

# BENEFITS ENROLLMENT OVERVIEW

for University of Rochester Members of SEIU

Questions? Contact Total Rewards:  
(585) 275-2084  
[totalrewards@rochester.edu](mailto:totalrewards@rochester.edu)  
[www.rochester.edu/totalrewards](http://www.rochester.edu/totalrewards)



Benefit	Helpful Information	How to Enroll
<b>Flexible Spending Accounts</b>	<p>FSA elections will be effective on 1<sup>st</sup> of the month following the date of hire, on your date of hire if that occurs on the 1<sup>st</sup> of the month, or upon the date the enrollment is accepted, whichever is later.</p> <p><i>Note: If you are transferring into a benefit eligible position, you will need to complete the "2019 Benefit Program Enrollment Form for Members of SEIU". Form is available at <a href="http://Rochester.edu/benefits/enroll/info4.html">Rochester.edu/benefits/enroll/info4.html</a>.</i></p>	<ol style="list-style-type: none"> <li>Log into HRMS (<a href="http://Rochester.edu/people">Rochester.edu/people</a>) using your Net ID</li> <li>Follow the navigation:                             <ol style="list-style-type: none"> <li>Main Menu</li> <li>Self Service</li> <li>Benefits</li> <li>Benefits Enrollment</li> </ol> </li> </ol>
<b>Long Term Disability Plan</b>	<p>LTD coverage will be effective after 1 year of service*</p> <p><i>*Group coverage credit may apply for immediate LTD coverage. If applicable, complete the "Prior Employee-Sponsored Group LTD Coverage Credit Form". Form is available at <a href="http://Rochester.edu/working/hr/files/pltdcc.pdf">Rochester.edu/working/hr/files/pltdcc.pdf</a>.</i></p> <p><i>Note: Coverage increases outside of the initial eligibility period require evidence of insurability and are subject to approval by the insurance carrier.</i></p>	
<b>YOUR Benefits Extras</b> <ul style="list-style-type: none"> <li>VSP Vision Care</li> <li>Hyatt Legal Plans</li> </ul>	<p>If you enroll by the 15th of the month, coverage for VSP Vision Care and/or Hyatt Legal Plans will be effective 1st of the following month. If you enroll on the 16th- 30th/31st, coverage will be effective 1st of the second following month.</p> <ul style="list-style-type: none"> <li>VSP Vision Care helps with the costs of exams, glasses, contact lenses, etc.</li> <li>Hyatt Legal Plans provides employees with legal representation for many different legal matters, including wills, estate planning documents, real estate matters and elder care issues.</li> </ul>	<p>Enroll online at <a href="http://www.YOURBenefitsExtras.com">www.YOURBenefitsExtras.com</a></p>



<b>403(b) Retirement Program Automatic Voluntary Contributions</b>	<p>Employees are immediately eligible upon hire*. Automatic Voluntary Contributions for eligible employees to the 403(b) Retirement Program will begin 60 days after your hire date. Automatic voluntary contributions will be pre-tax each pay period at 3%. You may change your contribution amount at any time.</p> <p><i>* For details on eligibility, visit <a href="http://Rochester.edu/benefits/retirement">Rochester.edu/benefits/retirement</a></i></p>	<ol style="list-style-type: none"> <li>Visit <a href="http://tiaa.org/rochester">tiaa.org/rochester</a></li> <li>Click "Ready to Enroll"</li> <li>Click "Register with TIAA" &amp; complete online registration</li> <li>Click "Get Started"</li> </ol> <p>Telephone enrollment: 1-800-410-6497</p>
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<p><b>403(b) Retirement Program</b></p>	<p>University Contributions - Regular full-time and part-time faculty &amp; staff* with 2 years of service are eligible and contributions begin the first full pay period after satisfying the eligibility requirement.</p> <p><i>*Certain positions are not eligible. For details visit <a href="http://Rochester.edu/benefits/retirement">Rochester.edu/benefits/retirement</a></i></p> <p><i><b>Note:</b> To receive credit for service at another eligible institution, you must complete a "Retirement Service Credit Form", available online at <a href="http://Rochester.edu/benefits/forms">Rochester.edu/benefits/forms</a></i></p> <p><i>Forms received more than 90 days after appointment cannot be processed retroactively.</i></p>	<p>1. Visit <a href="http://ttaa.org/rochester">ttaa.org/rochester</a>          2. Click "Ready to Enroll"          3. Click "Register with TIAA" &amp; complete online registration          4. Click "Get Started"</p> <p>Telephone enrollment:          1-800-410-6497</p>
<p><b>Well-U</b></p>	<p>Check your eligibility for the various wellness programs &amp; resources at <a href="http://Rochester.edu/well-u/eligibility">Rochester.edu/well-u/eligibility</a></p>	<p>Visit <a href="http://Rochester.edu/well-u">Rochester.edu/well-u</a> for program enrollment information.</p>
<p><b>Tuition Benefits</b></p>	<p>Dependent Child Tuition Waiver</p> <p><i><b>Note:</b> To receive credit for service at another eligible institution, you must complete a "Tuition Benefit Service Credit Form" available online at <a href="http://www.rochester.edu/totalrewards/tuition">www.rochester.edu/totalrewards/tuition</a></i></p>	<p>To apply for the Dependent Child Tuition Waiver Benefit*:</p> <ol style="list-style-type: none"> <li>1. Log into HRMS using your Net ID</li> <li>2. Follow the navigation: Self Service – Benefits – Tuition – Apply – Dependent Tuition Waiver</li> </ol> <p><i>*must complete the necessary service requirements prior to the start date of the course</i></p>
<p><b>University Home Ownership Incentive Program</b></p>	<p>Provides new homeowners in qualifying City neighborhoods with \$9000 towards the purchase of a primary residence (\$3,000 from the University, \$3,000 from the City and \$3,000 from a participating lender).</p>	<p>Call (585) 275-7013 to verify your employment eligibility. Visit <a href="http://www.rochester.edu/totalrewards/housing">www.rochester.edu/totalrewards/housing</a></p>
<p><b>YOUR Benefits Extras</b></p> <ul style="list-style-type: none"> <li>• Group Auto &amp; Home Insurance</li> </ul>	<p>Get side-by-side auto insurance quotes in minutes from Liberty Mutual, MetLife and Travelers.</p>	<p>Apply online anytime at <a href="http://www.YOURBenefitsExtras.com">www.YOURBenefitsExtras.com</a></p>
<p><b>Voluntary Long-Term Care Insurance</b></p>	<p>Long-term care insurance pays for home health care, assisted living and nursing home care to help people with the functions of day-to-day living.</p>	<p>Contact Legacy Services at 1-800-230-3398 ext. 101 or <a href="mailto:custvc@4groupltc.com">custvc@4groupltc.com</a></p>

Annual Open Enrollment allows enrollment/changes for Health Care Plan, Dental Plan, FSA, Hyatt Legal Plan, VSP Vision Plan, and certain qualifying increases in optional life insurance coverage. Certain benefit plan changes are allowed outside of the initial enrollment period and the annual open enrollment period. Visit [Rochester.edu/workings/benefits/library/Changing\\_Benefits.pdf](http://Rochester.edu/workings/benefits/library/Changing_Benefits.pdf) to view the "Benefit Plan Changes Outside of Annual Open Enrollment" document.