



Syracuse University
Human Resources

Open Enrollment

Oct. 29-Nov. 9

**PART-TIME
INSTRUCTORS
MODIFIED
BENEFITS
PLAN**

2019 BENEFITS NEWS

Open Enrollment is your opportunity to review and update your benefit choices for the coming year. Be sure to take action Oct. 29-Nov. 9 if you wish to make any changes to your benefits for 2019. Highlights for next year include the following:

- Employee contributions for supplemental life insurance will decrease by 15 percent.
- A new two-year commitment cycle for the University's dental and vision plans will start Jan. 1, 2019. Dental and vision benefits will continue to be administered by Delta Dental and VSP Vision.
- Dental rates, set by Delta Dental, will increase for the first time in five years. To help defray some of the increase, the University will increase its subsidy of dental coverage from \$100 to \$110 per year.
- Vision rates will decrease by 4 percent and the contact lens allowance will increase by \$20 when using a VSP network provider.
- Save on taxes by enrolling in a Flexible Spending Account (FSA). FSA elections do not continue next year unless you take action to enroll during Open Enrollment. As a part-time instructor eligible for the modified benefits plan, you may contribute pre-tax dollars to a Dependent Care FSA to pay for daycare and related expenses provided by qualified caregivers.



Syracuse University's comprehensive benefit package is designed to offer flexibility and choice to meet the diverse needs of our employees. Open Enrollment is the one time each year you may make changes to your benefit elections, unless you experience a change in family status, such as marriage, divorce, the birth or adoption of a child, or other "qualifying life event" in 2019. Remember, you have 31 days from a qualifying event to notify HR that you need to change your benefits.

You will find more information about all our benefit programs online (hr.syr.edu/modifiedplan) and visit the Open Enrollment website (openenrollment.syr.edu) for everything you need to know about benefits for 2019. When you are ready to enroll, log into MySlice (myslice.syr.edu), make your elections, and click FINISH to submit.

OPEN ENROLLMENT INFORMATION SESSIONS

QUESTIONS ABOUT YOUR BENEFITS FOR 2019? COME JOIN US!

- Attend an information session. In-person and live webinars are available.
- Listen to a recorded webinar anytime, on demand.

The information sessions cover standard University benefits. Although as a part-time instructor you are not eligible for all of the benefits discussed, you are welcome to attend or participate in any session.

All times and locations for the information sessions are listed on openenrollment.syr.edu.

DENTAL AND VISION

DON'T FORGET—THIS IS THE YEAR YOU MAY EITHER ENROLL IN OR WAIVE DENTAL AND VISION COVERAGE FOR THE NEXT TWO YEARS.

Delta Dental and VSP will continue to provide access to dental and vision benefits. Your decision to enroll in dental coverage, or dental with vision, is a two-year commitment. After this Open Enrollment, the only change you can make is to add or remove dependents during the next Open Enrollment, unless you have a qualifying life event. Vision coverage is not available without also electing dental coverage.

Choose either the Preventive or Comprehensive dental plan option, and add vision to get coverage for routine eye exams and an allowance for glasses and contact lenses. Dental and vision benefit summaries are available online (hr.syr.edu/dental).



MONTHLY DENTAL/VISION RATES FOR 2019-2020

	PREVENTIVE DENTAL	PREVENTIVE DENTAL PLUS VISION	COMPREHENSIVE DENTAL	COMPREHENSIVE DENTAL PLUS VISION
EMPLOYEE ONLY	\$8.32	\$13.49	\$30.08	\$35.25
EMPLOYEE + SPOUSE/DOMESTIC PARTNER	\$21.38	\$31.73	\$70.51	\$80.86
EMPLOYEE + CHILD(REN)	\$24.25	\$35.48	\$69.64	\$80.87
EMPLOYEE + SPOUSE/DOMESTIC PARTNER AND CHILD(REN)	\$40.50	\$58.44	\$109.04	\$126.98

Contributions listed are based on the 12-month calendar year. The actual deduction from your paycheck depends on your deduction cycle. Contributions for domestic partners and their children are paid on an after-tax basis.

DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT (FSA)—A GREAT WAY TO SAVE MONEY

If you expect to have dependent care expenses next year, setting aside money in an FSA is a great way to save on taxes. You choose the amount that you want to contribute to your FSA in anticipation of the amount you will need to pay for dependent care expenses in 2019. That total amount is divided over the number of pay periods, and deducted from your pay on a pre-tax basis so you don't owe federal or state income tax on it. As you pay your caregiver, you submit those receipts to Wage-Works for reimbursement.

You may contribute up to \$5,000 per household to a Dependent Care FSA in 2019. Money in the account can be used to pay for daycare and related expenses for a dependent child under age 13, or an adult who requires care and is claimed as your tax dependent. The expenses must be necessary so that you, and your spouse, if applicable, can work or attend school.

When you consider how much you will contribute to a Dependent Care FSA, think carefully about your anticipated annual expenses. The IRS rules on Dependent Care FSA require that you forfeit any unused funds at the end of the year. Review more information at hr.syr.edu/modifiedplanfsa.

REMINDER: REVIEW YOUR DEPENDENTS AND YOUR PERSONAL INFORMATION

Open Enrollment is the time to add dependents to your coverage, or to remove dependents who no longer need your coverage or who no longer meet the University's definition of eligible dependent.

- If you add a dependent to any benefit plan, you must provide proof of eligibility (marriage license, domestic partner documentation, birth or adoption certificate, legal custody paperwork, federal income tax return, etc.)
- Don't forget to review spouse/partner and child life insurance as well as health benefits, and update your beneficiaries for life insurance and retirement plans.

To review the eligible dependent criteria, see the [Benefits Eligibility Policy \(openrollment.syr.edu/benefitseligibility\)](http://openrollment.syr.edu/benefitseligibility).

This is also a great time of the year to take a moment and review your personal information on MySlice (myslice.syr.edu) such as your address, military status, tax withholding information, direct deposit, and emergency contact information and make any necessary changes.

VALUABLE BENEFITS TO CONSIDER

LIFE AND AD&D INSURANCE

All part-time instructors eligible for the modified benefits plan are covered for \$10,000 of basic life insurance provided by Syracuse University. At age 65, this coverage automatically reduces to a \$6,500 benefit. The University also provides you with accidental death and dismemberment (AD&D) coverage in the amount of \$3,000. There is no cost to you for this coverage.

You can elect Supplemental Life/AD&D Insurance and Dependent Life Insurance (hr.syr.edu/modifiedplanlife) through MetLife. Enroll or increase your coverage to protect your family, and gain a valuable additional benefit: free will preparation (hr.syr.edu/willprep).

Coverage elected above \$20,000 will require a statement of health and approval by MetLife; learn more about completing the Statement of Health Form (hr.syr.edu/lifesoh).

RETIREMENT PLANNING

Whether you are just starting out in your career or are a few years from retirement, the choices you make now can have a big impact on your future financial security. By investing now in the University's Voluntary Retirement Plan, your money has time to grow.

If you aren't already contributing, Open Enrollment is a convenient time to consider your options and enroll in the plan online. If you are already contributing, you may consider contributing more. You can make changes to your contribution amount at any time during the year.

You can review your account balance and the investment options available to you at TIAA. TIAA also has online tools and educational resources to help you plan for your future.

As part of your University benefits package, you have access to financial counseling services through TIAA at no cost to you. TIAA consultants will meet one on one with you, on campus or at their Syracuse office, to discuss your personal financial situation and your goals, and offer guidance to help you prepare for a secure and comfortable retirement. You can also get advice online and by phone.

To schedule a meeting with a financial consultant, call 855.842.CUSE (2873), or visit the TIAA website. By registering for secure online access, you will be able to manage your account online or using the TIAA mobile app.

Update your beneficiary designations for life insurance through MySlice, and your retirement accounts at tiaa.org/syr to ensure that your wishes are followed in the event of your death.

Open Enrollment 2018: Oct. 29-Nov. 9

STEPS TO SUCCESS



1 Log into MySlice

Beginning Oct. 29, click on the Open Enrollment icon within MySlice to begin the enrollment process. If you do not know your NetID or password, visit its.syr.edu/netid or contact 315.443.2677.

2 Select Your 2019 Benefits

Be sure to maximize your benefits! Don't forget you can add/change/drop your plan options and dependents, elect an FSA, update your beneficiaries and more

3 Click Finish

Be sure to update your selections by clicking FINISH to replace your prior choices. You can update your benefits as often as you like before the deadline of Nov. 9.

4 Review Your Confirmation Statement

Review the email sent to your syr.edu account. This will confirm your 2019 plan choices and pre/post tax costs.

Check out openenrollment.syr.edu for a complete list of Open Enrollment information sessions.

If you have any questions about Open Enrollment, benefits or the enrollment process, contact the HR Service Center at 315.443.4042 or hrservice@syr.edu.

Syracuse University

Every effort has been made to ensure the information in this newsletter is accurate. However, the benefits are governed by legal documents (which, in certain circumstances, may include insurance contracts). If there is any difference between the information in this newsletter and the official documents, the official documents will control. As is the case with all of Syracuse University's employee benefit plans, the University reserves the right to modify or terminate these benefits at any time.