


GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY

TO: Mark Silverstein  
FROM: Scott Henry   
DATE: February 1, 2016  
RE: Agenda Item for February 24, 2016 Agenda

Ceridian/WageWorks

Request approval for Ceridian/WageWorks to transition COBRA Administrator from Ceridian to WageWorks beginning April 1, 2016 (Agreement to follow).

SDH/b

Attachment



January 26, 2016

HR BENEFITS MANAGER  
GLASSBORO BOARD OF EDUCATION – 085786  
560 BOWE BLVD  
GLASSBORO, NJ 08028

**RE: Action Required: Final opportunity to transition COBRA and Direct Bill services**

As you were notified previously, Ceridian will be ceasing operations of its Benefits Continuation Services (e.g., COBRA and benefits billing) effective March 31, 2016. WageWorks is partnering with Ceridian and welcomes interested employers to transition from Ceridian to WageWorks.

Ceridian and WageWorks want to ensure that your organization doesn't experience a gap in services, so we've opened up a final opportunity to transition to WageWorks for an April 1, 2016 effective date.

**We must receive your signed agreement by February 15, 2016 for an April 1 transition.** *Note: due to the compressed timeframe and volume of clients, no changes to the contract terms can be considered.*

**The Advantages of Working with WageWorks**

WageWorks is solely focused on administering Consumer-Directed Benefits, as well as COBRA and related continuation benefits services. You'll appreciate that WageWorks is committed to providing outstanding service to you and your participants. Their industry-leading online platform features many powerful capabilities, including:

- Real-time activity tracking and case management
- Immediate online elections, including open enrollment
- Mobile account access and management
- Real-time and future, scheduled payments (no charges are passed to participants who pay via ACH)

COBRA, state continuation, and Direct Bill services are provided through CONEXIS, a division of WageWorks. CONEXIS is one of the nation's most experienced and trusted administrators, providing services to organizations nationwide since the inception of the COBRA law. The CONEXIS COBRA administration program is easy to use while helping you maintain strict compliance with all applicable rules and regulations. This means you can spend less time worrying about COBRA and more time running your business.

### **An Easy Transition**

It's our goal to make this a simple switch for your organization and your participants. We will work with Ceridian to ensure all data is transferred, and your account is up and running by April 1, 2016. You don't have to complete any paperwork or go through the traditional implementation process.

More information about our services is available at [www.wageworks.com/ceridian](http://www.wageworks.com/ceridian), where you can find details about the transition process, videos highlighting key service features, FAQs, webinars, contact information, and much more.

### **Requesting a Contract Resend**

We are happy to resend the agreement to you, if necessary. Before requesting a resend of your contract, please add @echosign.com to your list of trusted email senders. Once confirmed, please send an email request to **CeridianEmployerTransition@wageworks.com** with a subject line of "Contract Resend for "GLASSBORO BOARD OF EDUCATION / 085786". Please be sure the body of the message includes the contact name, phone number, and email address for the individual who should receive the electronic agreement.

Once your agreement is signed and your effective date is confirmed, we will work with Ceridian to transfer all of your data – there's no need to fill out any setup paperwork or complete our traditional implementation process. If any additional information is needed, we will be in touch with you during the transition process to ensure that your account is up and running by your confirmed effective date.

### **Choosing Another Vendor?**

We understand that you may have chosen to move to another vendor effective no later than April 1, 2016. If so, please let us know by sending an email to:

**CeridianEmployerTransition@wageworks.com** with the subject line "Opting out of WageWorks transition for "GLASSBORO BOARD OF EDUCATION / 085786," and include your name, phone number, and your organization's effective date with the other vendor.

### **Additional Information**

If you have any questions, please DO NOT RESPOND TO THIS EMAIL. We're happy to answer your questions by phone or email. Representatives are available to assist you at **1-800-806-9118** from 7 a.m. to 7 p.m. CT, Monday through Friday (excluding company holidays). If you prefer to send an email, please contact us at **CeridianEmployerTransition@wageworks.com** and include your name, company name, phone number and email address.

Sincerely,

The WageWorks Team



January 26, 2016

HR BENEFITS MANAGER  
GLASSBORO BOARD OF EDUCATION – 085786  
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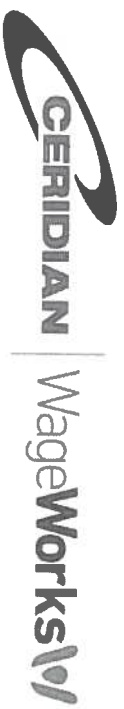
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The WageWorks Team

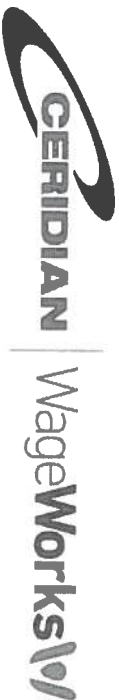


PO Box 223886  
Dallas, TX 75222-3886

**Important Information**



Regarding Transition of Benefits  
Continuation (COBRA) Services – **Action Required**

<b>P</b>	<b>US POSTAGE AND FEES PAID</b> <b>PRIORITY MAIL</b> Jan 27 2016 Mailed from ZIP 95605 PM Flat Rate Env	 endicia.com
	CommercialPlus Price 071S00983247	
1224 - 085786 - 210072 WageWorks, Inc. PO Box 223886 DALLAS TX 75222-3886	<b>C007</b>	<b>0006</b>
GLASSBORO BOARD OF EDUCATION SHIP HR BENEFITS MANAGER TO: 560 BOWE BLVD GLASSBORO NJ 08028-1399		
<b>USPS TRACKING #</b>  <b>9405 5159 0155 6179 3131 59</b>		



PO Box 223886  
Dallas, TX 75222-3886

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