

BENEFITS ALERT

FALL 2020

University at Albany-Office of Human
Resources Management - UAB 300

Important Deadlines Approaching

-Flex Spending Account Open Enrollment Period | Nov 2 through Nov 30, 2020, 10:00 p.m. EST.

Visit <https://goer.ny.gov/system/files/documents/2020/10/2021-fsa-informational-flyer-1.pdf> for more information.

-PEP Enrollment Period | Nov 2 to Nov 30, 2020

UUP, CSEA, & MC employees may exchange vacation/personal leave for a credit towards your 2021 health insurance premiums. Limits and eligibility rules apply. Visit https://www.albany.edu/hr/assets/Professional_PEP.pdf or <https://www.albany.edu/hr/assets/Classified-PEP.pdf> for details and an application.

Changes & Reminders for 2021

-Changing your Health Insurance Pre-tax Contribution Program (PTCP) Status

To change health insurance deductions from post to pre-tax (or vice versa) for the 2021 plan year, you must submit a PS-404 during the 2021 Option Transfer Period. Visit <https://www.albany.edu/hr/assets/PTCP.pdf> for more information.

-End of Opt-out Re-enrollment

Employees currently eligible for and enrolled in the Opt-out program are no longer required to re-enroll each year to continue participation.

-The Benefits Unit within OHRM now has its own email inbox

For any questions related to health insurance, retirement, and other benefits, you may now email benefits@albany.edu.

-Submitting paperwork to OHRM

Paperwork may be returned by mail to UAB 300 or placed in the locked drop box outside of our office. We are unable to accept documents containing personally identifiable information via email or fax.



2021 Option Transfer Period

The Option Transfer Period is **NOT** an Open Enrollment Period.

**NYSHIP Rates & Deadlines will be posted online (www.albany.edu/hr/benefits.php) and mailed to enrollee homes by Civil Service once rates have been announced for 2021. The Option Transfer Period will run for a minimum of 30 calendar days.

Once rates have been announced, Human Resources will post updates under Benefits News and Events found at the following link : www.albany.edu/hr/benefits.php.

During Option Transfer, Enrollees Can:

- Switch from the Opt-out program to NYSHIP coverage *
- Switch from NYSHIP coverage to the Opt-out Program *
- Change health insurance plans
- Cancel coverage without a qualifying event
- Reduce from family coverage to individual coverage without a qualifying event
- Change health insurance deductions from post to pre-tax (or vice versa)

* For employees eligible to participate in the Opt-Out program, see pages 3-5 in the "Planning for Option Transfer" booklet for more information: <https://www.cs.ny.gov/employee-benefits/nyship/shared/publications/option-transfer/2021/planning-for-option-transfer-2021.pdf>.

If you wish to keep your current health insurance coverage (or Opt-out election) for 2021, you do not need to take any action during this Option Transfer Period.



Health Insurance

Important information on enrollment

EMPLOYEES CAN ENROLL OR ADD DEPENDENTS:

- Upon their initial eligibility period;
- Within 30 days of a qualifying event;
- Or throughout the year with an 8-10 week waiting period.

You can find instructions for enrolling or adding a dependent at https://www.albany.edu/hr/assets/Instructions_enrolling_adding_dependent.pdf

If you need to remove a dependent due to a qualifying event such as divorce, death, or their new eligibility for coverage due to a change in employment, it is important that you do so within 30 days of the qualifying event date.



Newborns can now be enrolled in your plan immediately by submitting a PS-404 form. A Birth Certificate and Social Security number will be required within 30 days of your application date.

If a PS-404 form to add a newborn is not received by Benefits within 30 days, the 8-10 week waiting period will apply.

Time Records & Leave

If you are injured at work, please notify your supervisor and report the incident to the **NYS WORKERS' COMPENSATION PROGRAM**.

Visit <http://www.albany.edu/hr/workcomp.php> for more information and an accident report.

If you need to take a **LEAVE OF ABSENCE** due to medical reasons, or the birth or adoption of a child, please notify Time Records at least 30 days in advance (when possible).

PAID FAMILY LEAVE (PFL) is now available to UUP-represented and Management Confidential employees. More information on PFL can be found at https://www.albany.edu/hr/prof_leave.php#pfl.

(518) 437-4715 | timerecords@albany.edu

Retirement Information

LOOKING TO SAVE MORE MONEY FOR RETIREMENT?

Check out SUNY's Voluntary Savings Program. Visit <https://www.albany.edu/hr/retire.php#vsp> for information on the program and how to get started.

For more retirement-related information, please visit <https://www.albany.edu/hr/retire.php>.



PLANNING TO RETIRE SOON?

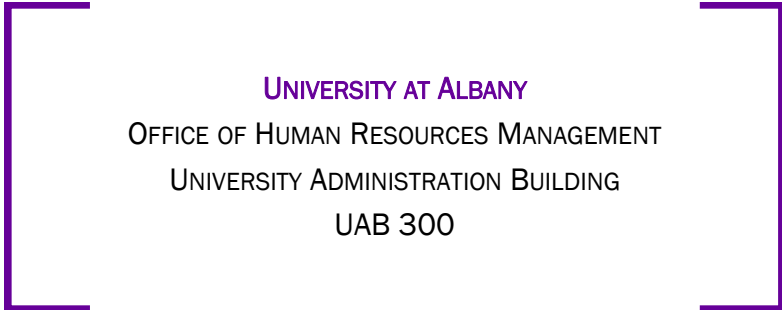
- Please contact the Benefits Office at least **three to four months** in advance of your retirement to receive personalized retiree insurance information.
- You meet the current retiree health insurance eligibility requirements if you have at least **10** years of NYS Health Insurance Program (NYSHIP) benefit-eligible service, meet the retirement age requirement for your tier, and are enrolled in NYSHIP at the time of retirement.

General Information

- For **ADDRESS CHANGES**, visit <https://www.albany.edu/hr/address-change.php>. Permanent/legal addresses will be used to update payroll and health insurance records (excluding foreign addresses). If you wish to use other than your permanent/legal address for paycheck or health insurance purposes, please contact Human Resources at (518) 437-4700. You must contact other benefit providers directly (union, retirement, etc.) to update your address.

- **ENROLL IN DIRECT DEPOSIT** as a fast and secure way to receive your salary every payday. Go to <https://www.osc.state.ny.us/payroll/files/ac2772.pdf> for the enrollment form. If you have direct deposit or sign up for it in the future, **go green** and suppress your direct deposit statements online by clicking the NYS Payroll Online link found here: <http://www.albany.edu/hr/view-pay.php>. You may also view your paycheck and print your W-2 online in NYS Payroll Online.

- **CLASSIFIED SERVICE** canvasses are now sent out via email to the email address on record at <https://www.cs.ny.gov/home/myaccount/>. Please be sure to keep your email address up to date so that you don't miss out on these employment opportunities.



UNIVERSITY AT ALBANY

OFFICE OF HUMAN RESOURCES MANAGEMENT
UNIVERSITY ADMINISTRATION BUILDING
UAB 300

Benefits: (518) 437-4729 *Payroll:* (518) 437-3830

Time Records: (518) 437-4715

Website: <http://www.albany.edu/hr/benefits.php>