Employee Benefits Orientation

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Benefits Manager
Human Resources
Employee Benefits Orientation

- Retirement Plan Options
- Voluntary Savings Plan Options
- Health Insurance
- Dental and Vision Insurance
- Flex Spending Accounts
Retirement Plan Options

NYS ERS/TRS
- Teacher’s Retirement System
- Employee’s Retirement System
  - Mandatory membership for CSEA

Optional Retirement Program (ORP)
- Full Time or Part Time Employees with a Term Appointment
  - Vendors to choose from
    - TIAA
    - Corebridge Financial (Formerly AIG)
    - Voya
    - Fidelity
Retirement Plan Options

NYS ERS/TRS
- Defined Benefit Plan
  - Final Average Salary (FAS)
  - Years of Employment
    - Age at retirement

Optional Retirement Program (ORP)
- Defined Contribution Plan
  - Employer Contribution
  - Employee Contribution
  - Success of Investments
Retirement Plan Options
Vesting Periods

NYS ERS/TRS
- 5 years of full time service

Optional Retirement Program (ORP)
- 366 days, or immediately with some existing contracts
Retirement Plan Options
Employer Contribution

NYS ERS/TRS
- Lump sum payments are made annually to the pension funds, not individual employee accounts

Optional Retirement Program (ORP)
- 8% of salary for the first 7 years of service; 10% thereafter
Retirement Plan Options
Death Benefit

NYS ERS/TRS
- Maximum: 3x salary
- Minimum: ½ salary or 10,000 (whichever is less)

Optional Retirement Program (ORP)
- Value of contracts on date of death
- Minimum: ½ salary or 10,000 (whichever is less)
SUNY Retirement @ Work

- All retirement elections are completed online at www.retirementatwork.org/suny
- Retirement Elections should be made within 30 days from your hire date
- ERS/ TRS Enrollments completed online then application turned into Human Resources

www.retirementatwork.org/suny
Voluntary Savings Plan Options

- Can put away more money toward retirement on a tax-deferred basis
- Can choose from a variety of investment options
- Can start or discontinue at any time
- Roth option is available
- Vendors to choose from
  - TIAA
  - Corebridge Financial (Formerly AIG)
  - Voya
  - Fidelity
Voluntary Savings Plans

SUNY 403(b) Plan

- 2023 IRS Limits
  - 100% of salary up to $22,500
  - Employees age 50 and up can contribute an additional $7,500
  - Enrollment is completed online at www.retirementatwork.org/suny

NYS Deferred Compensation Plan 457(b) Plan

- Enrollment is completed online at: https://www.nysdcp.com/rsc-web-preauth/index.html
Health Insurance

- 42-day waiting period (M/C employees 56 day)
- Individual or Family Coverage
- Rx included in the health plan options
- Empire Plan or HIP (HMO)
HMO (Health Maintenance Organization)

- HIP is the HMO provider
  - Primary care physician would designate hospitalization/medical care
  - Need referral for other providers
  - No claim forms to submit
  - No deductibles
  - Small copays
The Empire Plan

- The Empire Plan is a specially-made plan for New York State employees ...

- Various insurance companies (who are otherwise unaffiliated) have agreed to provide coverage under the general “umbrella” of the Empire Plan
The Empire Plan

- Under the Empire “Umbrella”
  - Hospital: Empire Blue Cross and Blue Shield
  - Major Medical: United Health Care
  - Mental Health and Substance Abuse: Beacon Health Options
  - Prescriptions: CVS/Caremark
The Empire Plan

Participating Provider
- No deductible
- Small copays
- Less out of pocket cost
- No claims to submit

Basic Medical (non-participating)
- Meet deductible
  - ($1250 combined)
- 80% reimbursement
  - (“reasonable and customary”)
- Submit claim forms
Empire Plan Prescription Coverage

- Up to a 30-day supply from participating retail pharmacy or through mail service
  - $5 generic
  - $30 preferred brand name
  - $60 non-preferred brand name
- Up to a 90-day supply through the mail service
  - $5 generic
  - $55 preferred brand name
  - $110 non-preferred brand name
- Up to a 90-day supply from a participating retail pharmacy
  - $10 generic
  - $60 preferred brand name
  - $120 non-preferred brand name
### 2023 Health Plan Rates

<table>
<thead>
<tr>
<th>Plan</th>
<th>Salary $47,024 or less</th>
<th>Salary $47,024 or less</th>
<th>Salary $47,024 or more</th>
<th>Salary $47,024 or more</th>
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<tbody>
<tr>
<td></td>
<td>Individual</td>
<td>Family</td>
<td>Individual</td>
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<tr>
<td>Empire Plan</td>
<td>$56.01</td>
<td>$241.79</td>
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<td>HIP (HMO)</td>
<td>$107.49</td>
<td>$314.58</td>
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</table>
Health Insurance Enrollment

- To enroll in the Health Insurance Plans we need:
  - PS 404- Health Insurance Transaction Form
  - Copy of Employees Birth Certificate or Passport
  - Copy of Marriage Certificate for Spouse
  - Copy of Financial Obligation for Spouse
  - Copy of Birth Certificate or Passport for Spouse
  - Copy of Birth Certificates for Children

*Enroll within 30 days of your first day of employment*
Dental and Vision Insurance

**CSEA**
- 28 day waiting period
- No premium cost
- Must enroll with union benefit fund
- (800) 323-2732
- [https://www.cseaebf.com/contact.php](https://www.cseaebf.com/contact.php)

**UUP**
- 42 day waiting period
- No premium cost
- Must enroll with union benefit fund
- (800) 887-3863
- [https://uupinfo.org/benefits/btf.php](https://uupinfo.org/benefits/btf.php)
Flexible Spending Accounts

- **Health Care Spending Account:** ($100 min./ $3,050 max. employee contribution)
  - a way to use your pre-tax dollars on unreimbursed medical, dental and vision costs

- **Dependent Care Advantage Account:** ($5,000 max. employee contribution / employer contribution will be based on your salary)
  - a way to use your pre-tax dollars to pay for child and elder care while you are at work
  - Dependent Care effective immediately

- **Adoption Advantage Account:**
  - lets you pay for expenses related to the adoption of an eligible child with pre-tax dollars

ENROLL ONLINE AT: [www.flexspend.ny.gov](http://www.flexspend.ny.gov) or call 1-800-358-7202

Enroll within 60 days of your first day of employment.

Must re-enroll yearly, will not roll over.
Pay Cycle

- NYS employees are paid on a two-week lag basis: a two-week delay between the time the work is performed and when the salary for that work is received.

- Pay period starts on Thursday and ends two weeks later on Wednesday.

- Most full-time employees are processed on an annual salary basis, paid over a period of 12 months (normally 26 pay periods)
Example: If the pay period begins on the 2\textsuperscript{nd} and ends on the 15\textsuperscript{th}, first check would be issued on the 29\textsuperscript{th}
The fast, convenient, and reliable way to receive your pay!

- Direct deposit is available and can be split between multiple banks.
  - Direct deposit advice is mailed to you to show the paycheck details (salary and deductions) as well as a listing of the account(s) to which the deposit(s) were made.
  - If closing accounts, notify Payroll Office at least 3 weeks before check is due, or delays in receiving funds could occur.

- Strongly recommend use of direct deposit, replacing lost/stolen check can take 6-8 weeks or more, especially if check was cashed.
SUNY Self Service

Self Service is currently available through the SUNY portal. Features currently include:

- Time & Attendance
- View Paycheck
- Update Address

Employees can access these functions from this website: [https://www.suny.edu/hrportal](https://www.suny.edu/hrportal)
Leave Accruals

- See “Benefits at a Glance” or visit the Human Resources/Benefits webpage for the accrual schedule.
- Accrual balances are maintained in the Time & Attendance System
- Faculty accrue sick leave only.
- Professionals accrue sick and vacation leave.
- Classified Service accrue sick, vacation, and personal leave.

Good news:
If you retire from state service, accrued sick leave helps pay for your health insurance throughout retirement!
Time & Attendance

- All Faculty, most Professional Staff, and Administrative Classified Staff are required to submit an electronic time card through the SUNY Portal.

- Professional and Faculty time cards should be submitted on a monthly basis by the 10th of each month.

- Classified Administrative Staff must complete their timesheet at the end of each pay period.

- 10 Month Faculty are required to submit monthly time cards during their ten months of obligation (generally, August through May).
**Time & Attendance**

- **Example of monthly time record.**
Example of hourly time record.
Benefits Questions?
Email: benefits@farmingdale.edu

Human Resources Questions?
Email: hr@farmingdale.edu