



OFFICE OF  
**HUMAN RESOURCES**  
UNIVERSITY AT ALBANY  
STATE UNIVERSITY OF NEW YORK

Fall 2023  
Benefits Alert

## Important Deadlines Approaching

-Flex Spending Account Open Enrollment Period | Nov 1 through Dec 11, 2023

Visit our [website](#) for more information.

-PEP Enrollment Period | Nov 1 to Dec 11, 2023

UUP, CSEA, PEF & MC employees may exchange vacation/personal leave for a credit towards their 2024 health insurance premiums. Limits and eligibility rules apply. See the [Professional PEP Description](#) or [Classified PEP Description](#) for details and an application.

## Changes & Reminders for 2024

-End of Opt-out Re-enrollment

Employees currently eligible for and enrolled in the Opt-out program are not required to re-enroll each year to continue participation.

-The Benefits Unit within HR has its own email inbox

For any questions related to health insurance, retirement, and other benefits, email [benefits@albany.edu](mailto:benefits@albany.edu).

-Submitting paperwork to HR

Paperwork may be returned by mail, dropped off, or placed in the locked drop box outside of UAB300. We are unable to accept documents containing personally identifiable information via email or fax.

## 2024 Option Transfer Period

NYSHIP Rates & Deadlines will be posted online and mailed to enrollee homes by the NYS Department of Civil Service once health insurance rates have been announced for 2024. The Option Transfer Period will run for a minimum of 30 calendar days once rates are available.

Once rates have been announced, Human Resources will post updates under [Benefits News and Events](#).

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



## 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 health insurance 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).

\*Employees eligible to participate in the Opt-Out program, see pages 5-7 in the "[Planning for Option Transfer](#)" booklet for more information.

If you wish to keep your current health insurance coverage (or Opt-out election) for 2024, you do not need to take any action during the 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.

View our [instructions for enrolling or adding a dependent](#) for addition information.

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 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 our [website](#) 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 available to UUP-represented and Management Confidential employees.

(518) 437-4715 | [timerecords@albany.edu](mailto:timerecords@albany.edu)

# Retirement Information

## LOOKING TO SAVE MORE MONEY FOR RETIREMENT?

Check out [SUNY's Voluntary Savings Program](#), and our [website](#) for more retirement related information.

## 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 our [employee toolbox](#). 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 or [hr@albany.edu](mailto:hr@albany.edu). 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. Start the process by downloading an [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 visiting [NYS Payroll Online](#). 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 the [NYS Department of Civil Service website](#). 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  
UNIVERSITY ADMINISTRATION BUILDING  
UAB 300

*Benefits: (518) 437-4700 Payroll: (518) 437-3830*

*Time Records: (518) 437-4715*

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