



---

---

---

---

---

---

---

---



---

---

---

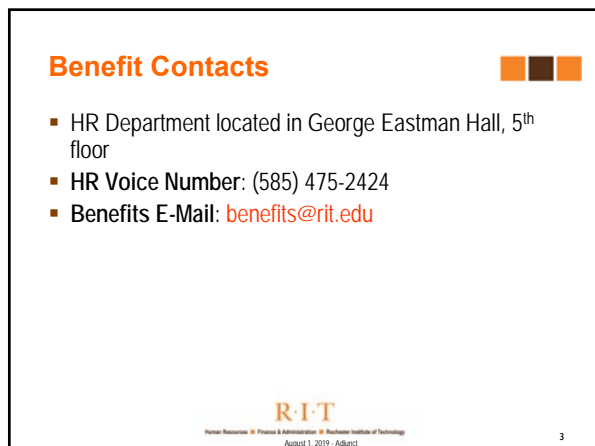
---

---

---

---

---



---

---

---

---

---

---

---

---

### Family Member Verification Process



- In order to cover eligible family members, you will need to submit a photocopy of verification documents with your enrollment form
  - Birth certificate for child
  - Marriage certificate for spouse
- If you do not submit copies of verification documents, the coverage you elect on your enrollment form will be set up but on an individual basis

---

---

---

---

---

---

---

---

### Benefits Eligibility



- Adjunct employees are eligible for benefits in terms in which they work.
- Benefits include
  - Medical
  - Dental
  - Vision
  - Retirement Savings Plan
  - Tuition Waiver
- All benefits details on HR website at [www.rit.edu/benefits](http://www.rit.edu/benefits)
  - Adjunct Benefits Summary in Other Resources section near bottom of the page

---

---

---

---

---

---

---

---

### Medical, Dental, & Vision Coverage



- Begins 1<sup>st</sup> of month on or after date of hire
  - if you are hired on the first of the month, coverage starts on date of hire
- **Not** automatic – you must complete the Benefits Enrollment/Change Form for Adjunct Employees (on HR website)
- Cover you and eligible family members
  - Spouse/domestic partner
  - Children
- You can have different levels of coverage for each benefit (e.g., family medical and two person vision)
- Generally, premium contributions deducted from your pay on pre-tax basis; if pay is too small, Lifetime Benefit Solutions (LBS) will bill you on RIT's behalf

---

---

---

---

---

---

---

---

## Medical, Dental, & Vision-Child Eligibility



- A child who is under age 26 and
  - Your child, or
  - Your spouse's child, or
  - Your domestic partner's 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

RIT

Human Resources | Planning & Administration | Rochester Institute of Technology  
August 1, 2019 - Adjunct

7

---

---

---

---

---

---

---

---

## Domestic Partner Eligibility



- Domestic partner definition
  - same sex or opposite sex
  - meet certain criteria
- Tax implications for employee
- Forms to complete (on benefits website)
  - Affidavit for Domestic Partnership with partner's signature required
  - Application for Domestic Partner Benefits

RIT

Human Resources | Planning & Administration | Rochester Institute of Technology  
August 1, 2019 - Adjunct

8

---

---

---

---

---

---

---

---

## Medical/Rx Coverage



- RIT's Medical Care Plan is self-insured and administered by (claims paid by) Excellus BlueCross BlueShield
- Rochester area plans are Point of Service (POS) Plans: POS A, POS B, POS B No Drug, POS D
- Outside Rochester area a Preferred Provider Organization (PPO) plan is available: Blue PPO
- Prescription drug coverage is separate from medical coverage but you are automatically enrolled (unless you elect the POS B No Drug plan)

RIT

Human Resources | Planning & Administration | Rochester Institute of Technology  
August 1, 2019 - Adjunct

9

---

---

---

---

---

---

---

---

## RIT and Rochester Regional Health (RRH) Strategic Alliance

- RIT has a strategic alliance with one of the area's major health systems, Rochester Regional Health (RRH), providing several benefits for RIT employees
  - RRH Copay Option - 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.
    - Copay reduction does not apply to tests, treatments or any other services (e.g., allergy shots, chiropractic services, physical therapy, x-rays, etc.)
    - ID card has the RRH and non-RRH copays
  - RRH Find a Physician Service (phone or web)
    - Physician list on HR website, periodically updated by RRH
  - On-campus state-of-the-art primary care practice called Rochester Regional Health Family Medicine at RIT: \$15 copay for office visit if covered under RIT's medical coverage

Human Resources | Finance & Administration | Rochester Institute of Technology  
August 1, 2019 - Adjunct

10

## You Must Choose a Primary Care Physician

- For the POS plans, you must choose a Primary Care Physician (PCP) before coverage will be effective (on enrollment form)
- Physician at Rochester Regional Health Family Medicine at RIT is accepting new patients; you **must** complete a new patient form for them.
- Other RRH physicians
  - Physician list on HR website, periodically updated by RRH
  - Use the RRH Find a Physician service
  - [www.rit.edu/benefits](http://www.rit.edu/benefits) in the Medical and Prescriptions Drug Coverage section
- Excellus BCBS has on-line PCP search capability at [www.excellusbcbs.com/rit](http://www.excellusbcbs.com/rit)

Human Resources | Finance & Administration | Rochester Institute of Technology  
August 1, 2019 - Adjunct

11

## Telemedicine-MDLIVE

- Call or videoconference with a physician licensed to practice in your state, 24 hours a day, seven days a week, 365 days a year for a \$10 copay.

- Similar conditions as urgent care; common examples:

Adult		Pediatric
Allergies	Fever	Cold & Flu
Asthma	Headache	Constipation
Bronchitis	Insect Bites	Conjunctivitis
Cold & Flu	Rashes	Nausea

- Register before you need the services at [www.excellusbcbs.com/telemedicine](http://www.excellusbcbs.com/telemedicine)

Human Resources | Finance & Administration | Rochester Institute of Technology  
August 1, 2019 - Adjunct

12

## In-Network and Out-of-Network Coverage

- Worldwide coverage for emergencies and urgent care (contact PCP to ensure any referral paperwork is completed)

In-Network	Out of Network
<ul style="list-style-type: none"> <li>Most, if not all, your care will be In-Network</li> <li>31-county service area</li> <li>Must have Primary Care Physician (PCP) to coordinate care (can change any time)</li> <li>No specialist referrals needed</li> <li>Certain services do require pre-certification (e.g., hospitalization, physical therapy)</li> </ul>	<ul style="list-style-type: none"> <li>If you choose to go out of network (different than emergency) to a non-participating provider</li> <li>Pay deductible and co-insurance for covered services</li> <li>Provider can charge more than "allowed" amount. You pay any amount over the allowed; only allowed amount is applied toward deductible and OOP maximum.</li> </ul>

Refer to the *Medical Benefits Comparison Book* for additional information

RIT

Human Resources | Finance & Administration | Rochester Institute of Technology  
August 1, 2019 - Adjunct

13

## Common In-Network Medical Services

Service	POS A	POS B and B No Drug	POS D
Telemedicine (urgent care)	\$10		
On-Campus Practice	\$15		
PCP Office Visit – Adult routine physical and Well Child visits	Covered in Full		
PCP Office Visit-diagnostic	\$20/RRH \$30/Others	\$25/RRH \$35/Others	\$30/RRH \$40/Others
Specialist Office Visit	\$25/RRH \$45/Others	\$30/RRH \$50/Others	\$35/RRH \$55/Others
Urgent Care	\$50	\$55	\$60
Inpatient hospitalization	\$125/RRH \$175/Others	\$275/RRH \$325/Others	\$375/RRH \$425/Others
Lab and pathology	Covered in Full		
Radiology (MRI, CT, X-ray)	\$45	\$50	\$55

RIT

Human Resources | Finance & Administration | Rochester Institute of Technology  
August 1, 2019 - Adjunct

14

## Prescription Drug Coverage

- RIT's prescription drug coverage is self-insured and is separately administered from the medical plan
  - Administered by pharmacy benefit manager (PBM), OptumRx
  - Separate ID card for prescription plan
  - Cannot purchase this coverage separately
  - The published employee contribution amounts are a combined amount – include medical and Rx
- Automatically covered if you enroll in an RIT-offered medical plan (except no Rx coverage for POS B No Drug);
- 3-Tier plan design
  - Tier 1: generic
  - Tier 2: preferred brand
  - Tier 3: non-preferred brand

RIT

Human Resources | Finance & Administration | Rochester Institute of Technology  
August 1, 2019 - Adjunct

15

## Important Information

- Optum's committee of physicians and pharmacists selects the Tier 2 medications based on effectiveness and cost; list usually changes periodically (usually January 1 and July 1)
  - If you are impacted by a change, Optum will send you a letter
- If an FDA-approved generic is available and you choose (or your doctor prescribes) a brand medication, you pay the difference in cost between the generic and brand as well as the brand name copay
- Some medications are excluded, standard PBM practice
  - To address large price increases from pharmaceutical manufacturers
  - Other less costly and at least equally effective alternative products are covered
- Utilization management programs for patient safety and plan costs
  - Quantity limits (e.g., migraine medication)
  - Step therapy (e.g., try and fail with Medication A before Medication B is covered)
  - Prior authorizations
- Contact Optum for questions about appeals for medical necessity

R-I-T  
Human Resources | Pharmacy & Administration | Rochester Institute of Technology  
August 1, 2019 - Adjunct

16

## Purchasing Your Medications

- Wegmans is RIT's preferred pharmacy
  - Your copay for prescriptions will be lower when purchased at Wegmans than at other participating retail pharmacies.
- Many other retail pharmacies do participate with OptumRx but your copay will be higher at retail pharmacies other than Wegmans
- You can purchase your maintenance medication in a 90-day supply at Wegmans or through OptumRx mail order
  - You cannot purchase a 90-day supply at any other retail pharmacy
- All your prescription drug information is in the OptumRx system whether you purchase at Wegmans, other pharmacies or OptumRx mail order
- Show your ID card for all purchases, even if you have POS D (you will receive the negotiated discounts)

R-I-T  
Human Resources | Pharmacy & Administration | Rochester Institute of Technology  
August 1, 2019 - Adjunct

17

## Copay Amounts For POS A and B

CATEGORY	WEGMANS PHARMACY		OTHER PARTICIPATING RETAIL		OPTUMRX MAIL ORDER
	30-day supply, no limit on fills	90-day supply	30-day supply, up to 3 fills	30-day supply 4th fill and after <sup>(1)</sup>	90-day supply
Tier 1: Generic Drugs	\$15.00	\$37.50	\$17.00	\$42.50	\$37.50
Tier 2: Brand Name Formulary Drugs	\$30.00	\$75.00	\$35.00	\$87.50	\$75.00
Tier 3: Brand Name Non-Formulary Drugs	\$45.00	\$112.50	\$55.00	\$137.50	\$112.50

<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)

R-I-T  
Human Resources | Pharmacy & Administration | Rochester Institute of Technology  
August 1, 2019 - Adjunct

18

## Copay Amounts For POS D

CATEGORY	WEGMANS PHARMACY		OTHER PARTICIPATING RETAIL		OPTUMRX MAIL ORDER
	30-day supply no limit on fills	90-day supply	30-day supply up to 3 fills	30-day supply 4th fill and after <sup>(1)</sup>	90-day supply
<b>Annual Deductible</b> - each person must pay \$1,000 annual deductible before copay amounts are charged in a plan year ( <i>show your OptumRx ID card to receive negotiated discounts</i> )					
Tier 1: Generic Drugs	\$25.00	\$62.50	\$30.00	\$75.00	\$62.50
Tier 2: Brand Name Formulary Drugs	\$62.50	\$162.50	\$75.00	\$187.50	\$162.50
Tier 3: Brand Name Non-Formulary Drugs	\$125.00	\$312.50	\$145.00	\$362.50	\$312.50

<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)

R-I-T

Human Resources | Pharmacy Administration | Rochester Institute of Technology  
August 1, 2019 - Adjunct

19

## OptumRx Website

- Access information and update your information on the secure OptumRx website at [www.OptumRx.com](http://www.OptumRx.com)
- Print temporary ID card
- Find important coverage information
  - If medication is covered
  - What the drug tier is
  - What your costs would be
  - If there are any special rules
- If using mail order
  - Order refills or renewals
  - Sign up for e-mail reminders to order refills
  - Some medications have option for automatic refill

R-I-T

Human Resources | Pharmacy Administration | Rochester Institute of Technology  
August 1, 2019 - Adjunct

20

## Questions

- Any questions about the medical/Rx coverage?

R-I-T

Human Resources | Pharmacy Administration | Rochester Institute of Technology  
August 1, 2019 - Adjunct

21

## Vision Care Coverage



- Coverage provided by VSP
- Primary benefit is eyewear
  - POS medical plans cover routine and diagnostic eye exams
- Routine eye exam, with \$15 copay (if provider determines that exam is not routine, claim should be submitted to medical coverage)
- \$20 copay for eyeglasses
- Lenses covered in full
  - Single vision, lined bifocal and trifocal, and progressive lenses
  - Polycarbonate for children
  - Coatings (e.g., anti-scratch) are extra, but there is discount
- Frames covered up to \$130
  - Plus, 20% off the amount over your allowance
- Coverage available every year

  
Human Resources | Finance & Administration | Rochester Institute of Technology  
August 1, 2019 - Adjunct

22

---

---

---

---

---

---

---

---

## Using Your Benefit



- Extensive national network of providers; to find a provider:
  - Sign on to [www.vsp.com](http://www.vsp.com)
  - Call (800) 877-7195/v and (800) 428-4833/TTY
- Your ID# is your University ID (UID)
  - Information about your UID at end of presentation
- There are no ID cards
  - You can print a *Member Vision Card* from VSP website
- Make an appointment and tell them you're a VSP member
  - The provider takes care of all the paperwork

  
Human Resources | Finance & Administration | Rochester Institute of Technology  
August 1, 2019 - Adjunct

23

---

---

---

---

---

---

---

---

## Questions



- Any questions about the Vision Care Plan

  
Human Resources | Finance & Administration | Rochester Institute of Technology  
August 1, 2019 - Adjunct

24

---

---

---

---

---

---

---

---



## Dental Coverage

- RIT's Dental Care Plan is self-insured
- Administered by (claims paid by) Excellus BlueCross BlueShield
  - Full benefit when you go to Blue Shield participating dentist
- Two plans
  - Standard Plan
  - Enhanced Plan
- **IMPORTANT! Dental coverage enrollment is on an every other year cycle; current cycle is 2019-2020. As a new employee, you have a one-time election for your coverage and it will be in effect for 2019 and 2020 (when you are working).**
  - You will not be able to enroll, change plans, add or remove dependents, or cancel coverage except for a limited list of qualifying events; refer to the Mid-Year Benefits Enrollment Change Summary in the Other Resources section of the benefits website

## Dental Plan Coverage Categories

Service	Standard Plan	Enhanced Plan
Preventive	Plan pays 100%, you pay 0%	
Deductible (minor and major restorative services)	You pay \$25 per person, maximum of \$75 per family	None
Minor Restorative Services	Plan pays 80%, you pay 20%	
Major Restorative Services	Plan pays 50%, you pay 50%	Plan pays 80%, you pay 20%
Restorative Plan Maximum (paid by plan in a calendar year)	\$1,250	\$2,500
Orthodontia (lifetime maximum)	\$1,250 for children under age 19	\$2,500 for children and adults

**REMINDER:** except in very limited situations, you can make no changes in your election until the enrollment for calendar year 2021.

**Recommendation:** 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?

## Absence Reporting



- Prudential provides disability and absence management services to RIT
- Notify supervisor when absent prior to the scheduled work start time
- Contact Prudential to report absences under the established criteria as outlined on next slide
  - Toll-free: (877) 908-4778
- Prudential will coordinate paperwork and determine which absences qualify for short-term disability (STD), Family Medical Leave Act (FMLA), and New York State Paid Family Leave

R-I-T

Human Resources | Finance & Administration | Rochester Institute of Technology  
August 1, 2019 - Adjunct

28

---

---

---

---

---

---

---

---

## 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 a seriously ill or injured qualified family member
- 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
- Your eligible family member has been called to active military duty
- You are caring for a spouse, or child who is a covered service member and is undergoing medical treatment for a serious illness or injury (up to 26 weeks)

R-I-T

Human Resources | Finance & Administration | Rochester Institute of Technology  
August 1, 2019 - Adjunct

29

---

---

---

---

---

---

---

---

## Questions



- Any questions about the absence benefits?

R-I-T

Human Resources | Finance & Administration | Rochester Institute of Technology  
August 1, 2019 - Adjunct

30

---

---

---

---

---

---

---

---

## Changing Your Benefit Elections

- Initial elections you make are for the entire calendar when you are eligible for coverage
  - You cannot make a coverage change (e.g., POS D to POS A) if you are working in the fall after working in the spring but not the summer.
- Annual Open Enrollment held in the Fall for a January 1 effective date; adjuncts complete enrollment on a form
- Mid-year changes allowed for IRS-approved family status changes
  - Marriage, divorce, birth or adoption of a child, spouse gains or loses employment or child no longer eligible (remember: special rules for dental)
  - Must notify Human Resources Department and complete the Benefits Enrollment/Change Form within 31 days of event (in some cases, can change plans)
  - Change needs to be consistent with event according to IRS rules
  - Provide proof of event (e.g., letter stating that spouse started a new job)
  - Special rules for dental plan

---

---

---

---

---

---

---

---

## RIT Retirement Savings Plan

- RIT's plan is a 403(b) plan [similar to a 401(k) plan]
  - Employee contributions can begin 1<sup>st</sup> of month after date of hire
- Traditional 403(b) - Contributions are made on a pre-tax basis - before federal and state tax, but subject to FICA tax
- Roth 403(b) - Contributions are made on an after-tax basis; qualified withdrawals are tax-free, including earnings
- Fidelity and/or TIAA representatives can help you understand which best suits your needs

---

---

---

---

---

---

---

---

## Contribution Information

- For most IRS contribution limit for 2019 is \$19,000
  - if age 50 or older on 12/31/19, 2019 limit is \$25,000
  - The contribution maximum is across all employers so if you contribute to another plan be careful in your election so that you don't go over the IRS maximum.
- Accept direct rollovers
  - From prior employer plans (403(b), 401(k), pension plans), including Roth accounts
  - From Individual Retirement Accounts (IRAs)

---

---

---

---

---

---

---

---

## Contributions

- Elect a contribution percentage between 2% and 80%
- Two Recordkeepers: Fidelity Investments and TIAA
  - Fidelity is the Plan's Master Administrator providing a streamlined ability to enroll in the Plan and make changes to your contribution percentage, whether you contribute to Fidelity, TIAA, or both
- To enroll, go to <http://plan.fidelity.com/rit> to enroll (even if you want to contribute to TIAA)
  - 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, you **MUST** open an account at TIAA; if you do not, TIAA 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 65<sup>th</sup> birthday)
- You will generally begin to see your contributions deducted from your paycheck in the next one to two pay periods

  
Human Resources • Finance & Administration • Rochester Institute of Technology  
August 1, 2019 - Adjunct

34

---

---

---

---

---

---

---

---

## Retirement Plan Investments

- RIT has an Retirement Savings Plan Investment Committee made up of RIT employees
  - Committee works with an outside investment advisor to monitor the fund performance and fees for all available funds (they do not monitor the funds in the Brokerage Account)
- Full range of investment options
  - You can invest in as many investment options as you would like; choose them at Fidelity (or TIAA for TIAA funds)
- You can transfer funds from one investment option to another
  - Short-term trading fees could apply; you would be informed before the transaction is completed

  
Human Resources • Finance & Administration • Rochester Institute of Technology  
August 1, 2019 - Adjunct

35

---

---

---

---

---

---

---

---

## Other Important Information

- You should name a beneficiary for the recordkeeper where you invest (Fidelity and/or TIAA)
  - You can designate your beneficiary online or by paper form
  - If you don't, the Plan will determine who will receive the money
- Fidelity representatives on campus regularly for face-to-face counseling sessions; contact them to make an appointment
  - (800) 642-7131/V and (800) 259-9743/TTY
  - [www.fidelity.com/atwork/reservations](http://www.fidelity.com/atwork/reservations)
  - Also available for phone counseling (800) 343-0860/V and (800) 259-9743/TTY
- TIAA can meet you at their local office (College Town off Mt. Hope Ave) or provide counseling over the phone
  - (585) 246-4600/V or (877) 209-3144 and (585) 246-4610/TTY
  - [www.tiaa.org](http://www.tiaa.org)

  
Human Resources • Finance & Administration • Rochester Institute of Technology  
August 1, 2019 - Adjunct

36

---

---

---

---

---

---

---

---

## 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
- 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?

## RIT Tuition Waiver-Adjuncts

- Adjunct employees and their eligible family members based on number of terms worked; available in terms in which you are working; you must complete a form
  - Adjunct: 1-2 terms = 25% and 3 or more terms = 50%
  - Family: 1-2 terms = 0% and 3 or more terms = 50%
- Lifetime maximum of 145 credit hours per family member in a degree-seeking program (30 credit hours of the 145 can be non-degree seeking)
- Waiver toward tuition only – not room, board, or fees; there are some exclusions
- Waiver for courses (not individual instruction) for adjunct only (not family members) at Academic Support Center and English Language Center
- Full-time matriculated students must apply for New York State Tuition Assistance Program (TAP)
- Tuition Waiver is applied before any other RIT scholarships or grants; the combination of a Tuition Waiver and an RIT scholarship or grant cannot be greater than the full amount of tuition.

**IMPORTANT – if benefit is taxable, you will be required to pay taxes. Be sure to understand tax rules before starting coursework.**

NOTE: Under the NYS Public Health Law, employees and family members must comply with established NYS and RIT immunization requirements; refer to the Student Health Center website for more detailed information [www.rit.edu/studentaffairs/health](http://www.rit.edu/studentaffairs/health)

## Eligible Children for Education Benefits

- A child who is under age 30 and who is the 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.*



Human Resources | Finance & Administration | Rochester Institute of Technology  
August 1, 2019 - Adjunct

40

---

---

---

---

---

---

---

---

## Taxes on Educational Benefits

- Tuition Waiver undergraduate
  - Generally not taxable (must provide tax dependent proof for child)
  - Taxable if for a child who is not your tax dependent or a domestic partner
- Tuition Waiver graduate
  - Taxable unless course is job-related (course maintains or improves your current RIT job skills); first \$5,250 of graduate waiver per calendar year can be tax-free, even if not job-related
  - The determination is based on the course, not the degree program; a course is not considered job-related because the degree is required for your RIT job
  - Not job-related if the course will help you prepare for your next RIT job.
  - You should use specific comparisons between your RIT job description and the course description
- Refer to tax details in Educational Benefits summary on HR website



Human Resources | Finance & Administration | Rochester Institute of Technology  
August 1, 2019 - Adjunct

41

---

---

---

---

---

---

---

---

## IMPORTANT: Tax Amount Could Be Significant

- If benefit is taxable, tax amount (~40%) owed likely a large amount so it is important that you understand the tax rules in advance of using the benefit for you or an eligible family member.
- *Taxable Tuition Waiver Example*
  - Tuition Waiver is \$10,000
  - Taxes are approximately **\$4,000**
- You would pay to RIT approximately \$4,000
  - RIT forwards the money paid to the Federal and NYS governments on your behalf
- RIT increases your W-2 record
  - income by \$10,000
  - federal, FICA, state taxes you paid by \$4,000



Human Resources | Finance & Administration | Rochester Institute of Technology  
August 1, 2019 - Adjunct

42

---

---

---

---

---

---

---

---

## Questions



- Any questions about the Tuition Waiver?

---

---

---

---

---

---

---

---

## Forms to Complete



- Benefits Enrollment/Change Form for Adjunct Employees
  - Submit family member verification documents
- Federal and State Tax Withholding Forms
- Payroll Direct Deposit Form
- Benefits form due within 31 days of your date of hire; if you don't submit by due date, you won't be eligible to enroll in benefits except as outlined for mid-year changes and open enrollment

---

---

---

---

---

---

---

---

## Identification Numbers



- Employee Number – assigned in HR/Payroll system; Kronos badge number for nonexempt 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) – Excellus assigns the member number that shows on your ID card
- Prescription Drug (OptumRx) – OptumRx assigns the member number that shows on your ID card
- Vision (VSP) – enrolled with your UID
- Retirement Plan (Fidelity and TIAA) – 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
  - 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)

---

---

---

---

---

---

---

---

## 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.

---

---

---

---

---

---

---

---



Questions.....and answers



**RIT**  
Human Resources • Finance & Administration • Rochester Institute of Technology  
August 1, 2019 - Adjunct

49

---

---

---

---

---

---

---

---