Welcome to RIT
Introduction to Your RIT Benefits
Overview of RIT’s Benefits Program

- Introductions
- Discuss in detail RIT’s benefits program
- Review and complete enrollment form
- HR Department located in George Eastman Hall, 5th floor
Benefit Contacts

- If your last name begins with the letter **A - L**
  Val Liegey (585) 475-5346 or valpsn@rit.edu

- If your last name begins with the letter **M - Z**
  Brett Lagoe (585) 475-5983 or blrlpsn@rit.edu

- **HR Voice Number:** (585) 475-2424

- **Benefits E-Mail:** benefits@rit.edu
Your Action is Needed

- Form I-9 – verification of employment eligibility
  - Section 1 should be completed on or before the first day of work at [http://www.newi9.com](http://www.newi9.com) (employer code is 15083).
  - Section 2 must be completed no later than the third day of work. Present valid identification documents in person at HR
- ID Card (Registrar’s Office, 1st floor Eastman Hall)
- Parking Permit required (Parking Services Office information at [www.rit.edu/fa/parking](http://www.rit.edu/fa/parking))
  - New Employee Temporary Parking Permit good for 10 days
  - General parking permits are available for an annual fee that is determined by your annual salary
  - Permits can be purchased online (click on “My Parking Account”)
Parking Permit

- For the 2015-16 academic year, the fee for general parking is based on your salary as follows (fee pro-rated for those not at RIT the entire academic year):
  - Less Than $41,000: No Charge
  - $41,000 - $86,999: $50
  - $87,000 - $129,999: $100
  - $130,000 and above: $150

- Sign up for pre-tax payroll deduction, the quickest method
  - The Parking Office does not know your salary; only the Payroll Office knows.

- You can also purchase a reserved permit for a higher fee and a carpool permit for a lower fee.
Comprehensive Benefits Program

- Medical Coverage
- Prescription Drug Coverage
- Vision Care Coverage
- Dental Coverage
- Beneflex-FSA (Dependent Day Care and Health Care Spending Account)
- Life Insurance
- AD&D Insurance
- Disability Benefits
- Changing Your Benefits
- Retirement Savings Plan
- Education Benefits
- Time Off Benefits
- Employee Assistance Program (EAP)
- Voluntary Deduction Plans
- Discount Programs
- Statutory Benefits
Family Member Verification Process

- In order to cover eligible family members, you will need to submit a photocopy of verification documents.

- The most common documents are:
  - Birth certificate for child
  - Marriage certificate for spouse

- Refer to information in your new hire packet for more details.
Family Member Verification Process, cont’d

- Submit copies of documents with your benefits enrollment forms
- Your coverage will not be set up until these copies are received
- If you do not submit copies of verification documents, the coverage you elect on your enrollment forms will be set up but on an individual basis
Medical Coverage

- Coverage begins 1st of month on or after date of hire
  - if you are hired on the first of the month, coverage starts on date of hire
- Coverage **not** automatic – you must complete forms
- Cover you, your spouse or domestic partner, and eligible children
- You must elect coverage for yourself in order to cover a family member(s)
Medical-Child Eligibility

- A child who is under age 26 and
  - Your natural or adopted child, or
  - Your spouse’s natural or adopted child, or
  - Your domestic partner’s natural or adopted child (NOTE: if the child is not claimed as a dependent on your federal income tax return, this benefit will be taxable)
- Any other child who is under age 26, and
  - for whom you are the legal guardian or legal custodian, and
  - who resides in your home, and
  - who is claimed as a tax dependent on your federal income tax return
- Slightly different eligibility than for child life insurance coverage and educational benefits
Domestic Partner Eligibility

- Domestic partner definition
  - same sex or opposite sex
  - meet certain criteria (for example: lived together at least 12 months, financially interdependent, not legally married to someone else)

- Tax implications for you (employee)

- Forms to complete
  - Affidavit for Domestic Partnership with partner’s signature required
  - Application for Domestic Partner Benefits
Medical Coverage

- RIT’s Medical Care Plan is self-insured
- Administered by (claims paid by) Excellus BlueCross BlueShield
- 4 Point of Service (POS) Plans from which to choose
  - POS A, B, B No Drug, D
  - In and out of network benefits
  - Preventive coverage
  - 3 plans with prescription drug benefits, one without
- PPO plan available for those who live outside POS service area
Key Terms and Concepts

- **Copay** is the dollar amount the patient pays for a service (e.g., $25 for an office visit) *(Medical In Network and Both Prescription Drug Plans)*

- **Deductible** is an annual amount the patient must pay before the plan begins to pay (e.g., $300) *(Medical Out of Network Benefit and POS D Prescription Drug)*

- **Coinsurance** is the percentage of eligible expenses the plan pays and the percentage the patient pays (e.g., plan pays 80%, patient pays 20%) *(Medical Out of Network Benefit)*

- **Out-of-pocket maximum (OOP)** is the most a patient will pay in a plan year for covered services before the plan pays 100% of covered services for the remainder of the year; “covered services” for this purpose are a combination of the deductible and patient’s portion of coinsurance *(Medical In Network and Out of Network)*

R·I·T
POS In-Network Benefits

- 31 county service area
- Works similar to an HMO; use Primary Care Physician (PCP) to coordinate your care
- There are no referrals required
- Some services need pre-authorization/pre-certification in advance (e.g., hospitalization, occupational therapy, physical therapy, speech pathology, speech therapy)
- Higher level of benefits than out of network
POS Out of Network Benefits

- Non-participating providers locally or out of town, OR
- Lower level of benefits than in-network
- All services are subject to an annual deductible, then you pay coinsurance up to an annual out-of-pocket maximum
  - **IMPORTANT NOTE:** Out of Network providers may charge more than the allowed amount. You are responsible for the amount above the allowed amount; the allowed amount (not the amount you paid) will be applied toward the deductible and out-of-pocket maximum.
- “Just in case” coverage - provides an added advantage, but you probably won’t use out of network benefits often
Emergency vs Out of Network

- All the POS plans provide world-wide coverage for emergencies and urgent care
- Contact the Primary Care Physician (PCP) and/or plan as soon as possible to ensure referral paperwork done promptly
- Out of Network provides coverage if you choose to go out of area for services
Picking the Right Plan

- The plan with the largest payroll contribution is not necessarily the best plan.
- The plan with the smallest payroll contribution is not necessarily the least expensive plan overall.
  - Review coverage differences and copay amounts (office visits, etc.).
  - Use worksheet (online or in your packet) to review anticipated medical needs and associated costs.
- You can change coverage during Open Enrollment (each fall) for a January 1 effective date.
Where is Your Family?

- Is your family here in the Rochester area now? Will they be moving here? When?
  - Does your spouse have coverage available at your previous home?
  - Do you have information on spouse’s coverage and rates?
  - Does it make sense for your spouse to carry your coverage or for spouse to cover family at previous home and you have individual coverage through RIT?
Preventive Care Services

- Certain preventive care services are covered in full when provided by in-network providers.
- Copay could apply in some cases when the original purpose was a routine physical.
  - When a preventive service results in a treatment (e.g., discussion of your cholesterol screening with your doctor).
  - Discussion of your sprained ankle.
Plan Comparisons

- Covered medical services under POS A, B, B No Drug, and D
  - All cover the same medical services (exception for two*) but you pay different amounts for services depending on the plan
  - * POS A has coverage for hearing aids and replacement of a functioning cochlear implant processor; the other plans have no coverage for these items

- POS A, B, B No Drug, and D
  - Most in-network services covered with copays
  - Certain preventive care covered in full (note: routine eye exam covered with a copay)
  - Most out of network services covered with deductible and coinsurance
Plan Comparisons (cont’d)

- Out-of-pocket maximum (OOP) limits your exposure for medical and prescription drug costs
  - Separate medical and prescription drug OOP max and amounts vary by plan (refer to the Medical Benefits Comparison Book)
  - Does not include payroll contributions, copays, or ineligible services
  - If out-of-pocket maximum is met, eligible expenses would be covered at 100% for remainder of the year

- Prescription drug coverage
  - Coverage under POS A and B are the same
  - POS B No Drug has no prescription drug coverage
  - POS D has different prescription drug coverage
Rochester Regional Health System (RRH) Copay Option

- In support of RIT and RRH strategic alliance, there is a lower copay for certain medical services from RRH providers compared to other providers. Refer to the *Medical Benefits Comparison Book* for details.
- Finding an RRH physician
  - RRH Find a Physician Service
  - Physician list on HR website, periodically updated by RRH
- Copay reduction does not apply to tests, treatments or any other services (e.g., allergy shots, chiropractic services, x-rays, etc.)
- ID card has the RRH and non-RRH copays
# Common Medical Services

<table>
<thead>
<tr>
<th>Service</th>
<th>POS A</th>
<th>POS B and B No Drug</th>
<th>POS D</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCP Office Visit – adult routine physical*</td>
<td></td>
<td>Covered in Full</td>
<td></td>
</tr>
<tr>
<td>PCP Office Visit-diagnostic</td>
<td>$15/RRH $25/Others</td>
<td>$20/RRH $30/Others</td>
<td>$25/RRH $35/Others</td>
</tr>
<tr>
<td>PCP Well Child Visit*</td>
<td></td>
<td>Covered in Full</td>
<td></td>
</tr>
<tr>
<td>Specialist Office Visit</td>
<td>$20/RRH $40/Others</td>
<td>$25/RRH $45/Others</td>
<td>$30/RRH $50/Others</td>
</tr>
</tbody>
</table>

* If visit includes diagnostic services, diagnostic cost sharing may apply
### Common Medical Services (cont’d)

<table>
<thead>
<tr>
<th>Service</th>
<th>POS A</th>
<th>POS B and B No Drug</th>
<th>POS D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urgent Care</td>
<td>$45</td>
<td>$50</td>
<td>$55</td>
</tr>
<tr>
<td>Inpatient hospitalization</td>
<td>$75/RRH</td>
<td>$225/RRH</td>
<td>$325/RRH</td>
</tr>
<tr>
<td></td>
<td>$150/Others</td>
<td>$300/Others</td>
<td>$400/Others</td>
</tr>
<tr>
<td>Lab and pathology</td>
<td>Covered in Full</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radiology (MRI, CT, X-ray)</td>
<td>$40/Others</td>
<td>$45/Others</td>
<td>$50/Others</td>
</tr>
</tbody>
</table>
Cost Sharing Levels Based on Pay

- Generally adjusted annually
- Full-Time Employees
  - Level 1: Annual Base Pay Less Than $40,000
  - Level 2: Annual Base Pay $40,000 - $83,999
  - Level 3: Annual Base Pay $84,000 - $125,999
  - Level 4: Annual Base Pay $126,000 or more
- Extended Part-Time Employees
  - No salary-based levels
  - All pay the same amount based on extended part-time contribution schedule
Choosing a Doctor

- For the POS plans, you must choose a Primary Care Physician (PCP) before coverage will be effective
  - Internist, general practitioner, family medicine
  - Pediatrician for children
  - Woman can choose additional PCP for OB-GYN
- Excellus BCBS has on-line PCP search capability (geographic, specialty, etc.)
- You can change PCP at any time directly with Excellus BCBS (phone or web) [www.excellusbcbs.com/rit](http://www.excellusbcbs.com/rit)
RRH Find a Physician Service

- You can request a physician online at [https://rghs.wufoo.com/forms/finding-a-primary-care-provider/](https://rghs.wufoo.com/forms/finding-a-primary-care-provider/) (link also on benefits website) or by calling the dedicated phone line at (585) 922-7480/V
- You will be asked for your information and preferences, and the RRH representative will contact physician practices
- Information about available appointments will be sent to you within 24-48 hours via e-mail or by home mailing, as you request
- There is also a list on the Benefits website
Additional Resources

- Health and wellness information on the Excellus website
  - Over 6,000 topics in their Healthwise® Knowledgebase
- Blue 365, a national program that gives exclusive access to information, discounts and savings
  - Examples include Snap Fitness 24-7, Jenny Craig® and NutriSystem®, Lasik
- Check out their website at www.excellusbcbs.com/rit for more details on these and more
Questions

- Any questions about the medical plans?
Prescription Drug Coverage

- RIT’s prescription drug coverage is self-insured and is separate from the medical plan
  - Administered by Express Scripts (formerly Medco), the largest U.S. Pharmacy Benefit Manager (PBM)
  - Two ID cards: one for medical, one for prescription drug
  - Cannot purchase this coverage separately

- Automatically covered if you enroll in an RIT-offered medical plan (no Rx coverage for POS B No Drug); no separate enrollment process

- The published employee contribution amounts are a combined amount – include medical and Rx
3-Tier Plan Design

- 3-Tier plan design
  - Tier 1: generic
  - Tier 2: preferred brand
  - Tier 3: non-preferred brand
- Tier 2 is a select list of drugs approved by an independent national committee made up of medical doctors and pharmacists (not Express Scripts and not RIT); list changes periodically
- Drugs are selected for effectiveness and cost
- Preferred alternatives are designated
- The patient’s physician always decides
Purchasing Your Medications

- RIT has a partnership with Wegmans as its preferred retail pharmacy
  - Your copay for prescriptions will be *lower* when purchased at Wegmans than at other participating retail pharmacies.
- Many other retail pharmacies do participate but your copay will be higher than at Wegmans
  - NOTE: Walgreens is not a participating pharmacy
Maintenance Medications

- Medication you take regularly for an ongoing medical condition (e.g., cholesterol lowering, blood pressure, etc.)
- You can purchase a 90-day supply
  - At Wegmans
  - Through Express Scripts mail order
- You **cannot** purchase a 90-day supply at any other retail pharmacy
### Copay Amounts For POS A and B

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>WEGMANS PHARMACY</th>
<th>OTHER PARTICIPATING RETAIL</th>
<th>EXPRESS SCRIPTS MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30-day supply, no limit on fills</td>
<td>90-day supply</td>
<td>30-day supply, up to 3 fills</td>
</tr>
<tr>
<td>Tier 1: Generic Drugs</td>
<td>$10.00</td>
<td>$25.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>Tier 2: Brand Name Formulary Drugs</td>
<td>$25.00</td>
<td>$62.50</td>
<td>$30.00</td>
</tr>
<tr>
<td>Tier 3: Brand Name Non-Formulary Drugs</td>
<td>$40.00</td>
<td>$100.00</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

<sup>(1)</sup> applies to maintenance medications only; does not apply to acute medications or medications that cannot be filled through mail order (e.g., certain controlled substances)
### Copay Amounts For POS D

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>WEGMANS PHARMACY</th>
<th>OTHER PARTICIPATING RETAIL</th>
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</tr>
</thead>
<tbody>
<tr>
<td>30-day supply, no limit on fills</td>
<td></td>
<td>30-day supply, up to 3 fills</td>
<td>30-day supply 4th fill and after (1)</td>
</tr>
<tr>
<td>90-day supply</td>
<td></td>
<td>30-day supply</td>
<td></td>
</tr>
</tbody>
</table>

**Annual Deductible** - each person must pay $1,000 annual deductible before copay amounts are charged in a plan year

<table>
<thead>
<tr>
<th>Tier 1: Generic Drugs</th>
<th>WEGMANS PHARMACY</th>
<th>OTHER PARTICIPATING RETAIL</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$20.00</td>
<td>$25.00</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>$50.00</td>
<td>$62.50</td>
<td>$50.00</td>
</tr>
<tr>
<td>Tier 2: Brand Name Formulary Drugs</td>
<td>$60.00</td>
<td>$70.00</td>
<td>$150.00</td>
</tr>
<tr>
<td></td>
<td>$150.00</td>
<td>$175.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Tier 3: Brand Name Non-Formulary Drugs</td>
<td>$120.00</td>
<td>$140.00</td>
<td>$300.00</td>
</tr>
<tr>
<td></td>
<td>$300.00</td>
<td>$350.00</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

(1) applies to maintenance medications only; does not apply to acute medications or medications that cannot be filled through mail order (e.g., certain controlled substances)
Refills at Wegmans and Mail Order

- Convenient refill process (phone, online, automatic)
- Mail order package is not marked “drugs”
- Two ways to begin Express Scripts By Mail
  - Obtain hard copy prescription from your doctor to send into Express Scripts, OR
  - Ask your doctor to call 1 888 EASYRX1 (1 888 327-9791) for instructions on how to fax the prescription. Your doctor must have your Member ID number (which is on your Express Scripts ID card) to fax your prescription
New Maintenance Medication

- For a new medication, generally best to ask your doctor to write two prescriptions
  - One for a 30-day supply that you will have filled at the retail pharmacy to make sure it works for you
  - The other for a 90-day supply plus refills for up to 1 year to use after you know the new medication works for you
Express Scripts Services

- 24 hours a day, 7 days a week access to customer service and registered pharmacists
- Therapeutic Resource Center has pharmacists who specialize in several chronic conditions (e.g., diabetes) to help you manage your condition
- Specialty drug pharmacy (Accredo) to help you manage specialty medications (e.g., multiple sclerosis, cancer, etc.)
Express Scripts Website

- Access information and update your information on the Express Scripts website [www.Express Scripts.com](http://www.Express Scripts.com)
- Locate pharmacies
- Print temporary ID cards
- Access plan benefit information
  - Determine copay amounts
  - Find less expensive medications
- Order prescriptions
  - New prescriptions, refills, renewals
  - Sign up for e-mail reminders to order refills
  - Some medications have option for automatic refill
- E-mail Express Scripts pharmacists
More About RIT’s Rx Coverage

- All your prescription drugs are in the Express Scripts system whether you purchase at Wegmans, other retail pharmacies or Express Scripts By Mail
  - If you purchase the 90-day generic supply at a retail pharmacy other than Wegmans, it will not be in your health record unless you contact Express Scripts directly
- Over 50,000 retail pharmacies in network nationwide
- Can fill Rx at a non-participating pharmacy, but:
  - You have to pay entire cost and get reimbursed, and
  - You pay more if higher cost than network pharmacy
Rx Limitations and Exclusions

- If an FDA-approved generic is available and you choose (or your doctor prescribes) a brand medication, you pay the difference (brand name copay applies).
- Some medications have special rules:
  - Quantity limits (e.g., migraine medication)
  - Step therapy (e.g., try and fail with Medication A before Medication B is covered)
- Some medications are excluded from the Express Scripts formulary (listing on the benefits website).
- You can price a medication on the Express Scripts website or call them before ordering a medication.
Questions

- Any questions about the prescription drug plan?
Vision Care Plan

- Coverage begins 1st of month on or after date of hire
  - if you are hired on the first of the month, coverage starts on date of hire
- Coverage not automatic – you must complete enrollment form
- Cover you, your spouse or domestic partner, and eligible children (same eligibility as medical)
- You must elect coverage for yourself in order to cover a family member(s)
- Medical and vision are separate enrollments – can elect one or both, and different coverage levels
Vision Care Plan

- Coverage provided by VSP
  - In business since 1955
  - Award winner in member satisfaction
  - 51 million members with 28,000 business clients

- Extensive network of providers
  - 24,000 doctors and 98% of Americans have access to two VSP doctors within 3.6 miles
  - They provide both eye exams and eyewear
Vision Care Coverage

- Routine eye exam, with $15 copay (if provider determines that exam is not routine, claim should be submitted to medical coverage)
- Lenses covered in full
  - Single vision, lined bifocal and trifocal, and progressive lenses
  - Polycarbonate for children
- Frames covered up to $130
  - Special from 8/1-12/31/2015: extra $40 off bebe®, Calvin Klein, Flexon®, or Nike frame
  - Special through 12/31/2016: some other manufacturers offer extra $20 off
  - Plus, 20% off the amount over your allowance
- $20 copay for eyeglasses
- Coverage available every year

NOTE: POS medical plans cover routine and diagnostic eye exams
Extra Discounts and Savings

- Average of 30% savings on lens options, such as scratch resistant and anti-reflective coatings
- 20% off additional prescription glasses and sunglasses*
- 15% off the contact lens exam*
- Average 15% off laser vision correction services from contracted laser centers

* Discounts available from any VSP doctor within 12 months of your last covered eye exam.
Using Your Benefit

- Find a VSP doctor anytime, anywhere
  - Sign on to www.vsp.com
  - Call (800) 877-7195/v and (800) 428-4833/TTY

- No ID cards, no paperwork
  - You can print a Member Vision Card from VSP website

- Make an appointment and tell them you’re a VSP member; your ID # is your University ID (UID)
  - Information about UID at end of presentation

- That’s it! Your doctor and VSP handle the rest
Questions

- Any questions about the Vision Care Plan
Dental Coverage

- Coverage begins 1\textsuperscript{st} of month on or after date of hire
  - if you are hired on the first of the month, coverage starts on date of hire
- Coverage \textbf{not} automatic – you must complete enrollment form
- Cover you, your spouse or domestic partner, and eligible children (same eligibility as medical)
- You must elect coverage for yourself in order to cover a family member(s)
- Medical and dental are separate enrollments – can elect one or both
Dental Coverage

- RIT’s Dental Care Plan is self-insured
- Administered by (claims paid by) Excellus BlueCross BlueShield
- Three service categories (one plan)
  - Preventive: 100% of Usual and Customary Charge (UCC) – oral exam, 
    cleanings, x-rays, etc.
  - Restorative: $25 per person annual deductible ($50 for two person and $75 per 
    family). Plan pays percentage up to $1,250 per calendar year per person
    - Minor Restorative (e.g., fillings) covered at 80%
    - Major Restorative (e.g., crowns) covered at 50%
  - Orthodontia: 50% up to $1,250 per lifetime for children under age 19
- Full benefit when you go to Blue Shield participating dentist
- Have dentist complete a pre-determination of benefits to understand 
  your out-of-pocket costs for minor or major restorative services
Questions

- Any questions about the dental plan?
Beneflex Plan (FSA)

- Also called Flexible Spending Accounts (FSA)
- Administered by Lifetime Benefit Solutions (LBS), an Excellus company
- Coverage begins 1\textsuperscript{st} of month on or after date of hire
  - if you are hired on the first of the month, coverage starts on date of hire
- Two parts to Beneflex Plan
  1. Flexible Spending Accounts (Dependent Day Care & Health Care)
  2. Pre-tax contributions for medical, vision and dental coverage
- IRS limits for tax free payments under Flexible Spending Accounts
  - Health Care - $2,550 cap \textit{per employee} calendar year
  - Dependent Day Care - $5,000 cap \textit{per family} per calendar year
  - These limits are for all employers combined
Beneflex Health Care Accounts

- Eligible expenses include those eligible for a medical tax deduction as described in IRS Publication 502 (see HR website);
  Examples include:
  - Ambulance
  - Crutches
  - Eyewear
  - hearing aids and TTY
  - medical, dental and prescription drug copays & coinsurance
  - OTC medical supplies (band aids, crutches, wheelchair)
  - OTC drugs and medicine are covered only if you have a prescription
  - Cosmetic expenses are not eligible

- Eligible family members are generally those you can claim as dependents on your federal tax return
  - You can be reimbursed for eligible services for children up to the age of 26 (even if they are not reported as a tax dependent)
  - They do not need to be covered under your medical, vision and/or dental plan
Beneflex Dependent Day Care Accounts

- Eligible expenses include those described in IRS Publication 503 (see link on HR website); Examples include:
  - Child care centers
  - Family daycare providers
  - Nursery schools
  - Caregivers for a disabled dependent

- Eligible dependents are your:
  - Children under 13 who you claim as dependents for federal income tax purposes, OR
  - Spouse, children of any age or other federal income tax dependents who are disabled, incapable of self-support (or who need full-time attention) and who are at home at least eight hours each day.
How Beneflex Works

- To determine amount to elect, estimate your eligible expenses
  - plan for services from participation date to December 31\textsuperscript{st} for you and qualified dependents
  - use worksheets enclosed with new employee guide; also on HR website
- Amount deducted pre-tax from each of your paychecks during the year
- Pay provider with the LBS Visa® Card or pay out of pocket and submit claim form for reimbursement
- You don’t pay tax when the money comes out of your paycheck or when the money comes out of your account
Beneflex Example

- Assuming a participation date of July 1
- You have monthly prescriptions with a total copay of $100 for a total of $600 from July 1\(^{st}\) through December 31\(^{st}\)
- You will purchase eye glasses for $150 (after vision care coverage)
- Total of $750 deducted over 12 pay periods at $62.50 each
- Pay provider
  - With the LBS Card (funds come out of your account); OR
  - Pay out of pocket and submit claim for reimbursement-do this if you coordinate coverage with another plan
The LBS Card

- Use where VISA accepted to pay for healthcare and/or dependent day care expenses at the point of service – amount comes right out of your account
  - Cannot be used at RIT’s Margaret’s House due to the “merchant code” or at NTID Hearing Aid Shop
- You will automatically receive two cards
  - You name will be imprinted on both cards
  - Sign the back of your card
  - If you have an eligible family member (e.g., your spouse) using a card, have him/her sign the back of the second card
    - LBS has informed us that this is standard VISA procedure
- If you need an additional card(s), complete a request form, found on the HR website
  - There will be a $5 charge for the additional card
The LBS Card, cont’d

- Use Card only at approved health care and dependent care providers; it will not be accepted at other establishments
- Proof of each transaction may be required (LBS may send you a letter requesting copies of the receipts or statements)
- You can use the Card as your method of payment for the Express Scripts mail order pharmacy
Rules for OTC Items

- Beneflex health care funds **cannot be used** to purchase over-the-counter (OTC) drugs and medicines (other than insulin) **without a prescription** from a medical provider.

- Beneflex health care funds can be used for other items that are not “medicines or drugs”
  - Examples include band-aids, contact lens solution, denture adhesives, first aid supplies, health monitors, hearing aid batteries, supports/braces, crutches, wheelchairs, walkers, canes.
OTC Claims

- Use LBS Card for medicines and drugs at retail pharmacy
  - If you obtain a prescription for the item and present it to the pharmacist, and
  - Pharmacy runs item through their system and dispenses medication and assigns an Rx number
- Submit a manual claim form to LBS
  - with a prescription (or a copy of the prescription), and
  - the store receipt showing the date of the sale and the amount of the charge
Important Information

- SAVE YOUR RECEIPTS
  - Beneflex claims are subject to review and audit by LBS and if you are audited by the IRS.
  - You should also save claim reimbursement documentation since LBS does not retain this beyond the current year.
  - If you inadvertently pay for a non-allowable expense with your LBS Card, you will be required to repay the non-allowable amount back to keep your account tax-free.
  - Use the card only for eligible dependents; do not use if you coordinate benefits with another plan.
Important Information, cont’d

- You will typically use the LBS Card for copays, deductibles, and coinsurance
- You can submit a claim form for reimbursement if
  - you do not have your LBS Card with you when you incur an eligible expense and pay for it out of pocket; or
  - You coordinate benefits with another medical, vision, and/or dental plan.
- Reimbursements are typically processed weekly with a $30 minimum payment amount
- Direct deposit is available (this is not your paycheck deposit)
Other Important Information

- IRS Regulations
  - Annual election — you must re-enroll every year (i.e., will not continue automatically year to year)
  - Use it or lose it – estimate carefully
  - You cannot change your contributions during the year unless you have an IRS-approved change in status event
- RIT adopted the IRS-allowed grace period; submit expenses with date of service through the next March 15
- You can track your claims & reimbursements on the LBS website
Accessing Your Account

- Health Care Spending Account
  - Access to your annual election immediately
- Dependent Day Care Spending Account
  - Access only to the amount you have contributed
Logging into LBS Website

- Go to http://www.lifetimebenefitsolutions.com/
- Click on the Participants button at the bottom of the page
- Select Reimbursement Accounts: FSA/HRA/HSA/QTB
  - Your initial username will be your Social Security number
  - Your initial password will be the first letter of your first name (lowercase) followed by your 5 digit home zip code
- Upon your first entry to the site, you can change your username and you will be required to change your password
Questions

- Any questions about Beneflex?
Life Insurance

- Group Term Life Insurance (GTL)
- Accidental Death & Dismemberment Insurance (AD&D)
- Business Travel Accident Insurance
- Prudential maintains beneficiary designation information
Life Insurance

- Life and AD&D Insurance
  - Coverage for you, your spouse/domestic partner, and your eligible children
  - Coverage begins first of month on or after date of hire
- Business Travel Accident Insurance
  - Coverage for you while traveling on RIT business (not commuting)
  - Coverage begins on date of hire
Basic Life Insurance Plan

- All full-time employees eligible
- Automatically enrolled
- 2 times annual base pay (rounded up to the next $1,000 if not a multiple of $1,000), maximum of $100,000
- Based on new hire pay initially
- Based on January 1 pay thereafter
- Premium fully paid by RIT
- Benefit paid for death from any cause (special rules for suicide)
Voluntary Life Insurance

- Coverage for employee, spouse/domestic partner and eligible children
  - An eligible child is the natural or adopted child of the employee or the employee’s spouse who is under age 26 who relies on the employee for support and maintenance (does not necessarily have to be a tax dependent).
- Full-time and extended part-time employees
- After-tax payroll deductions
- Lower rates for non-smokers
- Some choices require insurance company approval – complete Evidence of Insurability Form (EOI)
- Benefit paid for death from any cause (special rules for suicide)
Employee Supplemental Life

- Choose from 1, 2, 3, 4, or 5 times base pay
- Immediately eligible for 1 or 2 times base pay
- 3, 4, or 5 times must prove insurability
  - Contingent upon insurance company approval (complete EOI form)
- Maximum coverage amount is $750,000
- During annual open enrollment, can increase from 0 to 1 times OR 1 to 2 times without proving insurability
Dependent Life Insurance

- **Spouse/domestic partner coverage**
  - choose from $25,000 or 1, 2, 3, 4, or 5 times employee’s base pay, maximum of $750,000 (can’t exceed employee’s Basic plus Supplemental)
  - immediately eligible for $25k, EOI Form for more
  - cost based on employee’s age and spouse’s smoking status

- **Child coverage**
  - choose from $5,000 or $10,000
  - same cost, regardless of number of children

*Note: If your spouse is an RIT Employee (FT or ExtPT), you cannot elect spouse coverage and only one of you can cover eligible children; if your spouse becomes an RIT employee, notify your benefits representative if you have spouse coverage.*
Imputed Income

Under IRS regulations, the premium value of your Basic and Supplemental Life insurance in excess of $50,000 is taxable to you (first $50,000 is tax-free)

The taxable amount is calculated each pay period and shows (if applicable) on your paystub in the Earnings section as “GTL Imp Inc”

To avoid the imputed income, you can elect $50,000 only of Basic Life

- Future increases subject to insurance company review and approval
Basic Accidental Death & Dismemberment Insurance

- All full-time employees eligible
- Automatically enrolled
- Full benefit paid if individual dies as the result of an accident or a partial payment if there is dismemberment as a result of an accident (e.g., lose a leg)
- 2 times annual base pay (rounded up to the next $1,000 if not a multiple of $1,000), maximum of $100,000
- Based on new hire pay initially
- Based on January 1 pay thereafter
- Premium fully paid by RIT
Voluntary AD&D

- Coverage for employee, spouse/domestic partner and eligible children (child eligibility same as life)
- Full-time and extended part-time employees
- After-tax payroll deductions
Employee Supplemental AD&D Insurance

- Choose from 1, 2, 3, 4, or 5 times annual base pay
- No proof of insurability required
Dependent AD&D Insurance

- Spouse/domestic partner coverage
  - choose from $25,000 or 1, 2, 3, 4, or 5 times employee’s base pay, maximum of $750,000 (can’t exceed employee’s Basic plus Supplemental)

- Child coverage
  - choose from $5,000 or $10,000
  - same cost, regardless of number of children

Note: If your spouse is an RIT Employee (FT or ExtPT), you cannot elect spouse coverage and only one of you can cover eligible children; if your spouse becomes an RIT employee, notify your benefits representative if you have spouse coverage.

R·I·T
Business Travel Accident

- $100,000 payable to your beneficiary if you die in an accident while traveling on RIT business
- Benefit also payable if you are disabled or seriously injured while traveling on RIT business
- Coverage for business trips only, not for commuting to and from work
Beneficiary Designation

- Complete a beneficiary designation for your life and AD&D coverage and keep it up to date
  - payment will be made to the named beneficiary even if your personal situation has changed (e.g., you didn’t change your designation after a divorce; beneficiary could be your ex-spouse)
- You are the beneficiary for dependent life/AD&D
- Prudential administers beneficiary designations (RIT code 50757)
  - Go to www.prudential.com/mybenefits and set up a login and enter beneficiary information, OR
  - Call Prudential at 1-800-778-3827/v and 1-800-496-1214/TTY with questions or to request a beneficiary designation form
Questions

- Any questions about life or AD&D, or business travel accident coverage?
Salary Continuation: Exempt Staff and Faculty

- Instead of sick leave
- Salary continuation for intermittent days (5 or fewer consecutive days)
Absence Reporting

- Prudential provides disability and absence management services to RIT
  - Our Control Number (i.e., Employer ID) is 50757
- Notify supervisor when absent, AND
- Contact Prudential to report absences under the established criteria
  - Toll-free: (877) 908-4778/v; OR
  - Log in to www.prudential.com/mybenefits and click on Claim Submission (same login as life insurance beneficiary designation)
- Prudential will coordinate paperwork and determine which absences qualify for short-term disability (STD) and Family Medical Leave Act (FMLA)
When Should You Contact Prudential?

- You will be absent for more than three days and are under a physician’s care
- You are hospitalized for any amount of time
- You are caring for an ill or injured qualified family member (spouse, parent, or dependent child)
- You are pregnant or are absent from work due to pregnancy complications
- You will be absent periodically due to a chronic or permanent disabling condition of your own or a qualified family member
- You are caring for a newborn child, recently adopted child, or new foster child.
- You are absent due to a lost-time, work-related injury – after first reporting it to your supervisor.
Short Term Disability

- Automatically covered under New York State Disability Insurance as of date of hire, in most cases
- For non-work related illness or injury
- Following one week absence (waiting period), plan pays benefits for up to 26 weeks
  - Length of STD is subject to your physicians report and the approval of RIT’s STD insurance carrier
Short Term Disability Benefit

• Five day waiting period
  • Faculty & Exempt Staff
    • Salary continuation
  • Non-exempt Staff
    • Sick/Personal Leave

• STD plan then pays
  • 100% for up to 8 weeks, then
  • 80% for up to 18 weeks
Long Term Disability

- Coverage begins first of month on or after date of hire
  - if you are hired on the first of the month, coverage starts on date of hire
- Benefits would begin after 6 months of total disability (disability must begin after LTD eligibility date) and approval from insurance company
- Benefits = 60% of base salary, $7,000 monthly maximum, offset by other income
Supplemental LTD

- Eligible first of month on or after date of hire
- Purchase additional 10% of salary
  - After-tax payroll deductions
  - $10,000 monthly maximum (Basic plus Supplemental), offset by other income
- Proof of insurability required if enrolling after first eligible
Pre-Existing Condition-LTD

- No coverage for a disability that begins within 12 months of the effective date if related to a pre-existing condition
  - a sickness or injury for which you received medical treatment, consultation, care or services (including diagnostic services), or had taken prescribed drugs or medicine in the 3 months prior to the effective date
- If covered under prior LTD plan within 60 days of RIT effective date, Prudential may credit this time toward pre-existing waiting period.
- Does not apply to a new condition that occurs within first 12 months
Questions

- Any questions about the disability benefits?
Changing Your Benefit Elections

- Annual Open Enrollment held in the Fall for a January 1 effective date; enrollment completed online in Employee Self-Service in RIT’s HR/Payroll system
- Family Status Change - must notify your benefits representative within 31 days of event (in some cases, can change plans)
  - Marriage, divorce, birth or adoption of a child, spouse gains or loses employment or child no longer eligible
- Change needs to be consistent with event
- According to specific IRS rules
- Provide proof of event (e.g., letter stating that spouse started a new job)
RIT Retirement Savings Plan

- All regular full-time, extended part-time, and part-time employees are eligible
- RIT’s plan is a 403(b) plan with employee and RIT contributions
  - Employee contributions can begin 1st of month after date of hire
  - RIT matching contributions begin 1st of month after 1 year of service
    - prior RIT service will generally count toward the waiting period
    - waiting period waived if coming directly from higher education with at least 1 year of consecutive service as regular full-time employee within three months of your RIT hire). Complete the verification form found in your benefits packet.
- Employee contributions are made on a pre-tax basis - before federal and state tax, but subject to FICA tax
- You will be automatically enrolled with a 2% of pay contribution if you take no action
Retirement Savings Plan, cont’d

- A 403(b) plan is similar to 401(k) plan
  - both are code sections under Internal Revenue Code
  - elect a percentage to contribute before federal and state taxes calculated, both subject to FICA
- Accept direct rollovers
  - From prior employer plans (403(b), 401(k), pension plans)
  - From Individual Retirement Accounts (IRAs)
- For most employees pre-tax contribution limit for 2015 is $18,000
  - if age 50 or older on 12/31/15, 2015 limit is $24,000
  - 2015 limit includes your contributions to another plan (provide HR with the amount you already contributed so we can help you coordinate the limit)
  - Join the “Max Out Club” to contribute the maximum and we will automatically calculate your contribution each year (contact HR for the form)
Contributions

- Elect a contribution percentage between 2% and 80%
- Employee contribution is calculated on all pay (base pay, overtime, shift differential, teaching overload, summer contract, etc.)
- RIT contribution (when eligible) is calculated on base pay, based on how much you contribute

<table>
<thead>
<tr>
<th>Employee</th>
<th>RIT</th>
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<tbody>
<tr>
<td>2%</td>
<td>4%</td>
</tr>
<tr>
<td>3%</td>
<td>6%</td>
</tr>
<tr>
<td>4%</td>
<td>8%</td>
</tr>
</tbody>
</table>
| 5%       | 9%    | *contribute at least 5% to get RIT’s 9% contribution*

- 100% vested in employee and RIT contributions as well as earnings (“vested” means you have the right to this money when you leave RIT)
Access to Account

- Limited access to your account
- Employee and RIT matching contributions (and earnings)
  - Loans (Fidelity only)
  - In-service withdrawals after age 59½
- Employee contributions (no earnings)
  - Hardship withdrawals (certain restrictions apply)
Retirement Plan Investments

- Two Recordkeepers
  - Fidelity Investments
  - TIAA-CREF

- Retirement Plan Investment Committee made up of RIT employees; Committee works with an outside investment advisor to monitor the fund performance and fees

- Fidelity is the Plan’s Master Administrator
  - Streamlined ability to enroll in the Plan and make changes to your contribution percentage, whether you contribute to Fidelity, TIAA-CREF, or both
Retirement Plan Investments

- Investment options are categorized into four tiers
  - Tier 1 – One Target Retirement Date Fund Series
  - Tier 2 – 15 core mutual funds
  - Tier 3 – 3 annuities
  - Tier 4 – Self-directed brokerage account
- You can invest in as many tiers and investment options as you would like
- You can transfer funds from one investment option to another and from one tier to another
  - Short-term trading fees could apply; you would be informed before the transaction is completed
Tier 1: Target Retirement Date Fund Series

- Series of Vanguard Target Retirement Date funds
- Designed for retirement around the date in the fund’s title
- Professionally managed funds
- Investment allocation becomes more conservative as people move closer to retirement
- Plan’s default is Tier 1 fund closest to participant’s 65th birthday, or Vanguard Target Retirement Income Fund for those over age 65
- Recordkeeper for Tier 1 is Fidelity Investments
- RIT Retirement Plan Investment Committee monitors investment performance and fees for Tier 1 funds
Tier 2: Core Mutual Funds

- 15 highly rated mutual funds
- Represent key asset classes to help you achieve a diversified portfolio
- Passive/index vs. actively managed funds
- Recordkeeper for Tier 2 is Fidelity Investments
- RIT Retirement Plan Investment Committee monitors investment performance and fees for Tier 2 funds
# Investment Spectrum

**Investment options to left have potentially more inflation risk and less investment risk**

- **Money Market (or Short Term if not a reg. MM)**
  - Vanguard Prime Money Market Fund – Investor Class
  - Vanguard Total Bond Market Index Fund – Signal Shares
  - Inflation-Protected
    - Vanguard Inflation-Protected Securities Fund – Admiral Shares

- **Bond**
  - Diversified
    - PIMCO Total Return Fund – Institutional Class
  - Large Value
    - T. Rowe Price Institutional Large Cap Value Fund
  - Small Value
    - Royce Opportunity Fund – Investment Class
  - Mid Blend
    - Spartan® Extended Market Index Fund – Advantage Class

- **Domestic Equities**
  - Large Blend
    - Vanguard 500 Index Fund – Signal Class
  - Large Growth
    - Calvert Equity Portfolio – Class A
  - Small Growth
    - Lord Abbett Developing Growth Fund – Class I

- **International/Global Equity**
  - Diversified
    - Dodge & Cox International Stock Fund
  - Emerging Markets
    - Aberdeen Emerging Markets Institutional Fund – Institutional Class

**Investment options to right have potentially less inflation risk and more investment risk**

- **Diversified**
  - Vanguard Total Bond Market Index Fund – Signal Shares
  - Inflation-Protected
    - Vanguard Inflation-Protected Securities Fund – Admiral Shares

- **Bond**
  - Large Blend
    - Vanguard 500 Index Fund – Signal Class
  - Large Growth
    - Calvert Equity Portfolio – Class A
  - Small Growth
    - Lord Abbett Developing Growth Fund – Class I

- **Domestic Equities**
  - Large Value
    - T. Rowe Price Institutional Large Cap Value Fund
  - Small Value
    - Royce Opportunity Fund – Investment Class
  - Mid Blend
    - Spartan® Extended Market Index Fund – Advantage Class

- **International/Global Equity**
  - Diversified
    - Dodge & Cox International Stock Fund
  - Emerging Markets
    - Aberdeen Emerging Markets Institutional Fund – Institutional Class

- **Specialty**
  - Cohen & Steers Institutional Realty Shares

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- An investment in a money market fund is not insured or guaranteed by the FDIC or any other government agency. Although money market funds seek to preserve the value of your investment at $1 per share, it is possible to lose money by investing in these funds.
- This spectrum, with the exception of the Domestic Equity category, is based on Fidelity’s analysis of the characteristics of the general investment categories and not on the actual investment options and their holdings, which can change frequently. Investment options in the Domestic Equity category are based on the options’ Morningstar categories as of November 30, 2011. Morningstar categories are based on a fund’s style as measured by its underlying portfolio holdings over the past three years and may change at any time. These style categorizations do not represent the investment options’ objectives and do not predict the investment options’ future styles. Investment options are listed in alphabetical order within each investment category. Risk associated with the investment options can vary significantly within each particular investment category, and the relative risk of categories may change under certain economic conditions. For a more complete discussion of risk associated with the mutual fund options, please read the prospectuses before making your investment decision.
- The spectrum does not represent actual or implied performance.
Tier 3: Annuities

- Insurance contracts issued by an insurance company
- Similar to mutual funds, accumulate money until retirement
- With TIAA-CREF annuities, you can simply convert your annuity accounts to lifetime income vs. buying an annuity from another source
- Recordkeeper for Tier 3 is TIAA-CREF
- IMPORTANT: If you invest with TIAA-CREF, you MUST complete an application (online or paper)
- RIT Retirement Plan Investment Committee monitors investment performance and fees for Tier 3 funds
Tier 4: Brokerage Account

- Fidelity BrokerageLink
- Over 9,500 mutual funds from many different fund families
- For experienced investors who:
  - Have knowledge and expertise to research and evaluate large number of funds
  - Want to take personal responsibility for monitoring performance and fees of elected funds
  - Prefers greater choice than available under Tiers 1, 2 and 3
- Important:
  - May have additional fees for investing in BrokerageLink
  - RIT Retirement Plan Investment Committee is not responsible for monitoring investment performance or fees for mutual funds in Tier 4
Why Save for Retirement?

- Financial experts predict you will need about 80% of your pre-retirement income annually to maintain your current standard of living during retirement
  - A portion is expected to come from Social Security
  - You are responsible for the rest

- Immediate advantage
  - Reduces your current taxable income

- Future advantages
  - Power of compounding
  - Power of tax deferral (you don’t pay tax until you take the money out)
Power of Compounding Example

Maria
Start Age 25
$10,000 contributed annually for 10 years

$100,000 Contribution

VALUE AGE 67
$1,353,932

Assumptions:
• Contributions made at the beginning of the month
• 7% annual rate of return compounded monthly

Tom
Start Age 35
$10,000 contributed annually for 32 years

$320,000 Contribution

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Human Resources  Finance & Administration  Rochester Institute of Technology
August 1, 2015 NFO
Lowers Current Income Taxes

- Contributions are pre-tax – they are deducted from your pay before federal and state taxes are calculated
  - The taxes you pay are lower than if you saved the same amount on an after-tax basis
- Example, assuming 25% tax bracket
  - Annual Base Pay: $40,000
  - Your Contribution: 6%
  - Monthly Contribution: $200
  - Change in Take Home Pay: $150

It costs only $150 to save $200!!
The Investment Spectrum

Inflation risk

- Money market, T-bills, CDs
- Relatively stable value
- Potential to pay interest
- Lower risk, lower potential return

Investment risk

- I.O.U.
- Debt securities issued by governments and corporations
- Potential to pay interest
- Moderate risk, moderate potential return

- Share of a company, “equity”
- Long-term growth potential
- Value can go up and down
- Higher risk, higher potential return

Short-term investments

- Bonds

Stocks
Asset Allocation and Diversification

- Asset allocation is the process of spreading money among stocks, bonds, and money market funds
  - Having the right mix of asset classes is more important than having the best fund(s).

- Diversification is the process of spreading out your investment within each asset class – investing in different companies, countries, business sizes, and industries
  - You may gain more potential for growth because your overall results are not dependent on the performance of any single investment.
Determining Your Investment Mix

- Asset allocation + diversification = your investment mix
- Consider these key factors
  - **Time horizon** – how long until you retire and how long you expect you’ll need your assets to last
  - **Risk tolerance** – how willing you are to endure the market’s ups and downs in exchange for more long-term growth potential
  - **Financial situation** – including your lifestyle and assets
Diversification Can Help Balance Portfolio Volatility

- Diversification is a technique to help reduce risk. There is no guarantee that diversification will protect against a loss. Past performance is no guarantee of future results.
- Source: © Ibbotson Associates, a wholly owned subsidiary of Morningstar, Inc. Hypothetical value of $1 invested at year-end 1925. Assumes reinvestment of income and no transaction costs or taxes. Chart illustrates returns from 1/1/1926 to 12/31/2012.

<table>
<thead>
<tr>
<th>Year</th>
<th>Ending Wealth</th>
<th>Average Annual Return</th>
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<tbody>
<tr>
<td>1926</td>
<td>$13</td>
<td>2.98%</td>
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<tr>
<td>1934</td>
<td>$174</td>
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<td>$123</td>
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<td>$21</td>
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<tr>
<td>1961</td>
<td>$100</td>
<td>4.42%</td>
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<tr>
<td>1970</td>
<td>$1,000</td>
<td>9.84%</td>
</tr>
<tr>
<td>1979</td>
<td>$3,525</td>
<td>9.84%</td>
</tr>
<tr>
<td>1988</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Extensive diversification can be a technique to help reduce risk. There is no guarantee that diversification will protect against a loss. Past performance is no guarantee of future results.
Impact of Missing the Best Days in the Market

December 1991–December 2011

S&P 500 Index annualized returns (%) and growth of $10,000 investment

- All 5,041 trading days: $45,012, 7.81%
- Minus 10 best days: $22,751, 4.20%
- Minus 20 best days: $14,778, 1.97%
- Minus 30 best days: $9,247, -0.39%

*As of 12/31/2011. Source: Standard and Poor's. This exhibit is for illustrative purposes only and is not intended to show the performance of any investment. Returns do not reflect the impact of taxes, management fees, or sales charges. Investors cannot buy. You cannot invest directly in an index. Past performance is no guarantee of future results.

*The index(es) is unmanaged and does not reflect the deduction of fees and expenses typically associated with investment products.

TIAA-CREF Individual & Institutional Services, LLC, and Teachers Personal Investor Services, Inc., members FINRA, distribute securities products.
Consider a Target Retirement Date Fund

- A Target Retirement Date fund (Tier 1) can help make investing easier by offering a single-fund approach to investing in the Retirement Plan.

- You choose the target date fund (e.g., 2040, 2035, 2030, etc.)
  - Target date is the approximate date that most closely matches when you expect to retire.
  - The funds’ asset allocation strategy becomes more conservative as it approaches the target date and beyond.
Take Advantage of the Opportunity Now

- Start now by contributing to the Retirement Savings Plan
- Start with an amount you are comfortable with
  - You can change your contribution amount at any time
- Consider enrolling for the annual automatic increase feature
  - Each pay increase date (July 1), your contribution will automatically increase to the amount you choose
How to Join the Retirement Plan

- Since Fidelity is the Master Administrator, go to http://plan.fidelity.com/rit to enroll (even if you want to contribute to TIAA-CREF)
  - Click on the Get Started button
  - Or, call Fidelity at 1-800-343-0860/V and 1-800-259-9734/TTY
  - If you contribute to TIAA-CREF, you **MUST** open an account at TIAA-CREF; if you do not, TIAA-CREF will return the funds to RIT and we will forward them to the Default Fund at Fidelity (the Tier 1 target retirement date fund nearest your 65th birthday)
- Fidelity will send you information about the auto enrollment feature
- You will generally begin to see your contributions deducted from your paycheck in the next one to two pay periods
- More details in the “How to get started” guide in your new employee benefits packet
Automatic Enrollment and Automatic Increase

- If you take no action, you will be enrolled at a 2% contribution in the Default Fund - the Tier 1 target retirement date fund nearest your 65th birthday.
- On each future RIT salary change date (currently July 1), your contribution will be increased by 1%:
  - Will begin in the calendar year following your enrollment date.
  - For example: hired September 2015, contribution would increase to 3% on July 1, 2016; increase to 4% on July 1, 2017, etc.
- Simply log into the Fidelity site to elect a different percentage.
Other Important Information

- You should name a beneficiary for the recordkeeper where you invest (Fidelity and/or TIAA-CREF)
  - You can designate your beneficiary online or by paper form
- When you become eligible for the RIT matching contribution, the RIT match will automatically start, if you are contributing to the Plan
  - If you are not contributing to the Plan, you must take action to contribute in order to receive the RIT contribution
Retirement Plan Changes

- **Contribution changes** are done on the Fidelity website or by calling Fidelity (even if you contribute to TIAA-CREF)
  - Change your contribution percentage
  - Change the recordkeeper allocation (Fidelity and TIAA-CREF) for your future contributions (NOTE: you must have a TIAA-CREF account)

- **Investment changes**
  - For your future contributions for investment options at Fidelity, go to the Fidelity website or call Fidelity
  - For your future contributions for investment options at TIAA-CREF, go to the TIAA-CREF website or call TIAA-CREF
  - Transfer your balance among available funds directly with Fidelity and/or TIAA-CREF
  - Transfer between TIAA-CREF and Fidelity, contact the recordkeeper where you want to send the funds
Appointments

- Fidelity and TIAA-CREF representatives on campus at least once a month for one-on-one counseling sessions
  - Sign-up sheet today, or
  - Contact Fidelity/TIAA-CREF for appointment
- Fidelity Investments
  - Voice: (800) 642-7131
  - TTY: (800) 259-9743
  - [www.fidelity.com/atwork/reservations](http://www.fidelity.com/atwork/reservations)
- TIAA-CREF
  - Voice: (585) 246-4600 or (877) 209-3144
  - TTY: (585) 246-4610
  - [www.tiaa-cref.org](http://www.tiaa-cref.org)
Investment Information

- Investment products are not FDIC insured and may lose value and are not bank guaranteed.
- You should consider the investment objectives, risks, charges and expenses.
- You can obtain a free prospectus for the various funds by contacting (or checking the websites) Fidelity and/or TIAA-CREF.
- Remember, investment involves risk. The value of your investment will fluctuate over time and you may gain or lose money.
Questions

- Any questions about RIT’s Retirement Plan?
## Education Benefits

<table>
<thead>
<tr>
<th>Plan</th>
<th>Person</th>
<th>Where</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition Waiver</strong></td>
<td><strong>Employee, spouse/domestic partner, children</strong></td>
<td><strong>RIT (credit courses and Academic Support Center and English Language Center)</strong></td>
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<td><strong>Children</strong></td>
<td><strong>Participating colleges/universities</strong></td>
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<tr>
<td><strong>Center for Professional Development (CPD)</strong></td>
<td><strong>Employee</strong></td>
<td>CPD-designated vendors and courses</td>
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</tbody>
</table>
Eligible Children

- A child who is under age 30 and who is the natural or adopted child of the employee, the employee’s spouse, or the employee’s domestic partner.
- Any other child who is under age 30, and
  - for whom the employee is the legal guardian or custodian, and
  - has been the legal guardian or custodian for at least three years prior to the date on which the child begins using the educational benefit, and
  - who resides in the employee’s home, and
  - who is claimed as a tax dependent on the employee’s federal income tax return.

NOTE: If a child has matriculated in a program before the age of 30, he/she would be eligible for Tuition Waiver to complete that same degree program started (not a different program) through the academic term in which the child attains age of 35. There will be no Tuition Waiver available beyond age 35.
Tuition Waiver Full-Time Employees

- **Employee**
  - Undergraduate and most graduate classes
  - 100% tuition waiver up to 12 credit hours per term upon hire

- **Family Members (spouse/domestic partner, eligible children)**
  - After 5 years of service, 100% waiver undergraduate only
  - Must be matriculated (receive a maximum of 145 credit hours per family member)
  - Non-Matriculated students may use up to 30 credit hours (of the 145 hours) for single courses

- Automatic for employee, form to complete annually for family members
  - Must register for classes

R·I·T
Tuition Waiver
Ext Part-time Employees

- Employee
  - Undergraduate and most graduate classes
  - 100% tuition waiver up to 8 credit hours per term upon hire

- Family Members (spouse/domestic partner, eligible children)
  - After 5 years of service, 75% waiver undergraduate only
  - Must be matriculated (receive a maximum of 145 credit hours per family member)
  - Non-Matriculated students may use up to 30 credit hours (of the 145 hours) for single courses

- Automatic for employee, form to complete annually for family members
  - Must register for classes

R.I.T.
Taxes on Tuition Waiver

- **Employee**
  - **Undergraduate** – generally not taxable, unless you are matriculated in a graduate program and take an undergraduate course as a requirement for that program.
  - **Graduate**, unless the course is job-related (maintains or improves your current job skills) or you have not reached the IRS limit under RIT’s Educational Assistance Program ($5,250 per calendar year)

- complete a *Job-Related Verification Form* for all taxable waivers
Taxes on Tuition Waiver (cont’d)

- Spouse
  - Undergraduate – same as employee
- Domestic Partner
  - Undergraduate – taxable
Taxes on Tuition Waiver (cont’d)

- Children reported on your or your ex-spouse’s tax return (the child’s other parent)
  - Undergraduate – same as employee
- Children not reported on your or your ex-spouse’s tax return (the child’s other parent)
  - Undergraduate is taxable
- Domestic Partner’s Children
  - Undergraduate – taxable unless reported as dependent on your tax return
Taxes on Tuition Waivers

- If the benefit is taxable, you will receive a bill from the Controller’s Office for approximately 40% of the tuition waived
  - Includes federal, FICA, and state taxes; tax amount varies based on tax tables in effect
- Your W-2 income will be increased by the waiver amount and your taxes paid will be increased by the tax amount you paid
Tuition Assistance

- Regular full-time and extended part-time employees
- Eligible courses and reimbursement amounts
  - job-related credit courses taken at accredited colleges and universities, $750 reimbursement per semester (maximum of 3 reimbursements or $2,250 per year)
  - Reimbursement is for tuition only (not fees, books, etc.) and is reduced by any tuition-related financial aid you receive
  - courses taken through RIT’s Center for Professional Development (CPD), $250 reimbursement (maximum of 2 reimbursements or $500 per year)
Tuition Exchange

- Regular full-time employees with at least five years of regular full-time service prior to academic year
- A reciprocal scholarship program with over 600 colleges and universities
- Children only, for full-time undergraduate study during regular academic year
- Not guaranteed, up to receiving school
- Tuition Exchange is limited to a maximum of eight semesters per family (temporarily at 12 semesters)
  - RIT couples each receive 8 for total of 16 semesters
Taxes on Tuition Exchange

- Benefit will be taxable if child is not reported on your or your ex-spouse’s (child’s other parent) tax return
- Tax payment process similar to Tuition Waiver
Tuition Scholarship

- Regular full-time employees with at least five years of regular full-time service prior to term start
- Children only, full-time undergraduate study during regular academic year
- Tuition reimbursement if child does not receive Tuition Exchange benefit (includes community colleges and SUNY schools)
- Up to $750/semester/child or net tuition bill if lower (i.e., reduced by tuition-related financial aid), with maximum of $1,500/child/year
Taxes on Tuition Scholarship

- Benefit will be taxable if child is not reported on your or your ex-spouse’s (child’s other parent) tax return
- Reimbursement made through payroll system
  - if not taxable, made as a non-taxable reimbursement
  - if taxable, made as a taxable payment, with taxes withheld
Center for Professional Development (CPD)

- HR provides training and professional development programs for all employees
- Resource providing single-point access to many education and training programs
- Benefit is not taxable
Questions

- Any questions about the various education benefits programs?
Time Off Benefits

- Vacation Time
- Holidays
Vacation Time

- 9½ month faculty observe the breaks in the academic calendar
- Vacation earned on a fiscal year basis (July 1 – June 30)
  - Pro-rated for employees scheduled to work less than 12 months per year
- Accrual plan; 1/12 of annual vacation accrues (earns) each month
  - 1st month counts if hired on or before the 15th
- Vacation increases as service increases (refer to New Employee Benefits Guide or HR website)
- <5 Years Service (in 1st year, number of days pro-rated based on date of hire; shown in days; calculated in hours if paid on an hourly basis or salaried Extended Part-Time; refer to your benefits letter)

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<thead>
<tr>
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<th>FT</th>
<th>ExPT</th>
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<tr>
<td>Exempt Staff</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Non-Exempt Staff</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>12 Mo. Faculty</td>
<td>20</td>
<td>20</td>
</tr>
</tbody>
</table>
Vacation Time Reporting

- Exempt employees (12 month faculty)
  - Time is not tracked centrally; check with your manager on how time is kept in your department
  - Vacation remaining as of June 30 is carried over to the next fiscal year (no more than ½ the annual accrual) based on employee entry and supervisor confirmation in Employee Self-Service
Holidays

- Eleven paid holidays each calendar year
  - New Year’s Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Day after Thanksgiving Day
  - Christmas Day
  - Four RIT-designated days
- Pro-rated for employees scheduled to work less than 12 months per year
Questions

- Any questions about the time off benefits?
Voluntary Deduction Plans

- After-tax payroll deduction programs
- Legal Services Plan – personal legal services
- Mercer Voluntary Benefits – auto and homeowners insurance
- Pet Insurance
- Long Term Care Insurance
- New York’s College Savings Program
- U.S. Savings Bonds
Legal Services Plan

- Sign up now or wait until Open Enrollment
- Plan is with Hyatt Legal, a MetLife company, and is a major provider in group legal plans
- Covers many personal legal services in full if you go to a participating attorney
- Fee schedule for non-participating attorneys
- Covers legal work that begins after coverage becomes effective
- Contact Hyatt Legal for authorization number before contacting attorney (phone or web)
Legal Plan Services

- Preparation of wills, codicils, living wills and living trusts, powers of attorney, deeds, demand letters, promissory notes and mortgages, identity theft defense, immigration asst., traffic ticket defense (no DUI’s)
- Representation for purchase, sale or refinancing of your primary residence
- Home Equity loans, refinance, sale or purchase of second/vacation home
- Debt collection defense, civil litigation defense, name change
- Uncontested adoptions and guardianships
- Contested guardianships/conservatorship

R·I·T
Mercer Voluntary Benefits

- Sign up any time
- Auto, homeowners, and other personal insurance – may save up to 10-20%
- Can even participate if homeowner’s insurance is paid as part of your mortgage payment (escrow)
- Easy to get a quote: phone or internet
Pet Insurance

- Sign up any time.
- Insured with Veterinary Pet Insurance (VPI)
- Cover thousands of medical problems and conditions
- Use any licensed veterinarian anywhere, even when you’re away from home.
- 5% group discount on core policies, higher with more pets
- Monthly rates range from $8 to $40, depending on the type and age of the pet
- Cover dogs, cats, birds, and many other types of pets
Examples of Services NOT Covered

- Pre-existing conditions
- Elective and cosmetic procedures
- Breeding or conditions related to breeding
- Special diets, pet foods, vitamins, mineral supplements, boarding or transporting expenses, grooming costs
- Diseases that are preventable by vaccines
- Behavioral problems
- Orthodontics, endodontics and removal of deciduous teeth
Long Term Care Insurance

- Sign up anytime
  - Eligible individuals include employee, spouse/domestic partner, children, parents, grandparents, siblings
  - All must complete an application with health-related questions
- Insured with MedAmerica, an Excellus company
- Different than traditional medical care
- Type of care you would need if you are unable to care for yourself because of a prolonged illness or disability
- Services may include help with activities of daily living, home health care, respite care, adult day care, care in a nursing home and care in an assisted living facility
New York’s College Savings Program

- Sign up any time
- Save for higher education costs, including tuition, fees, supplies, room and board, books, and equipment
- Can deduct $5,000 on NYS tax return
- Earnings grow tax free (federal and state)
- When withdraw no NYS or Federal tax for qualified expenses
- Participate in Upromise Rewards program
- Go to www.nysaves.org
U.S. Savings Bonds

- Sign up anytime to purchase U.S. Savings Bonds using TreasuryDirect® (set up as a direct deposit)
- Purchase EE Series Bond and I Bond as well as Treasury bills, notes, and inflation-protected securities (TIPS)
- Advantages include
  - Convenience of payroll contributions
  - Competitive rates that compare favorably with other forms of saving. Interest accrues monthly and compounds semiannually
  - Interest is exempt from state or local income tax and federal income tax is deferred until the bonds matures or you redeem them, whichever is first. Using savings bonds to pay for some education expenses may offer additional federal tax benefits if all conditions are met
  - The United States backs savings bonds with its full faith and credit. Your paper bonds are registered, so Treasury can replace them if they're lost, mutilated, or stolen. Bonds bought electronically through TreasuryDirect are safely maintained in your account with the U.S. Treasury
  - You can redeem the bonds anytime after 12 months (the longer you let your bonds grow, the more you benefit)
  - Save with as little as $25 or as much as $5,000 of each series (EE and I) each year
Questions

- Any questions about the voluntary deduction plans?
Other Benefits

- No sign up, automatically participate/eligible
- **Better Me** Employee Wellness Program
- RIT Home Owner Partnership (HOP)
- Adoption Assistance Plan
- Employee Assistance Program
- RARES Discount Program
- RIT Services and Discounts
Better Me Employee Wellness Program

Vision Statement

RIT’s Better Me Employee Wellness Program will be a leader in improving health and creating a culture of total wellness for each member of the RIT Community. Better Me will provide an innovative, supportive and comfortable environment for individuals to improve their quality of life.
Better Me Employee Wellness Program (cont’d)

- We invite new employees to explore and learn about all the resources and services available at RIT. These include FREE
  - Use of our two Fitness Facilities
  - Confidential Wellness Coaching from our Team of Health Fitness Specialists
  - Better Me Website Resources [www.rit.edu/betterme](http://www.rit.edu/betterme)
  - Comfort Design Assessment of your Workstation
  - Excellus Quit for Life Smoking Cessation Program
  - Ongoing Wellness Programs and Community Campaigns

- Additional Programs and Resources (fees apply)
  - Weight Watchers@Work™
  - Fitness Classes
  - Personal Training
  - Community Supported Agriculture Program
RIT Home Owner Partnership

- A partnership between RIT and the City of Rochester
  - RIT offers a $3,000 forgivable loan (don’t repay if you satisfy employment and residency requirements)
  - City of Rochester offers a $3,000 forgivable grant (residency requirements)
  - Use the funds toward a down payment and/or closing costs
  - RIT loan and City grant is one per house, maximum of 10 RIT loans granted per calendar year
- Some qualifications you must meet are that you
  - Do not currently own a home in the City of Rochester
  - Will be able to qualify for a mortgage from a bank
  - Purchase a home within the Rochester city limits with a purchase price of under $200,000
- Refer to brochure in Employee Benefits Guide or HR website for more details
Adoption Assistance Plan

- Reimbursed up to $2,000 for eligible adoption expenses
- Maximum reimbursement is $4,000 per family in 12 month period
Employee Assistance Program (EAP)

- Provided by ComPsych Guidance Resources
- Worldwide network
- Confidential counseling
  - Available 24 hours a day, 7 days a week
  - In person or by phone
  - Includes financial, marital, emotional, drug, alcohol
- Care management
- Award winning Internet service with full access to program
EAP Benefits

- Financial Information and Resources
- Legal Support and Resources
- Work-Life Solutions
- GuidanceResources Online
  - [www.guidanceresources.com](http://www.guidanceresources.com), Web ID RITEAP
Login to EAP Website

- To login to EAP website ([www.guidanceresources.com](http://www.guidanceresources.com))
  - Click on First Time User link
  - Enter RIT company ID: RITEAP
  - Click on Company or Organization Identification
  - Enter required information
    - That’s it!
RARES Discount Program

- The Rochester Area Recreation and Employee Services Association (RARES)
  - Not-for-profit association dedicated to employee purchasing power through discounts
- Obtain discounts in two ways:
  - Show your RARES card at the box office or retail counter; or
  - Advance purchase of tickets or coupons
- RIT has a membership number: 19832015
  - Number changes every year
Show your card discounts include: Amazing Maize Maze, Downstairs Cabaret Theatre, Genesee Country Village and Museum, GEVA Theater, ……

Advance purchase discounts include: Busch Gardens, Hershey Park, NYS Fair, Regal Movie Theater, Six Flags parks, ……

Members section on their website with details on all the available discounts (www.rares.org)
  - Log in using RARES number (19832015)
RIT Services and Discounts

- Margaret’s House (on-site daycare)
- Wallace Library
- RIT Bookstore (Barnes & Noble @RIT) - 10% discount on most items
- Digital Den (located at Barnes & Noble @RIT)
  - Special educational discounts on computer software
  - Personal computer repair services available for employees and retirees
- Tiger Bucks – use your RIT ID card like a debit card on campus if you deposit money into an account
  - purchase goods and services at participating locations; 10% discount at Dining Service facilities
- Advantage Federal Credit Union
Advantage Federal Credit Union

- Advantage Federal Credit Union (AFCU) is a not-for-profit financial organization, wholly and locally owned and operated by and for its members
  - Founded in 1931, AFCU serves 14,000 members and has assets over $100 million
  - Participating employers include Highland Hospital, Rochester City School District, Rochester General Hospital, Strong Memorial Hospital, and University of Rochester
  - A volunteer board of directors governs Advantage
- As a cooperative financial institution, AFCU members benefit from generous dividends on savings and low rates on loans
- Branch location on the RIT Campus (Global Village) as well as several others in the Rochester area
  - Advantage is also part of the Shared Branching network with many locations locally and over 4,100 nationwide.
Statutory Benefits Required By Law

- Social Security
- Medicare
- Workers Compensation Insurance
- Short Term Disability Insurance
- Unemployment Insurance
Review Effective Dates

- Statutory Benefits
  - Immediate eligibility for most benefits
  - 4 week wait may apply for short term disability if not coming from covered employer
- Medical, Vision, Dental, Beneflex, Life, AD&D, LTD
  - First of the month on or after date of hire
- Retirement Savings Plan
  - First of the month after date of hire
  - RIT matching contribution begins first of the month after one year of employment
Forms to Complete

- Benefits Enrollment/Change Form
  - Submit family member verification documents
- Beneflex Direct Deposit Form (if applicable; send to address on form)
- Payroll forms to complete and return to Payroll if you have not already (distributed when you complete your I-9 in HR)
  - Federal and State Tax Withholding Forms
  - Payroll Direct Deposit Form

REMINDER: Life Insurance Beneficiary Online With Prudential
Identification Numbers

- **Employee Number** – assigned in HR/Payroll system; Kronos badge number for non-exempt employees is the employee number with 01 at the end
- **University ID (UID)** – assigned as a general campus identification number used instead of Social Security Number (SSN)
- **Medical and Dental** (Excellus BlueCross BlueShield) – enrolled with your SSN, but a different number is assigned and shows on your ID card
- **Prescription Drug** (Express Scripts) – enrolled with your SSN, but a different number is assigned and shows on your ID card
- **Vision** (VSP) – enrolled with your UID
- **Beneflex** (LBS) – enrolled with your SSN for system interface issues; number is not printed on statements or other communications
- **Retirement Plan** (Fidelity and TIAA-CREF) – enrolled with your SSN as legally required
Employee Self Service

- RIT’s Human Resources/Payroll system gives you access to view and change certain information online.
  - View your paystub (with direct deposit, you will not receive a hard copy) and W-2 information
  - View/change banking and income tax withholding information
  - View your benefits during the year
  - Enroll and make benefits changes each fall
  - See your Employee Number and UID under My Personal Information and Contacts (or see UID at the myRIT homepage after you have logged in (appears at top left))
- Payroll will send you username and password
RIT Alert

- Emergency mass notification system
- Allows RIT to contact the community in the event of an emergency by sending messages via
  - Instant Message
  - Text message to cell phones
  - Voice message (mobile or land-line)
  - E-mail
- Enter your information in Employee Self-Service
Legal Information

- If there is any confusion or conflict regarding plan features, the governing plan document/contract will be the final authority.

- RIT reserves the right to change, modify, discontinue, or terminate benefits at any time for any reason.
More Information

- Return your completed enrollment form today
  - If you are not ready today, please complete and return to Human Resources by Friday, August 21, 2015
- For more information, refer to the HR web page at www.rit.edu/benefits