

OLYMPIA COMMUNITY UNIT SCHOOL DISTRICT #16

Dr. Andrew S. Wise, Superintendent

Dr. Joshua R. Olsen, Assistant Superintendent

Administration Office

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Board of Education

Kevin Frazier,
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Carolyn Hansen,
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Trena Glenn, Secretary
Steve Matter
Doug Maris
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Lynn Cross

Administration

Olympia High School

Dr. Ed Jodlowski,
Principal
Matt Hurley,
Asst.Principal/
Dean of Students
Mike Castleman,
OHMS Activities
Director
Phone: 309-379-5911
Fax: 309-379-2583

Olympia Middle School

Andrew Walsh,
Principal
Phone: 309-379-5941
Fax: 309-379-5411

Olympia North Elementary

Ben Lee, Principal
Phone: 309-963-4514
Fax: 309-963-3969

Olympia South Elementary

Stacey Rogers,
Principal
Phone: 217-648-2302
Fax: 217-648-5248

Olympia West Elementary

Lisa Castleman,
Principal
Phone: 309-392-2671
Fax: 309-392-2497

August 1, 2017

TO: All Insurance Eligible Employees

FR: Christy Kelson, Human Resources Administrative Assistant

RE: Open Enrollment Now Open

Online Insurance and Benefit enrollment is now open. Please sign in to complete your profile and elect your insurance benefits for the 2017/2018 plan year using the login link below.

https://olympiacusd.easecentral.com/?CCh5DmKollIXrWjfVuX7nA==_2517a82cc29415d44309d582250ac8a214728d788298e9e98e3d1d8b30b83380ec

Your user name will be your Olympia email address. If you have forgotten your password or have not logged into the enrollment system before, you will mark the box I Am Unable to Login to have a password generated. Once you are logged in, you will need to select the Start Open Enrollment button.

IMPORTANT TIPS:

If you elect Flexible Spending or Dependent Care dollars (this includes support staff who elect the \$950.00 benefit in lieu of insurance), you must print and complete the enrollment packet. The Flex EE Packet link is located in the Flexible Spending and Dependent Care steps. The enrollment form and direct deposit authorization should be returned to the district office by the enrollment deadline. Please note that the direct deposit authorization form is only needed if you did NOT utilize direct deposit for Flexible Spending or Dependent care last year.

If you elect Voluntary Life AD&D coverage with an * next to the amount of insurance, you must print and complete the Voluntary Life Evidence of Insurability packet. The Voluntary Life Evidence of Insurability packet link is located in the Voluntary Life AD&D step. The completed packet should be returned to the district office by the enrollment deadline.

An electronic signature is required in order to complete your enrollment. After signing, please click Continue, Review Benefits, Click Next, and Click Finish. You will receive an email confirming that your enrollment was successful.

Should you have any questions or concerns, please contact me at (309)379-6011 ext. 1130 or via email at christy.kelson@olympia.org. Thank you.