

BENEFITS ALERT

FALL 2018

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

Important Dates

-Flex Spending Account Open Enrollment Period | Oct 9 to Nov 9, 2018

Visit <https://www.albany.edu/hr/assets/fsa-enrollment-information.pdf> for more information

-PEP Enrollment Period | Oct 15 to Nov 16, 2018

Exchange vacation/personal leave for a credit towards your 2019 health insurance premiums (this applies to UUP, CSEA, PEF & MC employees). 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.

-Health Insurance PTCP Enrollment Period | Nov 1 to Nov 30, 2018

Pre-Tax Contribution Program (PTCP): To change health insurance deductions from post to pre-tax (or vice versa) for 2019 you must submit a PS-404 between the allotted dates. <https://www.albany.edu/hr/assets/PTCP.pdf>



2019 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 approved for 2019.

Once rates have been announced, Human Resources will host time dedicated to helping employees complete option transfer request forms. Further information about paperwork help sessions, as well as 2019 rates updates, will be posted under Benefits News and Events found at the following link : www.albany.edu/hr/benefits.php

During Option Transfer, Enrollees Can:

- Re-elect the Opt-out program, which is required each year to continue participation*
- 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



* The Opt-out program for UUP represented employees will be discontinued for 2019

If you wish to keep your current health insurance coverage for 2019, you do not need to take any action during this Option Transfer Period.

Eligible employees seeking to either enroll in health insurance coverage, or enroll dependents in their coverage, must do so during the following:

- Their initial eligibility period or;
- Within 30 days if a qualifying event or;
- **Or with a late enrollment period of 8-10 weeks.**

When enrolling or adding an eligible dependent to your health insurance, please submit a PS 404 form to the Benefits Office. Please be aware of these time frames when submitting a PS 404 form to enroll or add any eligible dependents.

PLEASE NOTIFY THE BENEFITS OFFICE AND SUBMIT THE APPROPRIATE PAPERWORK WITHIN 30 DAYS OF A QUALIFYING EVENT WHEN:

- You are removing a dependent from your insurance coverage following:

Divorce, death, new eligibility for other employer coverage, end of domestic partnership, etc.

Children's dental and vision depend eligibility ends at age 19 unless they are full-time students under age 25. Contact the Benefits Office as soon as your dependent no longer meets the dental and vision eligibility requirements.

*If you have dental and vision coverage through CSEA or UUP Benefit Trust Fund, please contact your union directly.

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) will be available to UUP-represented and Management Confidential employees as of 1/1/19. More information on PFL will be available in December.

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 schedule a meeting.
- You meet the retiree health insurance eligibility requirements if you have at least **10** years of NYS Health Insurance Program (NYSHIP) benefitted service, meet the retirement age requirement for your tier, and have NYSHIP health insurance cover-



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 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 pay day. Go to <https://www.osc.state.ny.us/payroll/files/ac2772.pdf> for the enrollment form. You can also view your paycheck, print your W-2, or suppress your direct deposit statements online by clicking the NYS Payroll Online link found here: <http://www.albany.edu/hr/view-pay.php>.



UNIVERSITY AT ALBANY
OFFICE OF HUMAN RESOURCES MANAGEMENT
UNIVERSITY ADMINISTRATION BUILDING
UAB 300

Benefits: 437-4729 *Payroll:* 437-3830 *Time Records:* 437-4715
Website: <http://www.albany.edu/hr/benefits.php>