.

Thank you.

BSO\Lay HW\Open Enrollment\OE 2015-16\Email Required

BENEFITS SERVICES  
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