

ANNUAL ENROLLMENT - CHANGES ONLY YEAR
SEPT 11, 2023 THRU SEPT 29, 2023

CAMPUS (includes Custodial & Child Nutrition)	Enroll @ Campus (see dates below)	Enroll @ Campus (see times below)	LOCATION
Willis High School - Main Campus	09/18/23 & 09/19/23	7:00-3:30	LIBRARY
Hardy Elementary	9/20/2023	7:45-4:15	CONFERENCE ROOM
Brabham Middle School & Child Nutrition Office Staff	9/21/2023	7:00-3:30	LIBRARY
Meador Elementary	9/22/2023	7:45-4:15	LIBRARY
Willis High School - CTE Building	9/25/2023	7:00-3:30	CTE - LGI
Parmley Elementary & Annex Custodial & WKRC Office Staff	9/26/2023	7:30-4:00	COLLABORATIVE ROOM
Stubblefield	9/26/2023	8:00-11:00	CONFERENCE ROOM
Transportation	9/26/2023	9:00-1:00	DRIVERS LOUNGE
Roark Early Education Center	9/26/2023	1:30-4:00	ROOM 119
Maintenance	9/26/2023	1:30-3:30	LOUNGE
Lagway Elementary	9/27/2023	7:45-4:15	UPSTAIRS CONFERENCE ROOM
Turner Elementary	9/27/2023	08:00-4:00	GUIDANCE ROOM 311
Lynn Lucas Middle School	9/28/2023	7:00-3:30	LIBRARY
Cannan Elementary	9/28/2023	08:00-4:30	CONFERENCE ROOM
SHJ Admin & FINAL DAY	9/29/2023	07:30-4:30	BUSINESS OFFICE CONFERENCE ROOM

TO "DO IT YOURSELF" SYSTEM AVAILABLE FROM 09/11/23 to 09/29/23

TWO WAYS TO MAKE CHANGES TO YOUR BENEFITS:

1. GO TO: <https://ffbenefits.ffga.com/willisisd/> from any computer and make changes on your own - Instructions can be found by clicking "How to Enroll" at this link.
2. GO TO ANY CAMPUS AT YOUR CONVENIENCE (SEE SCHEDULE ABOVE) AND MAKE YOUR CHANGES ON THE COMPUTERS PROVIDED BY THE DISTRICT
(A representative will be available for minimal assistance)

THIS IS A "CHANGES ONLY" YEAR. Employees only have to login if they are wanting to change their current benefits

"DIY" OR SEE AN ENROLLER DURING THE TIMES LISTED ABOVE

THE FLEX PLAN DOES NOT AUTOMATICALLY RENEW

IF YOU WANT THE FLEX PLAN FOR PLAN YEAR 11-01-23 TO 10-31-24 YOU MUST RE-ENROLL DURING THE DATES LISTED ABOVE