

Human Resources Orientation

August 18, 2014

WELCOME!

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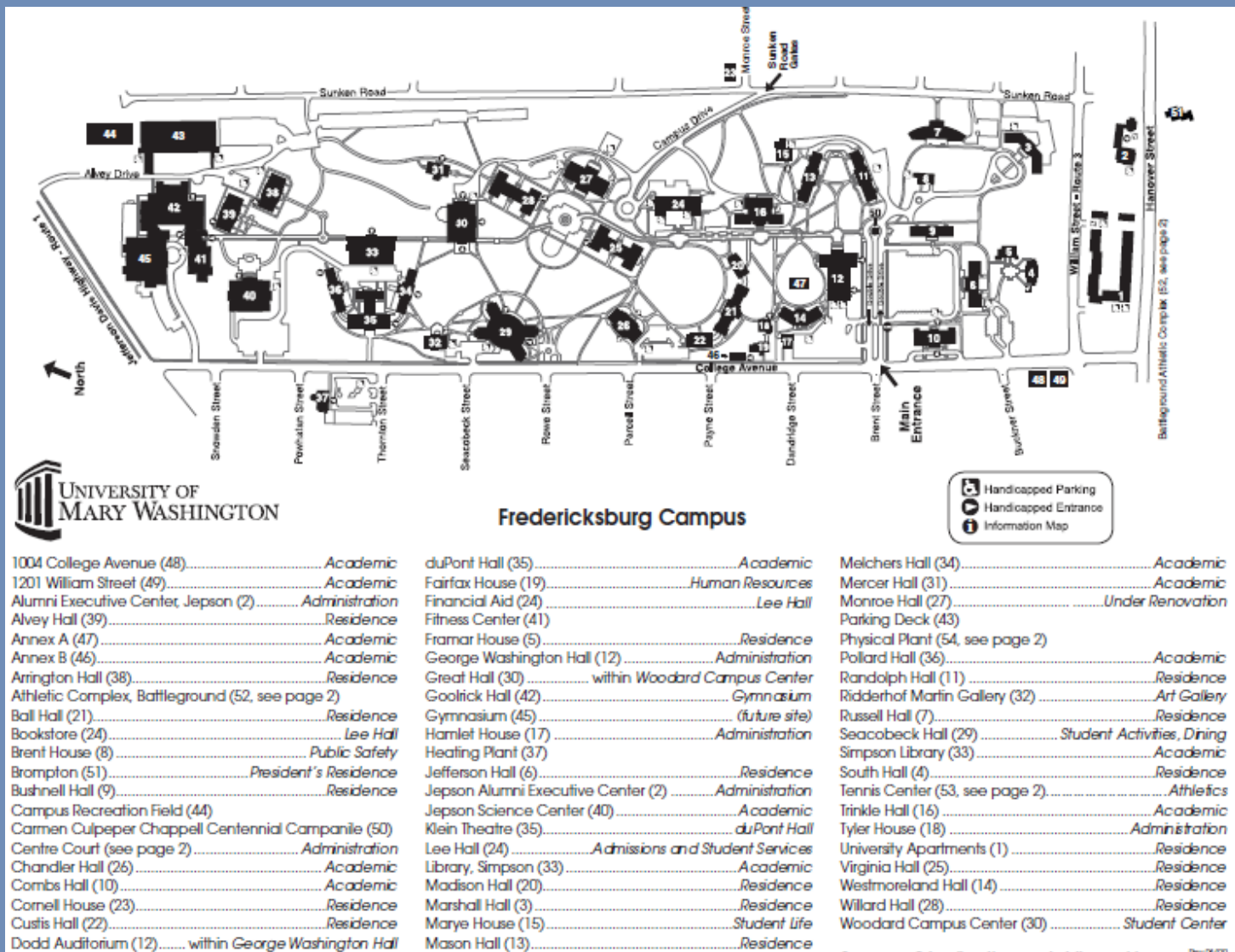


BENEFITS

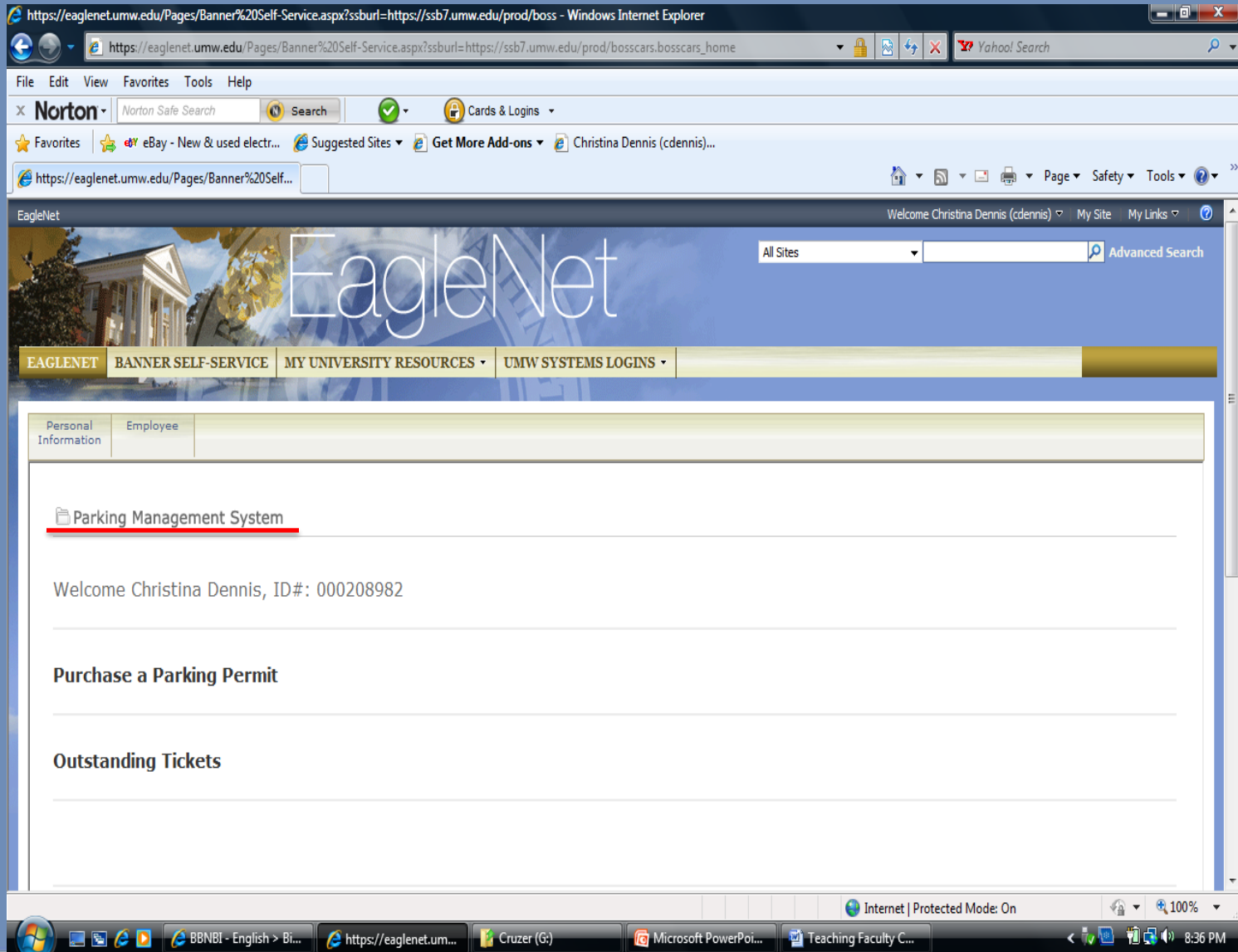
Pay & Holidays

- Payline – <https://payline.doa.virginia.gov>
- State Pay & Holiday [calendar](#)

UMW Campus Map



Parking



The screenshot shows a Windows Internet Explorer browser window displaying the EagleNet website. The address bar shows the URL: <https://eaglenet.umw.edu/Pages/Banner%20Self-Service.aspx?ssburl=https://ssb7.umw.edu/prod/boss>. The browser's Norton Safe Search bar is visible, along with a search bar and a "Cards & Logins" button. The website header includes the "EagleNet" logo and a navigation menu with links: "EAGLENET", "BANNER SELF-SERVICE", "MY UNIVERSITY RESOURCES", and "UMW SYSTEMS LOGINS". A user login bar at the top right says "Welcome Christina Dennis (cdennis)" with links for "My Site" and "My Links". Below the header, there are tabs for "Personal Information" and "Employee". The main content area features a red underlined link for the "Parking Management System". Below this link, the user is greeted with "Welcome Christina Dennis, ID#: 000208982". The interface includes three main sections: "Purchase a Parking Permit", "Outstanding Tickets", and a section for "All Sites" with an "Advanced Search" button. The bottom of the browser window shows the taskbar with various open applications and the system clock indicating 8:36 PM.

https://eaglenet.umw.edu/Pages/Banner%20Self-Service.aspx?ssburl=https://ssb7.umw.edu/prod/boss - Windows Internet Explorer

https://eaglenet.umw.edu/Pages/Banner%20Self-Service.aspx?ssburl=https://ssb7.umw.edu/prod/bosscars.bosscars_home

File Edit View Favorites Tools Help

Norton Norton Safe Search Search Cards & Logins

Favorites eBay - New & used electr... Suggested Sites Get More Add-ons Christina Dennis (cdennis)...

https://eaglenet.umw.edu/Pages/Banner%20Self...

EagleNet Welcome Christina Dennis (cdennis) My Site My Links

All Sites Advanced Search

EAGLENET BANNER SELF-SERVICE MY UNIVERSITY RESOURCES UMW SYSTEMS LOGINS

Personal Information Employee

Parking Management System

Welcome Christina Dennis, ID#: 000208982

Purchase a Parking Permit

Outstanding Tickets

Internet | Protected Mode: On 100% 8:36 PM

Working at UMW

- Faculty Handbook
 - Information about institutional policies and procedures for faculty
 - Other useful information (Faculty rights, responsibilities, leave policies, etc.)

http://www.umw.edu/provost/faculty_handbook/default.php

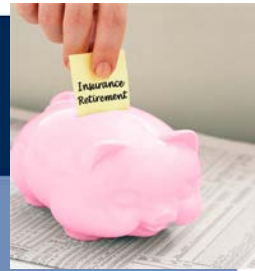
RETIREMENT BENEFITS



Retirement Plans

- Choice between Virginia Retirement System (VRS) or Optional Retirement Plan (ORP)
- 60 days to elect retirement plan
- ORP Providers – TIAA-CREF or Fidelity
 - Failure to submit election by October 15, 2014 will automatically default employee to VRS
- Read the Choosing Your Retirement Plan carefully before making your selection.
- Submit VRS-65 to HR if electing an ORP
- Submit VSDP-2 to HR if electing the VRS

Hybrid Retirement



- The VRS Hybrid Retirement Plan combines the features of a **defined benefit plan**, which pays a monthly retirement benefit based on age, total service credit and average final compensation using a formula currently 1%, and a **defined contribution plan**, which provides a retirement benefit based on contributions and the investment performance of those contributions.
- Retirement Contributions
 - Your retirement benefit is funded through mandatory (5% EE) and voluntary (up to 4% EE with a 3.5% match from UMW) contributions.
 - Defined benefit (4% by EE) and the defined contribution (1% by EE & UMW)
 - You may voluntarily contribute up to an additional 4% in .50% increments and UMW will match the first 1% with a corresponding 1% and each additional .50% will be matched by UMW with a .25% contribution. NOTE: increase or decrease to your voluntary contributions are only on a quarterly basis (maximum of 5% with a 3.5% match from UMW for the defined contributions component).

Mandatory Contributions to 401(a)

EMPLOYEE 1% Employer 1%

Additional Contributions

Employee Voluntary to Hybrid 457 Employer Match to Hybrid 401(a) Plan

1%

1%

.50%

.25%

.50%

.25%

.50%

.25%

.50%

.25%

.50%

.25%

.50%

.25%

Total Voluntary = 4% Total Match = 2.5%

Total Employee = 5% Total Employer = 3.5%

- **Vesting**

- **Defined Benefit Vesting** is the minimum length of service you need to qualify for a future retirement benefit. You are vested under the defined benefit component of the Hybrid Retirement Plan when you reach five years (60 months) of creditable service.
- **Defined Contribution Vesting** is the minimum length of service members need to be eligible to withdraw employer contributions from the defined contribution component of the plan. You are always 100% vested in the contributions that you make.

Retirement Age

Unreduced benefit on the defined benefit component is equal to age of full Social Security benefit or age 60 and 30 years of service equals 90. For the defined contribution component, you are eligible to receive distributions upon leaving employment*.

Reduced benefit on the defined benefit component is age 60 with at least 5 years of service and for the defined contribution component, you are eligible upon separation*.

*Subject to restrictions

Retirement Plans - VRS

- VRS Plan 2— Defined Benefit Plan — provides lifetime monthly benefit based on age, total service credit and average final compensation.
 - Employee contributes 5 percent of salary; Employer contributes to pool to fund lifetime benefit
 - Account accrues 4% interest, compounded annually on balance as of previous June 30

Retirement Plans - VRS

- Eligible for unreduced retirement benefit at normal SSA retirement age & at least 5 yrs of service or when age & service equal 90.

Social Security Eligibility	
Birth Year	Age to Receive Full Social Security Benefit
1937 or earlier	65
1938	65 + 2 months
1939	65 + 4 months
1940	65 + 6 months
1941	65 + 8 months
1942	65 + 10 months
1943 - 1954	66
1955	66 + 2 months
1956	66 + 4 months
1957	66 + 6 months
1958	66 + 8 months
1959	66 + 10 months
1960 and later	67

Retirement Plans - VRS

- Investment Risk - benefit is guaranteed
 - May elect participation in Virginia Sickness & Disability Plan (STD, LTD & LTC)
- OR
- University's Sick Leave Plan (LTD)

- Defined Contribution Plan - Retirement benefit based on contributions & investment gains and losses on contributions.
 - Employee contributes 5% of compensation; Employer contributes an additional 8.5% of employee's creditable compensation
 - Investment risk borne by the employee. Risk varies according to investments options chosen.

- Long-Term Care (LTC) insurance not included with the ORP.
- ORP participants are covered by University's leave policies including leave share program; up to 6 months sick leave & Long Term Disability (LTD) coverage.
- LTC coverage may be purchased through an approved state vendor at full cost to employee.

- Virginia Sickness & Disability Program (VSDP)
 - VRS Plan participants may elect to participate in VSDP or the University's plan.
 - VSDP provides income replacement when unable to work due to a work or non work-related disability. Program includes sick and family & personal leave, short-term and long-term disability and long-term care.
 - 1 year waiting period before eligible to access short term disability benefit for non work related

Disability Programs

- Return-to-work, medical and vocational rehabilitation programs coverage also included in VSDP
- Long-Term Care (LTC) - \$96 per day daily benefit amount if unable to do 2 of 6 daily living activities or a severe cognitive impairment; lifetime maximum of \$70,080
- All employees are eligible to purchase additional LTC insurance at group rates w/n 60 days of hire w/o evidence of insurability
 - Can purchase coverage for self and select family members ages of 18 and 79

Life Insurance

- All permanent, salaried employees are covered under the Basic Group Life Insurance program
 - Employer paid benefit of 2X employee's salary rounded to nearest thousand
 - Imputed life insurance in excess of \$50,000 is subject to FICA tax.
 - Optional life insurance may be purchased without underwriting within 31 days of hire
 - Complete the Beneficiary Designation Form (VRS-2) & return to HR

- 457 Deferred Compensation Plan
 - Tax deferred voluntary retirement savings plan
 - ICMA-RC administers the plan
 - Annual max \$17,500; Additional contributions allowed for those age 50+ and within 3 years of retirement
 - No 10% penalty for early withdrawals;
 - Plan Information Line at **1-VRS-DC-PLAN1**
 - Investor Services Representative available weekdays , 8:30 a.m. to 9:00 p.m.
 - Define Contribution Plan retirement Specialist available weekdays 8:30 a.m. to 5:00 p.m.

- 403b Tax-Deferred Annuity
 - Contributions and investment earnings grow tax deferred until withdrawal
 - See list of [approved vendors](#) for participating investment companies and options
 - Loans and hardship withdrawals allowed

Virginia Cash Match Plan

- Full time or part-time salaried state employees are eligible if making continuous 457 or 403b contributions
- If you are a Hybrid Retirement Plan member, you **MUST** first maximize your voluntary contributions (4%) to the Hybrid 457 Plan before receiving the cash match.
- Matching amount is 50% of contribution not to exceed \$20 per pay date

Purchase of Prior Service

- Available to VRS participants only
- Purchase prior service within 1 year of becoming eligible, cost based on percentage of compensation (or average final compensation for refunded service, whichever is higher)
- Purchase through payroll deduction or salary reduction contract, cost based on compensation
- After 1 year eligibility period, cost will be based on an actuarial equivalent rate

- COVA Care, (PPO);
- COVA HealthAware, (POS);
- COVA HDHP (High Deductible Health Plan) or
- Kaiser Permanente (HMO)
- Tricare Supplement
- Eligibility Documentation is required when adding dependents
- Plan Year July 1 to June 30 of following year
- Use EmployeeDirect
 - 24/7 access on the Web at
<https://employeedirect.virginia.gov>

Health Insurance con't

- Changes Based on Qualifying Mid-year Event
-60 calendar days to submit a request to make changes based on a QME such as marriage, divorce, birth or adoption, dependent begins or ends job. The count begins on the day of the event and ends 60 days later.
- Annual Open Enrollment Period
- COBRA Extended Coverage
- Health Insurance Marketplace Notice



Health Insurance Plans

- Each plan includes *medical, basic dental, outpatient prescription drug, and behavioral health with Employee Assistance Program (EAP)*.
- In-network wellness & preventive care services available at no cost to members on all plans.
 - Office visits at specified intervals, immunizations, lab and x-rays
 - Annual check-up visit, routine gynecological exam, Pap test, mammography screening, prostate exam (digital rectal exam), prostate specific antigen (PSA) test, and colorectal cancer screening.
- EAP available on all plans
 - 4 free visits for counseling in such areas as mental health, substance abuse, work/family issues, financial or legal matters

- Plan year deductible must be met before plan pays:
 - \$1,750 deductible for one person
 - \$3,500 deductible for two or more persons
 - Participant pays 20% after deductible has been met
- No out-of-network coverage
- Can set up a tax-deductible Health Savings Account (HSA) to pay for medical expenses
- Includes diagnostic & preventive dental coverage
- Optional Buy Up for dental, complex and orthodontic coverage

Tricare Supplement

- Voluntary supplemental health benefit option
- Available only to employees & dependents eligible for TRICARE; military health benefit program
- Eligible employees who enroll in the plan are responsible for 100% of the monthly premium
- Monthly premium payments are pre-tax

- No deductible, lower co-pays; must use Kaiser HMO providers & facilities (except in an emergency); referral required to see specialist
- No out of network coverage
- *Virginia Counties: Arlington, Caroline (partial), Culpeper (partial), Fairfax, Fauquier (partial), Hanover (partial), **King George**, Louisa (partial), Loudoun, Orange (partial), Prince William, **Stafford**, **Spotsylvania**, Westmoreland (partial)*
- *Virginia Cities: Alexandria, Fairfax, Falls Church, **Fredericksburg**, Manassas, Manassas Park*

PPO

- May see any in-network provider
- \$25 for PCP/\$40 specialist, \$35 PT/Chiropractic, \$25 Behavioral, \$300 in/125 outpatient, \$150 ER
- No out of network coverage unless elected out of network buy-up option
- Some covered services subject to plan year deductible (\$225/450) or coinsurance.
- May self refer to a specialist
- May select additional options (expanded dental, out-of-network, vision and hearing services) at additional cost to employee

POS

- Includes a Health Reimbursement Arrangement (HRA) \$600 EE or \$1200 EE & enrolled spouse (9/1=\$498/996)
- HRA helps you pay for plan expenses. HRA may used to pay your deductible (\$1500 EE or \$3000 Family) and other plan costs for all covered members.
- Additional Preventive care paid at 100%;
 - Annual routine vision and hearing exam
- You pay 40% coinsurance after deductible for Out of Network.
- You may also earn up to \$150 in your HRA funds by “do rights” (physical, dental or vision exam, flu shot and using one of the MyActiveHealth tracker & Coaching) *designated each year by the plan.*
- May select additional buy up options (expanded dental or vision) at an additional cost

Prescription Coverage

- COVACare four tier system; Mandatory generic
 - The first tier (\$15) typically generic drugs; second tier (\$30) generally some generic drugs and low-to-medium-cost brand name drugs; third tier (\$45) consists of higher-cost brand name drugs and fourth tier (\$55) is for high-cost specialty drugs.
- Kaiser lower costs at Kaiser medical center
- HealthAware & HDHP – 20% after deductible
- Home Delivery Pharmacy up to-90 day supply
 - Saves cost of one co-pay (but 2 get 1 free)

Dental Insurance

- All plans offer diagnostic and preventive care dental coverage at no cost to employee.
- **Expanded Dental** is a buy up option that includes diagnostic and preventive care, primary (basic), complex restorative (in/onlays, crowns, dentures, bridgework) and orthodontic services
- May use either in-network or out-of-network dentists; plan pays more if you use in-network providers.

Premiums

- Monthly Premiums are deducted semi-monthly from your paycheck on a pre-tax basis. [Rates](#)
- Coverage begins 1st of the month; September 1, 2014, if election is made within 30 days or you will be in waived status
- Deadline to Enroll Monday, 9/15/2014



UNIVERSITY OF
MARY WASHINGTON

MyActiveHealth

MyActiveHealth: Health & Wellness Program

- Access to tools and services to encourage healthier lifestyles
 - Helps with managing chronic conditions
 - Features lifestyle coaching and web tools
 - Health assessment
 - Create your own personal health record
 - Find other health tips and resources
- *Reach for your Best Health with MyActiveHealth at www.myactivehealth.com/COVA or call 1-866-938-0349.*



Flexible Spending Accounts

- Set aside money on a pre-tax basis for out of pocket medical, dental, vision, hearing and dependent care expenses.
- Must enroll within 30 days of date of hire
- Plan year July 1 – June 30; Use it or lose it
- Medical FSA up to \$2,500
- DC FSA up to \$5,000; depending on how your tax are filed
- Visa Card or file for reimbursement by Sept 30
- pre-tax administrative fee of \$3.65 for each FSA
- With COVA HealthAware the HRA pays first

Voluntary Salary Reductions

- Employees have access to a wide variety of insurance and investment options, available through voluntary payroll deductions.
- Fringe Benefits Management Company –
[www.fbmc-benefits.com/VaProvider
Network/index.asp](http://www.fbmc-benefits.com/VaProviderNetwork/index.asp)

- Teaching Faculty do not earn annual leave
- Faculty who elect the ORP are covered under the University's plan which provides up to 6 months of sick leave
- Faculty unable to return to work at the end of six months will be covered under the University's LTD policy
- Faculty who elect the VRS
 - and choose the VSDP shall earn sick and family & personal leave as specified in the VSDP policy
 - Or may elect the University's sick leave plan

- Infant-Care Leave
- Sabbatical Leave
- Civil Leave
- FMLA
- Workers' Compensation

- Faculty Children's Scholarship
- Commuter Choice
- Virginia Credit Union, BBT@ Work, NSWC Federal Credit Union, PNC@work
- Kid's Station Child Care Program
- EagleOne Card – library, fitness center, bookstore, dining hall, FRED bus, local business discounts

QUESTION?

