BENEFITS

Casandra Miller
Benefits Manager
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.
Payroll

- Office on 1st floor Dilworth
  - 8:00am to 5:00 pm

- Pay schedule
  - Biweekly
  - 26.08
  - Pay periods versus Pay dates
Payroll

- Holiday Schedule
  - Major versus Deferred Holidays
  - Thanksgiving and Christmas breaks
  - Paid Status ½ day before and ½ day immediately following holiday
Payroll

- Raises:
  - All pay increases are dictated by your respective collective bargaining agreement:
    - Exception: Management and Grant Funded SCUPA
      - Management/Merit Increase based on Board of Governors
  - General Pay Increase versus Step Increment
    - GPI applies to all
    - Step is based on length of service
  - Fair Share Union Dues
Benefits

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

- Complete enrollment in ESS using the My First Days link
Retirement Plans
- MANDATORY (must elect within 30 days)
- IRREVOCABLE

Voluntary Supplemental Retirement Plans
Benefits

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

- Wellness Incentives
  - Get Healthy (AFSCME and SCUPA)
  - Healthy U (Managers, OPEIU, SPFPA, Coaches)
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 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 available ONLY for SCUPA/Coach
  - *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
    - Abuse of leave can result in disciplinary action.
State Employee Assistance Program

- SEAP
- Liveandworkwell.com
  - Check your benefits
  - Health facts and information
  - Financial Tools
  - Interactive chat and message boards
SEAP, In-Person Support

- 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)*
  - Jeanie Pflugrad, Director of Payroll
    - W-4
    - Tax information
    - Direct Deposit

- **Benefits Manager, Casandra Miller** *(Dilworth Building 105)*
  - (position open), Administrative Assistant, HR
    - Benefits

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