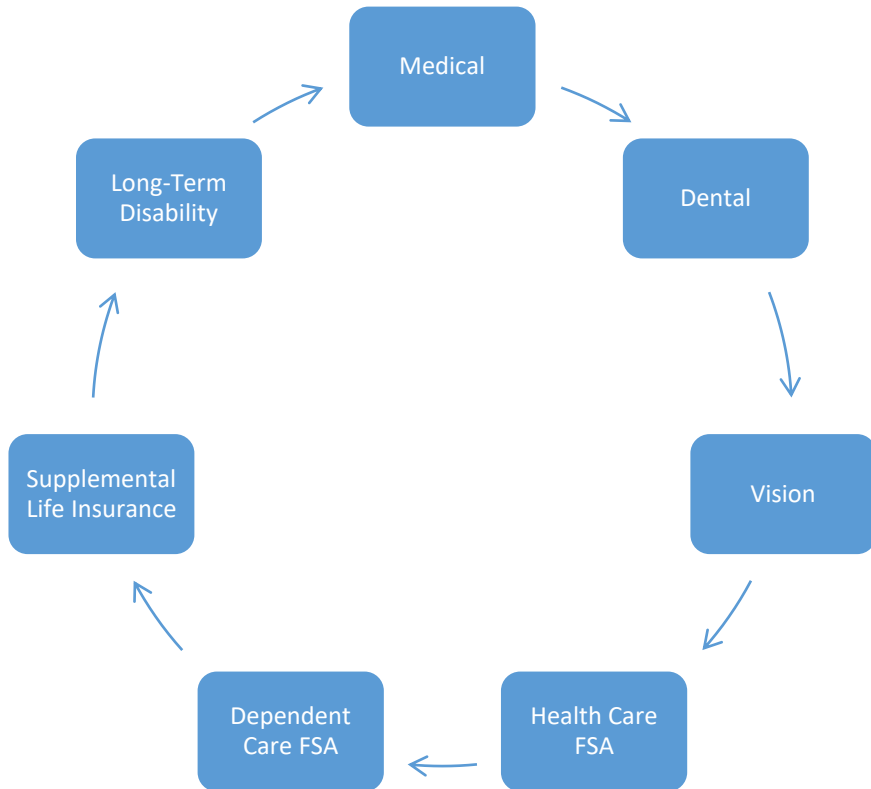


# Benefits Overview Agenda

- Benefits Enrollment
- Eligibility and Documentation for Dependents
- Medical Plans
- Health Savings Accounts (HSA)
- Flexible Spending Accounts (FSA)
- Dental and Vision Plans
- Disability, Life and Personal Accident
- Commuter Benefits
- Education Benefits
- Retirement Plans
- Enrolling in Benefits for the First Time

# Benefits Enrollment

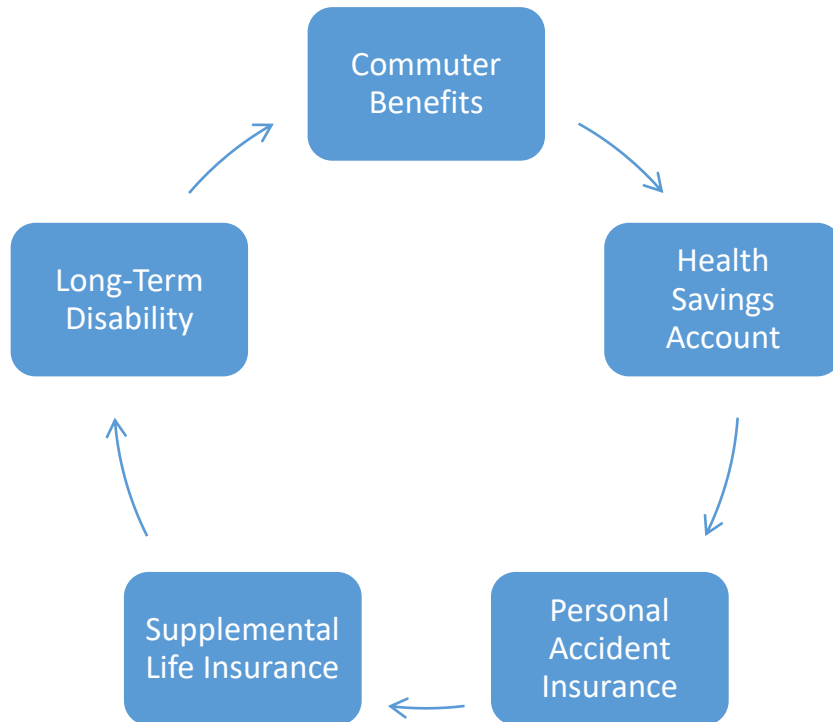
You must enroll within 31 days following your hire or benefits-eligible date to have coverage in 2020 for the following benefits:



- ✓ You pay the cost of these benefits through pre-tax payroll deductions.
- ✓ You can enroll in Supplemental Life Insurance for yourself and your spouse (up to initial plan maximums) and Long-Term Disability with no evidence of insurability within 31 days.
- ✓ Benefits will be effective on your hire or benefits-eligible date.
- ✓ Elections for these benefit plans are binding through December 31, 2020, unless you experience a qualifying life event.

# Benefits Enrollment

You may enroll at any time throughout the year in the following benefits:



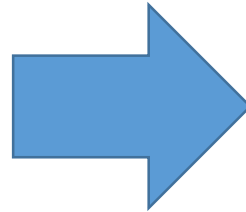
- ✓ You pay the cost of these benefits through after-tax payroll deductions.
- ✓ You can make changes at any time throughout the year to these benefits.
- ✓ If you enroll in Supplemental Life Insurance (for you and/or your dependent) or Long-Term Disability **more than 31 days after your hire or benefit-eligible date**, you will be required to complete an **Evidence of Insurability form**.

# Who is Eligible for Enrollment

**You, if you work in a benefits eligible position that is:**

**Full-time:** scheduled to work at least 35 hours per week

**Part-time:** scheduled to work at least 20 hours per week



**Your Family Members**

Same and opposite-sex Spouse

Same and opposite-sex Civil Union Partner

Child under age 26

# Documentation for Dependent Coverage

- Must be scanned, uploaded and attached at the time of enrollment through Workday.
  - ✓ Spouse (same and opposite gender)
    - Marriage Certificate
  - ✓ Child/Children (up to age 26)
    - Birth Certificate, Adoption Documents, etc.
  - ✓ Civil Union (same and opposite sex)
    - Certificate of Civil Union
- Without proper documentation that demonstrates dependent relationship, we will not be able to cover your dependents. Should you not provide these documents within your 31-day enrollment window, your next opportunity to enroll your dependents will be during the annual open enrollment or if you experience a qualifying life event.



# Qualifying Life Events

- If you experience changes in your life or on the job in calendar year 2020, you may make changes to your benefit elections.
- Examples of Qualifying Life Events include:
  - ✓ Birth / Adoption
  - ✓ Marriage
  - ✓ Divorce
  - ✓ Loss of current medical, dental or vision coverage
  - ✓ Gain of other medical, dental or vision coverage
- You have 31 days from the date you experience a qualifying life event to make your benefit changes in [Workday](#).
  - ✓ Proof of the life event is required and must be submitted within 31 days of the change effective date.

# Health Insurance



# Medical Plans

- Blue Cross Blue Shield HDHP Maroon Savings Choice Plan
- Blue Cross Blue Shield PPO Maroon Plan
- Blue Cross Blue Shield HMO Illinois Plan
- University of Chicago Health Plan - (UCHP)



# Medical - HMO vs PPO

## Here's how an HMO works:

- You must select a primary care physician (PCP) who manages your care using the HMO network's physicians and facilities.
- You will need approval from your PCP before seeing a specialist.
- There is no deductible to meet before the plan begins sharing in the cost of non-preventive care services.
- You pay a fixed copayment for each office visit, emergency room visit and hospital stay.
- There are no claims to file.
- You must use doctors in your HMO's network unless it is a life-threatening emergency.

## Here's how a PPO works:

- You are not required to choose a primary care physician and do not need a referral to see a specialist.
- You must meet an annual deductible before the plan begins covering non-preventive care services.
- Once you have met your deductible, you and the plan share in the cost of covered health expenses through coinsurance.
- If you use in-network providers, there are no claims to file.

# Medical - HMO

If you prefer an HMO, keep in mind these key differences:

## University of Chicago Health Plan (UCHP)

- Treatment provided at University of Chicago Medicine facilities, including the University of Chicago Medical Center (UCMC), and by UCHP PCPs and UCHP Specialists, is covered.
- Services received at non-University of Chicago Medicine facilities or by non-UCHP-designated providers will not be covered unless it is an emergency.

## BCBS HMO Illinois Plan

- You have access to the Blue Cross Blue Shield HMO Illinois network of contracting doctors and hospitals to choose from when care is needed.
- Healthcare is provided within specific geographic areas called service areas. To be a member in HMO Illinois, you must live in its service area and you must use doctors in the network and within your service area unless it is an emergency.



- UCHP: Not recommended for anyone who does not live in the Chicago area.
- HMO Illinois: Not recommended for anyone who does not live in Illinois or Northern Indiana due to being outside the service area for this plan.

# Medical - PPO

## BCBS HDHP Maroon Savings Choice Plan vs. BCBS PPO Maroon Plan

	BCBS HDHP Maroon Savings Choice Plan	BCBS PPO Maroon Plan
Access to Broad PPO Network	✓	✓
Specialist Visits without Referrals	✓	✓
HSA Opened by University with a University contribution; Option to Add Additional Pre-Tax Dollars	✓ (\$500 single/\$1,000 family)	✗
Flexible Spending Account	✗	✓
In-Network Annual Deductible (Single/Family)	\$2,000 / \$4,000	\$500 / \$1,000

# Health Savings Accounts (HSA)

- If enrolled in the BCBS HDHP Maroon Savings Choice Plan, the University will open a Health Savings Account (HSA) for you with HSA Bank.
- You may make additional **voluntary pre-tax contributions** to pay for eligible medical expenses through payroll deductions.
- **You may also rollover HSA funds**, from another HSA account into your University HSA account with HSA Bank.
- The IRS limits the amount that can be contributed each year to HSA, including both your and the University's contributions. For 2020, you can contribute:

Contributions	Individual	Family
2020 IRS Maximum	\$3,550	\$7,100
University Contribution	-\$500	-\$1,000
Your Maximum Contribution	\$3,050	\$6,100

- If you are age 55 or older, you can contribute an additional \$1,000, regardless of your coverage level.

# Health Savings Accounts (HSA)

- Use your HSA account for health related expenses.
- Contributions earn **tax free interest**.
- **Your balance rolls over from year to year with no “use it or lose it” rule.**
- The account is **“portable”** (even if you transfer employers).
- The money is always yours - including the University’s contributions (there is no vesting requirement).
- ✓ When you enroll in HSA, you may receive an “ID Verification” request form from HSA Bank. **DO NOT IGNORE THIS REQUEST.** Your account will be closed if you do not respond with the requested identification documents.

# Flexible Spending Accounts (FSAs)

- Set aside **pre-tax** money to pay for eligible health and dependent care expenses during the year.\*
- The FSA is **use it or lose it**; money in the account at the end of the year that is not used, will be forfeited.
- You can receive reimbursement for expenses incurred between your benefits effective date and March 15, 2021.

	Health Care	Dependent Care
<b>Contributions</b>	Individuals may contribute \$250 (minimum) up to \$2,750 (maximum) annually	Families may contribute up to the annual maximum of \$5,000 per family; no minimum
<b>Eligible Expenses</b>	Medical, dental, prescriptions, vision (exams, glasses, contact lenses & solution)	Childcare under age 13, before and after care under age 13, day care for disabled adults

\*Full list of expenses available at [www.wageworks.com](http://www.wageworks.com)

# Dental and Vision



# Dental Plans

## MetLife Dental Co-Pay Plan & PPO Plan

- Both MetLife options provide coverage for
  - ✓ Preventive care
  - ✓ Basic care (fillings)
  - ✓ Major care (crowns)
  - ✓ Orthodontia (braces)
- Both MetLife options are
  - ✓ PPO plans
  - ✓ Offer in-network and out-of-network benefits
  - ✓ Use the “PDP Plus” Network
- No ID card needed
- Visit [www.metlife.com](http://www.metlife.com) to locate a participating Dentist





# Vision Plans

## Vision Service Providers (VSP) Base Plan & Premier Plan

- Both VSP options provide coverage for
  - ✓ Vision exams
  - ✓ Lenses
  - ✓ Frames
  - ✓ Contacts
- Both VSP options
  - ✓ Offer in-network benefits
  - ✓ Reimbursement when using an out-of-network provider
  - ✓ Use the “Choice” Network
- No ID card needed



# Group Life Insurance

- **Basic Life Insurance**

- ✓ Equal to one times annual base salary to a maximum of \$50,000
- ✓ You are automatically enrolled

- **Supplemental Life Insurance**

- ✓ Purchase additional life insurance protection for yourself
- ✓ Elect up to 8x your annual base salary up to \$750,000 without evidence of insurability within 31 days
- ✓ Evidence of insurability is required to enroll and/or increase your coverage after 31 days

**Life insurance maximum coverage \$1,500,000  
(basic and supplemental combined)**

# Group Life Insurance

- **Spouse or Civil Union Partner**

- ✓ Elect in \$10,000 increments up to \$150,000 (not to exceed 100% of your basic and supplemental life amount).
- ✓ Elect up to \$20,000 without evidence of insurability within your first 31 days.
- ✓ Election amounts greater than \$20,000 will require evidence of insurability.

- **Dependent Child Life Insurance (Up to age 26)**

- ✓ Elect in \$2,000 increments up to \$10,000.
- ✓ Evidence of Insurability is not required.

# Personal Accident Insurance

## Accidental Death and Dismemberment

- **Single or Family Coverage Available**
  - ✓ Minimum coverage \$20,000
  - ✓ Maximum coverage up to 10x your annual base salary up to \$1,000,000
  - ✓ Unmarried dependent children are covered up to the age of 26
  - ✓ Evidence of insurability is not required
- **If family coverage is elected,**
  - ✓ Spouse is provided coverage for 50% of your amount to a maximum benefit of \$500,000
  - ✓ Child is provided coverage for 15% of your amount to a maximum benefit of \$50,000

# Disability Income Protection

- **Short-Term Disability (STD)**

- ✓ The University of Chicago provides Short Term Disability (STD) to benefits-eligible staff employees.
- ✓ Eligible employees may receive STD payments beginning 14 calendar days after the first day of absence or the exhaustion of sick leave, whichever is longer.
- ✓ STD provides 60% of your monthly base salary.
- ✓ You are automatically enrolled at no cost to you after six months of continuous and active employment.

- **Long-Term Disability (LTD)**

- ✓ Participation is voluntary.

Plan	Benefit Provides (Monthly)	Maximum (Monthly)
Basic Plan	60% of base salary	\$10,000
Optional Plan	60% of base salary	\$20,000

- ✓ During your initial 31-day enrollment period, you will be automatically enrolled in the Basic Plan. You have the option to elect the Optional Plan (without Evidence of Insurability) at this time or waive all coverage.

# Commuter Benefits



- **Commuting and Off-Campus Parking**
  - ✓ Mass transit: Metra, CTA, RTA, Pace, South Shore Line, etc.
  - ✓ Off-campus parking
- **Enroll anytime through WageWorks at: [www.wageworks.com](http://www.wageworks.com)**
  - ✓ Enroll prior to the 10<sup>th</sup> of the month to receive the benefit for the following month
  - ✓ Select the type of pass/card and the dollar amount
  - ✓ Passes are mailed directly to your home each month
  - ✓ Monthly deductions through payroll with pre-tax dollars
- **UofC and UCMC Garages and Lots**
  - ✓ Are not included in this program
  - ✓ Enroll directly with The University's Transportation & Parking Office
    - [parking@uchicago.edu](mailto:parking@uchicago.edu)
  - ✓ Monthly deductions through payroll with pre-tax dollars



# Education Benefits (Staff Employees)

- **Tuition At The University of Chicago**  
(undergraduate and graduate degrees)

- ✓ Full time employees

- ✓ Eligible immediately

- ✓ Pays 50% of tuition up to two classes per quarter

- ✓ Must have registered/enrolled at University before submitting tuition assistance request to Benefits Office



- **Tuition Outside of The University of Chicago**  
(First undergraduate degree only)

- ✓ Full time employees

- ✓ Eligible immediately

- ✓ Pays 75% of tuition up to \$2,000 per calendar year



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# Education Benefits (Staff Employees)

## Dependent Children Tuition Benefit

- **Tuition at the University of Chicago**
  - ✓ Pays 50% of undergraduate tuition
  - ✓ Maximum benefit is 12 quarters
  - ✓ Application required at the beginning of each quarter
- **Tuition at the University of Chicago Laboratory Schools**
  - ✓ Pays 50% tuition
  - ✓ You may apply for up to 85% payment based on total household adjusted gross income





# Retirement



# Retirement Plans

Retirement Income Plan for Employees (ERIP)

Contributory Retirement Program (CRP)

Supplemental Retirement Program (SRP)



# Retirement Plan - ERIP

- Retirement Income Plan for Employees (ERIP)
  - ✓ A 403(b) defined contribution plan
  - ✓ Participation in this plan is mandatory at age 21 and one year of service (1,000 hours of service in year of computation period) with the University

	Employee	University of Chicago
<b>Mandatory Contributions</b>	You are required to contribute 3% of your pay	UChicago will make a matching contribution of 4%
<b>Voluntary Contributions</b>	If you contribute an additional 1%	UChicago will contribute an additional 2%
	If you contribute an additional 2%	UChicago will contribute an additional 4%

- ✓ You direct investments amongst the investment options available under the retirement plan
- ✓ Vested after three years; starts counting from the date of employment

# Retirement Plans - CRP

- Contributory Retirement Program (CRP)
  - ✓ Participation is mandatory within the first 31 days of hire for eligible faculty, academics and highly compensated staff (\$130,000 as defined by the IRS)

	Employee	University of Chicago
Mandatory Contributions	You are required to contribute 5% of your pay	UChicago will make a matching contribution of 8%

# Retirement Plan - SRP

- Supplemental Retirement Program (SRP)
  - ✓ A 403(b) defined contribution plan
  - ✓ Participation in this plan is voluntary
  - ✓ Eligible to participate immediately
  - ✓ Enroll at anytime
  - ✓ Contribute the dollar amount you choose not to exceed IRS maximums
    - \$19,500 for all employees (less any voluntary ERIP contributions)
    - \$26,000 for all employees turning age 50 or older within the calendar year
  - ✓ You direct investments amongst the investment options available under the retirement plan
  - ✓ Always 100% vested in your account

- 
- In Workday you can elect an **amount** or **percent** per PAYROLL to contribute to SRP.
  - If you elect a **percent**, it is a percent of your gross pay, not the percent of the annual allowed contribution.



For example:

- If you earn \$5,000 per month and elect to contribute 50% of your pay to SRP you will have \$2,500 deducted from each paycheck and deposited into your SRP account.
- If you earn \$5,000 per month and elect to contribute 100% of your pay to SRP you will have \$5,000 deducted from each paycheck and deposited into your SRP account.

# Retirement Plan Vendor

## TIAA

- Retirement Plan Information Sessions
  - The last Monday of each month (Noon to 1 PM)
    - ✓ 6054 S. Drexel, 1<sup>st</sup> floor, Room 144
- One-on-one, free retirement counseling available by contacting TIAA directly
  - ✓ TIAA at [tiaa.org/schedulenow](https://tiaa.org/schedulenow) or 800.732.8353



Due to Covid-19, TIAA is temporarily suspending financial consultant campus visits. To schedule a web or phone counseling appointment, contact TIAA at [tiaa.org/schedulenow](https://tiaa.org/schedulenow) or call 800.732.8353.

# Benefits Contact Information

<b>E-Mail</b>	<a href="mailto:benefits@uchicago.edu">benefits@uchicago.edu</a>
<b>Website</b>	<a href="http://humanresources.uchicago.edu/benefits">http://humanresources.uchicago.edu/benefits</a>
<b>Office Hours</b>	Monday - Friday 8:30 AM - 4:30 PM
<b>Address</b>	6054 S. Drexel Ave., 1 <sup>st</sup> Floor Chicago, IL 60637
<b>Phone</b>	(773) 702-9634
<b>Confidential Fax</b>	(773) 834-0996

# Enrolling in Benefits for the First Time

- Need assistance with your Benefit enrollment?
  - Call a Benefits Specialist Monday through Friday from 8:30 am to 4:30 pm at (773)702-9634 or send an email to [benefits@uchicago.edu](mailto:benefits@uchicago.edu)
- Review your Benefit options on line by visiting <https://humanresources.uchicago.edu/benefits/index.shtml>
- Follow the Quick Reference Guide, **Elect Benefits for the First Time** under [Managing Your Employee Record in Workday](#) to assist you with your enrollment.



# workday@UCHICAGO


## Keep In Mind

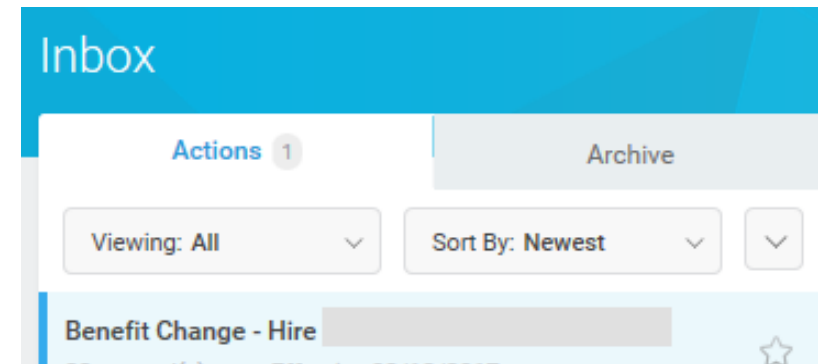
- You have 31 days from the date that you become benefits eligible to enroll in benefits.
- If you do not enroll within these 31 days, you will have to wait until Open Enrollment or until you experience a qualifying life event to make changes to certain benefit elections.
- You may not elect coverage as an employee and also receive coverage as a dependent (if both you and your spouse/partner are University employees).

## Information Needed

- Supporting documentation (if necessary), includes the following:
  - Birth/Adoption – birth certificate or adoption documents
  - Marriage – marriage certificate
  - Civil Union – civil union certificate
- If you are adding beneficiaries or dependents, you must provide social security numbers, dates of birth and addresses for those individuals.

## Start Your Enrollment

1. Log in to [Workday](#) using your CNet ID and Password.
2. From the Home page, click on the inbox icon on the top right corner of the screen.
3. Select the **Benefit Change – Hire** task. 



You can view the complete Quick Reference Guide by visiting [Managing Your Employee Record](#) in Workday and clicking on “**Elect Benefits for the first time.**”