

## **Non-contract, AFSCME and Teamster Employees Can Enroll Online for 2003 Employee Benefits**

- [Schedule](#): Meetings to explain new procedures, demonstrate the online system, and review changes to the benefit plans will be held Nov 7, 8 and 14.

(Nov. 6, 2002) When the Annual Benefits Open Enrollment for non-contract, AFSCME and Teamster employees begins this Thursday, enrollment will be just a few clicks away.

Links to the "2003 Employee Benefits" and the "Employee Benefits Enrollment Instructions" will appear in the upper right-hand column of the metro.net home page. Non-contract, AFSCME and Teamsters employees can review 2003 benefit packages and enroll online from the home page of the MTA intranet.

### **Start Here**

To begin the enrollment process, click on the link that reads "Employee Benefits Enrollment Instructions." This document offers step-by-step instructions on how to access the system and enroll online.

The open enrollment period for 2003 benefits begins Nov. 7 and continues through Nov. 30.

### **Informational meetings are scheduled**

Meetings to explain new procedures, demonstrate the online system, and review changes to the benefit plans will be held in the Gateway building as follows:

- **Thursday, Nov. 7, 2002**, 2:30 p.m. to 3:30 p.m. in the Board Room,
- **Friday, Nov. 8, 2002**, 2:30 p.m. to 3:30 p.m. in the University Conference Room, 4<sup>th</sup> floor, and
- **Thursday, Nov. 14, 2002**, 10:30 a.m. to 11:30 a.m. in the Board Room.

Those who cannot attend the meetings will find a comprehensive guide in the online "Employee Benefits Enrollment Instructions." The enrollment system is available online only on the MTA intranet. The system currently cannot be accessed from home computers.

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