

JUST SO YOU KNOW: BUSINESS EDITION

PAYDATE CHANGE

Our paydate has changed to 2-17-17 due to the normal paydate being on President's Day. This means that all direct deposits will be sent on Friday 2-17-17 and should be available on that day.

GENTRY FINANCIAL

Gentry Financial is our Third Party Administrator (TPA) for all our insurance needs. Their phone number is 903-939-8133 and website is

<http://www.gentryfinancialgroup.com/>



COMMON QUESTIONS AND ANSWERS

Q: How do I check the balance on my FLEX account?

A: You will need to create an account.

<https://www1.tasconline.com/loginproxy/mytasc/index.php>

Remember not to discard your benefits card at the end of the benefit year (Aug. 31). If you elect this benefit again, next plan year you will use the same card.

Q: I signed up for the Accident Plan, how do I file a claim after a doctor's visit?

A: Click on the following link <http://www.allstatebenefits.com/mybenefits> then you will need to sign into your account or register for a new account. Once logged in, click on the yellow button (File a Claim), then Express Outpatient Physicians Treatment, Continue. You will then need to complete all necessary items requested. REMEMBER you will need to upload a copy of your receipt showing you went to the doctor. Also, you must view each upload before continuing to the next step in the process.

After submission is complete, you can always check the status of your claim in the claims center.

Q: Where can I find information on the different insurance offerings within Melissa ISD?

A: You can always find more information at

<http://www.melissaisd.org/departments/human-resources-employment/>

This includes: Applications, Salaries, Start/End Dates, Major Medical Insurance Information, Supplemental Insurance Information, Prescription Information, and much more.

Q: What can I apply the \$529 District Contribution towards when electing insurance?

A: Medical, Dental, Vision, Flexible Spending Account, and the Allstate Accident plan. All other elections and any total over \$529 must be paid by the employee.