Benefits

- PASSHE Website:
  http://www.passhe.edu/inside/hr/syshr/Pages/home.aspx

- Complete enrollment in ESS using the My First Days link
My First Days

- Log Onto Employee Self Service and Complete My First Days
  - Direct Deposit
  - W-4 Withholdings
  - Benefit Enrollment

- Ideally be done within 1st week of employment
  - Up to 30 days for Benefit Enrollment
    - When you enroll has a direct impact on when you get your cards.
Benefits

- **Retirement Plans**
  - MANDATORY (must elect within 30 days)
    - SERS - 6.25%
    - ARP (TIAA or Fidelity) - 5% (9.29% state system)
    - PSERS - if you are a current PSERS member
  - IRREVOCABLE

- **Voluntary Supplemental Retirement Plans**
Benefits

- **Health Plans:**
  - Options, Costs and Enrollment rules vary based on your collective bargaining agreement

- **Wellness Incentives** (if completed, health care contributions are lower)
  - Get Healthy (AFSCME and SCUPA)-in the fall
  - Healthy U (Managers, OPEIU, SPFPA ,Coaches)-in the spring
Benefits

Health Plans Continued

- Enrolling Dependents:
  - Original Documents must be seen by HR
  - Spouses MUST be enrolled in their own employer’s plan if available. (May only have secondary coverage)

- Open Enrollment
  - AFSCME/SCUPA: Fall (Plan Year begins January 1)
  - Managers/OPEIU/SPFPA/Coach: Spring (Plan Year July 1)
Benefits

- Flexible Spending Accounts
  - Healthcare
  - Dependent Care
  - Must re-enroll every year
  - Open Enrollment: November (Plan Year January 1)
Tuition Waiver

- Undergraduate waiver at Millersville available to all regular full time employees
- Probationary period may apply
- Spouses eligible IF no undergraduate degree
- Children eligible until age 25 IF no undergraduate degree
- Graduate course waiver available ONLY for SCUPA/Coaches
  - *Employee only-not for spouse/children
- Waiver at other PASSHE schools MAY be available depending on collective bargaining unit.
Benefits

- Read your email
- Report Life events to HR within 60 days
  - Marriage/babies/divorce/death
Leave

All subject to approval

- **Annual**
  - Carries over year to year
  - Cap 45 days

- **Sick**
  - Own illness, NOT VACATION, Not when you don’t have any more leave
  - Sick **Sick Family **Sick Bereavement
  - Follow Department “Call Out” procedures
  - Medical Certificate required for 3 days or more

- **Personal**
  - Use or lose
  - Grace Period (1st seven pay periods of calendar year)
    - Abuse of leave can result in disciplinary action.
State Employee Assistance Program

- Alcohol or drug problems
- Anxiety
- Gambling
- Managing Stress
- Parenting and family concerns
- Aging parents
- Debt problems
SEAP, In-Person Support

- Work-related problems
- Eating disorders
- Depression
- Physical abuse
- Coping with grief and loss
- Marital and relationship problems
Legal and Financial Services:
- Legal advice, free phone consultations and discounted legal services
- Financial counseling for debt management and budget planning
How SEAP Works

- 1-800-692-7459
- Liveandworkwell.com
- 24/7
- Completely Confidential
Where and Who

- **Payroll**  X4897 *(Dilworth Building 106)*
  - Joy Simpson, Director of Payroll
    - W-4
    - Tax information
    - Direct Deposit

- **Benefits Manager**, Casandra Miller *(Dilworth Building 105)*
  - Benefits, Retirement Questions

- **How to reach Us:**
  - X4950
  - Email or Phone Call
  - Be specific = Providing appropriate data for call back
Questions?