

# Memorandum

July 20, 2001

TO: Designated Agents

FROM: KPERS – Fiscal Services Reporting Unit

RE: Enrollment Period for Optional Group Life Insurance

Effective August 1, 2001, there will be a change in the enrollment period for new employees. The period of time to enroll for Optional Life Insurance will be extended to 30 days. The enrollment form must be completed and signed by the employee within 30 days of their eligibility date. Any enrollment form not signed and postmarked during this period of time will be rejected and the employee will not be eligible to apply again until the next open enrollment. **NO EXCEPTION WILL BE MADE.**

If you have questions, please contact our office at 1-888-ASK-KPERs (1-888-275-5737).