



The IntegrITS Weekly Digest



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Time



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Did You Know?

Greetings, IntegrITS Family!

Welcome to this week's edition of *The IntegrITS Weekly Digest*. We hope December is off to a wonderful start for each and every one of you. We don't know about you, but we were inspired to really reflect on the three questions Mr. Carter posed in The CEO's Corner last week. If you haven't had a chance to consider them yet, we encourage you to reflect on these questions sometime this week:

1. What is one goal I can set for myself at work that will help me finish the year off strong?
2. What specific day(s) this month will I set aside time to relax individually and alongside family/friends?
3. What am I most thankful for this year?

As 2022 comes to an end, we want to make you aware of an action item that will be coming down the pipeline from Human Resources at the beginning of January. We also want to help you check important benefits-related actions off your to-do list, so we are including another reminder about benefits enrollment.

PTO Balance Options

In accordance with IntegrITS' PTO Policy, at the end of each year we give employees the option to either rollover their current PTO balance into the new year or get paid for extra leave remaining on the books.

You will receive an official email from Human Resources in January regarding your PTO options, however, we wanted to include a notice today so you can have plenty of time to consider which option you would like to choose.

Please keep in mind that you cannot request a payout of any balance carried over from previous years (i.e. 2021). ***Your pay out option is available for PTO earned and accrued in 2022.*** If you have a remaining 2021 PTO balance, it will be automatically rolled over into 2023.

We also want to remind you that you cannot have more than 200 hours on the books at any given time. Once you reach 200 hours, your accrual will stop until you take leave and lower your balance below the 200-hour cap.

2022 PTO pay outs will be processed for payment on the February 3rd pay date.

Reminder: Health Benefits Open Enrollment

November 15 - December 31, 2022

This is a passive Benefit Enrollment, and no action is needed if you do not wish to change your plan (you will automatically be reenrolled in your current plan option).

Please Note: the FSA Open Enrollment is separate from the Benefit Open Enrollment and needs to be completed annually, you will not automatically be reenrolled in FSA.

If you would like to make changes to your plan, login to the [Insperity Portal](#) and proceed to the “Benefits” section on your dashboard.

Here is a reminder of the Insperity Group Health Plan changes coming in 2023:

Medical coverage

- UnitedHealthcare Primary Advantage Choice Plus options added/expanded across Choice, Select and Basic medical packages at your 2023 Insperity renewal. Primary Advantage plans provide excellent value for participants who typically only seek routine care, with low-cost monthly contributions and \$0 copays for primary care office visits and virtual visits.
- UnitedHealthcare of California SignatureValue Harmony HMO options added to Choice, Select, Basic and Saver packages at your 2023 Insperity renewal. Harmony plans use a performance network to offer low-cost HMO coverage in California.
- The deductible for Kaiser HMO HDHP options in California, Oregon and Washington will increase to \$3,000 (individual) and \$6,000 (family) due to IRS compliance requirements for HSA accounts.

Vision coverage

- VSP network is changing from Choice to Advantage, expanding access to include Walmart and Sam’s Club providers.
- Frames allowance increases to \$150 (\$70 for Walmart/Sam’s Club locations).
- Contact lens allowance increases to \$130.

Caregiver Support Program added to Freedom packages

- This program, administered by Cariloop, provides virtual assistance to employees with caregiving responsibilities for children, elderly parents, family members or friends who are disabled or ill. There is no cost to employees to participate.

Voluntary Critical Illness and Accident Coverage

- This coverage is added to Freedom, Independence and Liberty packages. Voluntary (employee-paid) critical illness and accident insurance will be available to full-time employees effective on or before Jan. 1, 2023. These plans pay a lump sum benefit directly to the participant for certain covered illnesses or accident-related injuries and are offered through MetLife.

Health Advocacy Program added to all packages.

- As of Jan. 1, 2023, complimentary health advocacy services will be available to all Insperity employees and their families. These services include 24-hour concierge-level assistance with a wide range of health care-related needs, including information and guidance, care coordination, scheduling, pre-authorizations, Medicare, claims advocacy and more. The Health Advocacy Program extends far beyond the scope of typical carrier Member Services support, providing a high-touch, personalized level of service for resolving health care and health-related challenges.

Grief Support Resources added to all packages

- New York Life will offer grief support resources to benefits-eligible employees in the event of a loved one's death.

If you have questions about any of the employee benefits provided by Insperity, call the Insperity Contact Center at 866.715.3552 Monday through Friday, 7 a.m. to 7 p.m. CT, or email contact_center@insperity.com.

Reminder: Flexible Spending Account (FSA) Open Enrollment

November 15 - December 31, 2022

To enroll, employees can log on to the Insperity Premier™ platform at portal.insperity.com and select Enroll next to the Insperity Health Care Flexible Spending Account Plan section in Benefits. **Employees must enroll by 11:59 p.m. CT on Dec. 31, 2022, to participate in the Insperity Health Care FSA for plan year 2023.**

Beginning with Insperity Health Care FSA contributions made in 2023, participants may carry over up to \$500 in unused funds if they continue FSA participation the following year. The maximum annual Health Care FSA contribution amount in 2023 will be equal to the IRS maximum annual contribution amount. As of Jan. 1, 2023, contribution limits for the Insperity Health Savings Account Program will increase to \$3,850 (individual) and \$7,750 (family). The catch-up contribution limit for ages 55 and up remains \$1,000.

Log on to Insperity Premier for more information about this employee benefit, or call Insperity at 866.715.3552 from 7 a.m.- 7 p.m. CT, Monday-Friday.

Tip of the Week

The IntegrITS 2023 Pay Schedule Calendar has been finalized! You should have received an email from Human Resources earlier this week that included our new calendar. If you did not receive the pay schedule calendar, please email Laura Villarreal (villarreal_laura@integritys.com).

\$\$ Employee Referral Bonus \$\$

At the end of each quarter, we are acknowledging the two people who have referred the most prospective employees who made it to the interview process. These two people will each be given a \$500 gift card. We will also enter all employees who refer a job applicant into a raffle, with the winner receiving a \$250 gift card.

*As of today, we have quite a long list of openings across multiple IntegrITS locations ([IntegrITS Opportunity Central](#)). **Let's work together to find the best candidates for these open positions!***

San Diego & Chula Vista, CA Administrative Assistant Acquisition Specialist DBM Specialist - Mid Gun Weapon Technicians Integrated Master Scheduler – Jr Logistics Analyst Program Management Analyst Program Management Specialist – Jr	Edwards Air Force Base, CA Infrastructure Engineers Techs II & III Programmers I, II, III Systems Administrators I, III
	Las Vegas, NV Electronic Maintenance Technician II
	Hill Air Force Base, UT Systems Administrator II

Coming Soon: *Team Spotlight*

Join us next week as we highlight another one of our incredible IntegrITS Teams.

Comments/Questions?

If you have any comments or questions about this week's newsletter, email us at news@integrits.com.

We have also created a website where we are storing the archives of all our newsletters to date: <https://integrits.com/digest-archives/>.

Have an incredible week, and we'll see you next Thursday!

Warmest Regards,
The IntegrITS Weekly Digest

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You are receiving this email because you are one of our incredible IntegrITS Employees, or you are an extended member of the IntegrITS Family.

Our mailing address is:

Integrits Corporation
5205 Kearny Villa Way Ste 200
San Diego, CA 92123-1420