

SCS Open Enrollment FAQs

What are the open enrollment dates?

Friday, November 1, 2019 – Tuesday, November 12, 2019

If I make changes, when will the changes be effective?

January 1, 2020 – December 31, 2020

Will a Benefits Guide be mailed to my home address?

No, the Benefits Guide will be posted on the Benefits webpage. You may also access the Benefits Guide here: [SCS Active Benefits Booklet 2020](#)

What are Annual Notices?

These are legal notices that must be distributed to employees annually. You can access them here: [Open Enrollment Info](#)

How do I enroll, make changes, or review my benefits?

1. Log on to www.mybentek.com/scs
2. Click on “Create an account”
3. Follow directions to create your Username and Password
Please Note: password must contain three (3) of the following:
 - **Lowercase Letter**
 - **Capital Letter**
 - **Number**
 - **Special Character**
4. Click the “Menu” tab on upper left screen and select “Employee Benefits Center”

What if I am having trouble creating a new account?

If you have any questions about the mybentek.com/scs portal, or continue to have issues specific to registering for or logging into Bentek, please contact the Bentek Support Line at? support@mybentek.com or (888) – 5-Bentek (523-6835).

Did the benefit premium rate change?

There is no premium increase for Medical, Dental, or Vision. Long-Term Disability (LTD) and Basic Life Premiums are system-calculated and can be seen when completing your enrollment or reviewing your current benefits.

Do I have to re-enroll in health benefits to keep my coverage?

No action is required If you do not want to change your health plans. Your current benefits will continue through December 31, 2020.

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Do I have to re-enroll in the Flexible Spending Account for 2020?

Yes, you will have to re-elect the annual contribution for 2020.

Can I enroll in Basic Life coverage?

Yes, you may enroll in Basic Life during this Open Enrollment by submitting evidence of insurability. The coverage will be effective upon approval from Minnesota Life.

How can I get more information about benefits offered by the District?

- Human Resources Benefits will have extended customer service hours from 8:00 a.m. to 6:00 p.m. during the open enrollment period.
- Access the Benefits web page <http://www.scsk12.org/benefits-for-active-employees/>
- Call HR Employee Connect team at 901-416-5304.

If my name, date of birth, social security number or address is incorrect in the benefits system, how do I correct it?

- If your name, social security number or date of birth is incorrect, please call HR Employee Connect team at 901-416-5304
- Name changes due to marriage can be made by submitting a copy of your updated social security card to HR at 160 S. Hollywood Street at the Barnes building front entrance.
- Address Changes can be made by accessing the employee portal [here](#).

Can I make changes to my benefits throughout the year?

Only for a qualified life event. You have 30 days within a qualified life event to make a change. Qualified life events include: marriage, divorce, birth, adoption, death, gaining or losing other coverage. Documentation of the event such as marriage licenses, death certificate, birth certificate, etc. are required.