Welcome to RIT
Introduction to Your RIT Benefits

Welcome!
- Review RIT’s benefits for adjunct employees
- Important Reminders
  - Complete Form I-9
  - Obtain ID card (Registrar’s Office, Eastman Hall, 1st floor)
  - Obtain Parking Permit

Benefit Contacts
- HR Department located in George Eastman Hall, 5th floor
- HR Voice Number: (585) 475-2424
- Benefits E-Mail: benefits@rit.edu
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
  - Adjunct Benefits Summary in Other Resources section near bottom of the page

Benefits Eligibility, cont’d

- If elect medical, dental, and/or vision coverage, and
  - you do not work in the summer, the benefits will end May 31, 2020; we will offer you continuation of coverage under COBRA
  - you do not work in the summer but you work in the fall of 2020, we will automatically reinstate the same coverage
    - The only way to cancel this automatic reinstatement is if you had a qualifying event (discussed later)
  - If you work in the fall and will work in the spring, your coverage can continue effective January 1
Medical, Dental, & Vision 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
- 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

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
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 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

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 in the Medical and Prescriptions Drug Coverage section
- Excellus BCBS has on-line PCP search capability at www.excellusbcbs.com/rit
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.
- Register before you need the services; 4 easy ways
  - WEB - Register/Log in at www.ExcellusBCBS.com/Member
  - APP - Download the MDLIVE app
  - TEXT - Text EXCELLUS to 635483
  - VOICE - Call 1-866-692-5045
- Urgent medical conditions as well as ongoing behavioral health counseling

Telemedicine-MDLIVE cont’d

- Common medical conditions (similar to urgent care)

<table>
<thead>
<tr>
<th>Adult Conditions</th>
<th>Children Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allergies</td>
<td>Nausea &amp; Vomiting</td>
</tr>
<tr>
<td>Cold &amp; Flu</td>
<td>Cold &amp; Flu</td>
</tr>
<tr>
<td>Pink Eye</td>
<td>Constipation</td>
</tr>
<tr>
<td>Ear Infections</td>
<td>Rashes</td>
</tr>
<tr>
<td>Sinus Infection</td>
<td>Earache</td>
</tr>
<tr>
<td>Fever</td>
<td>Nausea &amp; Vomiting</td>
</tr>
<tr>
<td>Migraine</td>
<td>Sinus Infection</td>
</tr>
<tr>
<td>Headache</td>
<td>Sunburn</td>
</tr>
<tr>
<td>Joint Aches &amp; Pains</td>
<td>Urinary Tract Infection</td>
</tr>
<tr>
<td>Sinus Infection</td>
<td>Pink Eye</td>
</tr>
</tbody>
</table>

- Behavioral health counseling-ongoing

<table>
<thead>
<tr>
<th>Adult Conditions</th>
<th>Children Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addiction</td>
<td>Panic Disorders</td>
</tr>
<tr>
<td>Bipolar Disorder</td>
<td>Stress</td>
</tr>
<tr>
<td>Depression</td>
<td>Trauma ad PTSD</td>
</tr>
<tr>
<td>Eating Disorders</td>
<td>Grief and Loss</td>
</tr>
<tr>
<td>LGBTI Support</td>
<td></td>
</tr>
</tbody>
</table>

In-Network and Out-of-Network Coverage

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

<table>
<thead>
<tr>
<th>In-Network</th>
<th>Out of Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must, if not all, your care will be In-Network</td>
<td></td>
</tr>
<tr>
<td>Must have Primary Care Physician (PCP) to coordinate care (can change any time)</td>
<td></td>
</tr>
<tr>
<td>Certain services do require pre-certification (e.g., hospitalization, physical therapy)</td>
<td></td>
</tr>
<tr>
<td>If you choose to go out of network (different than emergency) to a non-participating provider</td>
<td></td>
</tr>
<tr>
<td>Pay deductible and co-insurance for covered services</td>
<td></td>
</tr>
<tr>
<td>Provider can charge more than &quot;allowed&quot; amount. You pay any amount over the allowed; only allowed amount is applied toward deductible and OOP maximum.</td>
<td></td>
</tr>
</tbody>
</table>

Refer to the Medical Benefits Comparison Book for additional information
New Adjunct Employee Benefits Orientation

Common In-Network 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>Teledicine (urgent care)</td>
<td>$10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-Campus Practice</td>
<td>$15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCP Office Visit – Adult, routine physical and Well Child visits</td>
<td>Covered in Full</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specialist Office Visit</td>
<td>$25/RRH</td>
<td>$25/Other</td>
<td>$35/RRH</td>
</tr>
<tr>
<td>Urgent Care</td>
<td>$50</td>
<td>$50</td>
<td>$60</td>
</tr>
<tr>
<td>Implant hospitalization</td>
<td>$125/RRH</td>
<td>$175/Other</td>
<td>$275/RRH</td>
</tr>
<tr>
<td>Rad and pathology</td>
<td>$45</td>
<td>$60</td>
<td>$60</td>
</tr>
<tr>
<td>Radiology (MRI, CT, X-ray)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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
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).

Copay Amounts For POS A and B

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>WEGMANS PHARMACY</th>
<th>OTHER PARTICIPATING RETAIL</th>
<th>OPTUMRX MAIL ORDER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30-day supply</td>
<td>90-day supply</td>
<td>30-day supply</td>
</tr>
<tr>
<td>Tier 1: Generic Drugs</td>
<td>$15.00</td>
<td>$37.50</td>
<td>$17.00</td>
</tr>
<tr>
<td>Tier 2: Brand Name Formulary Drugs</td>
<td>$30.00</td>
<td>$75.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>Tier 3: Brand Name Non-Formulary Drugs</td>
<td>$45.00</td>
<td>$112.50</td>
<td>$65.00</td>
</tr>
</tbody>
</table>

Copay Amounts For POS D

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>WEGMANS PHARMACY</th>
<th>OTHER PARTICIPATING RETAIL</th>
<th>OPTUMRX MAIL ORDER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30-day supply</td>
<td>90-day supply</td>
<td>30-day supply</td>
</tr>
<tr>
<td>Tier 1: Generic Drugs</td>
<td>$25.00</td>
<td>$62.50</td>
<td>$30.00</td>
</tr>
<tr>
<td>Tier 2: Brand Name Formulary Drugs</td>
<td>$62.50</td>
<td>$162.50</td>
<td>$75.00</td>
</tr>
<tr>
<td>Tier 3: Brand Name Non-Formulary Drugs</td>
<td>$125.00</td>
<td>$312.50</td>
<td>$145.00</td>
</tr>
</tbody>
</table>

Annual Deductible: Each person must pay $1,000 annual deductible before copay amounts are charged in a plan year (show your OptumRx ID card to receive negotiated discounts).
OptumRx Website
- Access information and update your information on the secure OptumRx website at 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

Questions
- Any questions about the medical/Rx coverage?

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
Using Your Benefit

- Extensive national network of providers; to find a provider:
  - Sign on to www.vsp.com
  - Call (800) 877-7195 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

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 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

Questions

- Any questions about the Vision Care Plan
### Dental Plan Coverage Categories

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

REMEMBER: 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
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 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).

Questions
- Any questions about the absence benefits?

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 1st 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 2020 is $19,500
  - if age 50 or older on 12/31/20, 2020 limit is $26,000
- 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 65th birthday)
- You will generally begin to see your contributions deducted from your paycheck in the next one to two pay periods
Retirement Plan Investments

- RIT has a 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

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) 288-9743/TTY
  - 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

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.

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.
**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 if 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

**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

**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