

University Benefits Office

New Faculty & Staff Benefits Orientation

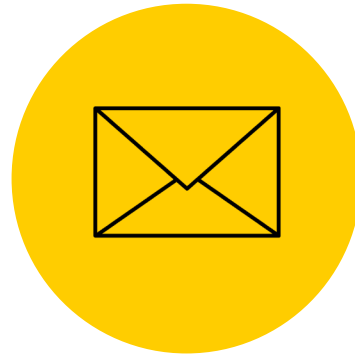
2023 Benefits Overview, Important Deadlines, and How to Enroll

Jan. 1, 2023 – Dec. 31, 2023

University Benefits Office



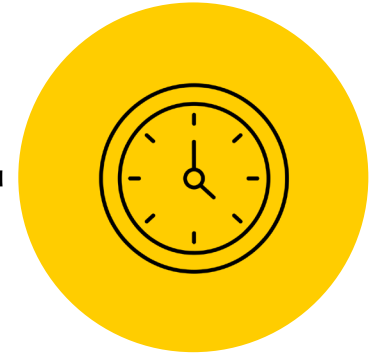
hr.uiowa.edu/benefits



benefits@uiowa.edu



University Services
Bldg (USB)
Welcome Center
(westside doors)
Iowa City, IA



Monday – Friday
8 a.m. to 5 p.m.



Benefit Eligibility

Eligibility requirements and important dates/deadlines



Who is eligible?

- Employees
 - Regular, benefit-eligible position
 - Working 50% effort or greater
- Employee's dependent(s)
 - **Legal Spouse, Common Law Spouse** (affidavit required)
 - **Domestic Partner** (affidavit required)
 - Same or opposite sex partner
 - **Dependent Child(ren)**
 - Biological, adopted, step-children
 - Through the end of the calendar year in which they turn 26
 - Full-time students over the age 26 or those physically or mentally unable to provide self care



Important Dates and Deadlines

1st of the month following

Your insurance benefits will be effective the **first of the month following your hire date**.

Ex: If your hire date is Jan. 2, 2023, your benefits become effective Feb. 1, 2023.

30 calendar days

Benefit-eligible employees have **30 calendar days** from their hire date to enroll in benefits online.

60 calendar days

Employees have **60 calendar days** from their hire date to enroll in their mandatory retirement plan (IPERS or TIAA).

If you miss the deadline, you will be defaulted into IPERS which is an irrevocable decision.



University Credits

Double spouse, general, and shared savings credits



University Credits Overview – What are they?

Regular employees' eligibility

- Must be in a regular benefit-eligible position working 50% or greater
- House staff and temporary employees are not eligible

Amount determined by elections

- Eligible employees start with \$90 general credit every month
- Can receive other shared savings credits depending on your elections

Not real money or your salary

- “virtual credit dollars”
- Not part of your salary and cannot be paid out in cash
- Will show up in Earnings section on paycheck

Unused credits default to FSA

- If out-of-pocket insurance cost is less than the dollar amount of credits, unused credits will default into a health care flexible spending account for you

Lower out-of-pocket premiums

- Credits will apply towards any out-of-pocket before-tax premiums first
- Can purchase more in benefits if you wish

Find paycheck examples

- Visit the benefits website at <https://hr.uiowa.edu/benefits/faculty-and-staff-benefits/general-and-shared-savings-credits> to review how credits are applied.

University Credits Overview - Credits available to you



General Benefit Credit

\$90 / month



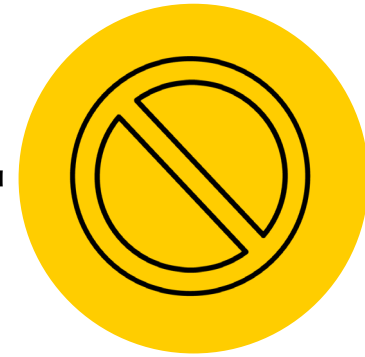
Shared Savings Credits

Waive dental insurance

\$25 / month

Elect \$50k in group life

\$40 / month



Waiving Insurance

If you do not need University health and/or dental insurance, you may waive your enrollment.

You must elect WAIVE online to receive more than \$500 in credits.

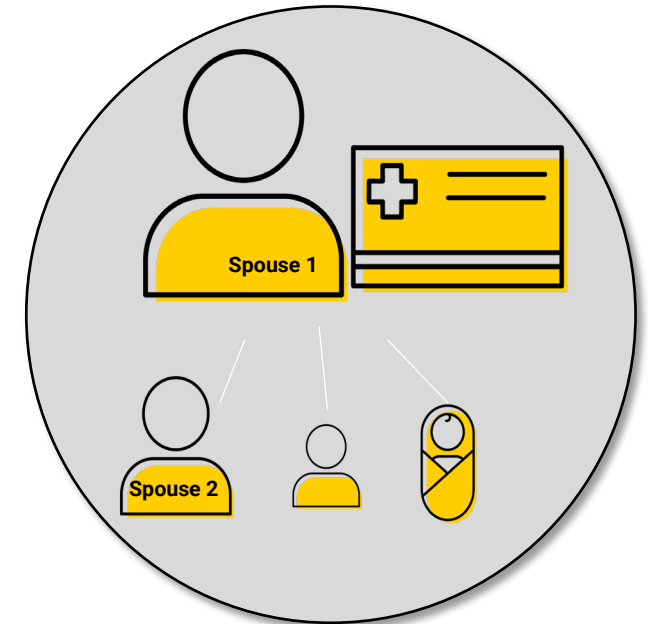
University Credits – Double Spouse Credit

May be eligible if:

(Temporary staff are *not* eligible)



1. Your spouse/domestic partner works for UI in benefit eligible position,
2. **AND** family coverage is elected.



One employee carries family health and/or dental insurance coverage.

If eligible, fill out the **Double Spouse Credit form** within 30 days of your hire date.

No financial benefit to those who need employee + spouse coverage. **Both should enroll in employee only.**



Health Insurance Plans

UISelect and UIChoice administered by Wellmark Blue Cross & Blue Shield of Iowa



Health Insurance – Plans offered

UISelect

Lower premium cost, higher out-of-pocket costs

Traditional deductible plan

Providers – covers providers only in Iowa (level 1 and 2 providers only)

- Exceptions: emergencies, guest membership, services not available in Iowa.

UIChoice

Higher premium cost, lower out-of-pocket costs

Non-traditional deductible plan – only has inpatient hospital stays deductible

Provider levels – Covers providers nationwide (Level 1, 2, and 3 providers)

Health insurance – levels of providers

Level 1 providers

UIHC and affiliated clinics, UI Urgent Care, UI QuickCare, and select affiliated providers such as Washington County Hospital & Clinics and The Iowa Clinic in Des Moines.

Plans with level 1 provider coverage:

- **UISelect**
- **UIChoice**

Level 2 providers

Blue Choice or Blue Access network providers not included in Level 1 (other providers in Iowa). Locally, Mercy Hospital of Iowa City

Plans with level 2 provider coverage:

- **UISelect**
- **UIChoice**

Level 3 providers

Providers from the Blue Card Network (out of state providers). Providers who may or may not participate in BC/BS plans, could balance bill patient.

Plans with level 3 provider coverage:

- **UIChoice**
- *UISelect ONLY in emergencies, guest membership*



Health Insurance – Premium Rates

UISelect

Coverage Option	Monthly Premium
Employee Only	\$0
Employee + Spouse/Partner	\$311
Employee + Child(ren)	\$254
Family	\$333
Double Spouse Family	\$0

UIChoice

Coverage Option	Monthly Premium
Employee Only	\$81
Employee + Spouse/Partner	\$389
Employee + Child(ren)	\$317
Family	\$416
Double Spouse Family	\$208

Health Plans – Comparing Plan Provisions

UISelect

	Level 1	Level 2
Annual Deductible	Single= \$500 Family= \$1,000	Single= \$950 Family= \$1,900
Annual Inpatient Deductible	Subject to annual deductible	
Coinsurance	15%	25%
Copayment	Primary care= \$15 Specialist care= \$25	Primary care= \$40 Specialist care= \$55
Annual OPM	Single= \$2,300 Family= \$4,000	Single= \$3,500 Family= \$7,000

UIChoice

	Level 1	Level 2	Level 3
Annual Deductible	N/A Inpatient deductible ONLY		
Annual Inpatient Deductible	\$500 followed by 10% coinsurance	\$750 followed by 10% coinsurance	\$1,000 followed by 40% coinsurance
Coinsurance	10%	20%	Varies based on location of service
Copayment	\$15	\$30	No copay. Subject to coinsurance
Annual OPM	Levels 1, 2, and 3 Blue Card participating providers combined; Single= \$2,000 and Family= \$4,000		
	Non-participating providers N/A		Non-participating providers; Single = \$2,500 and Family= \$5,000

Health Plans – Comparing Pharmacy Benefits

UISelect

Formulary: Blue Rx Value Plus

Tier 1 - Generic	\$0 copay
Tier 2 – name brand, formulary	30% coinsurance
Tier 3 – name brand, non-formulary	50% coinsurance
Tier 4 – name brand, non-formulary	Not covered under plan
Annual Pharmacy OPM	Single = \$2,000 Family = \$4,000

UIChoice

Formulary: Blue Rx Complete

Tier 1 - Generic	\$0 copay
Tier 2 – name brand, formulary	30% coinsurance
Tier 3 – name brand, non-formulary	50% coinsurance
Tier 4 – name brand, non-formulary	50% coinsurance
Annual Pharmacy OPM	Single = \$1,600 Family = \$3,200



Dental Insurance

Dental II administered by Delta Dental of Iowa



Dental Insurance – Plan offered

Dental II

- Visit any provider
- Your provider determines benefit level
 - Tier 1 – PPO network
 - Tier 2 – Premier network
 - Tier 3 – Non-participating dentists

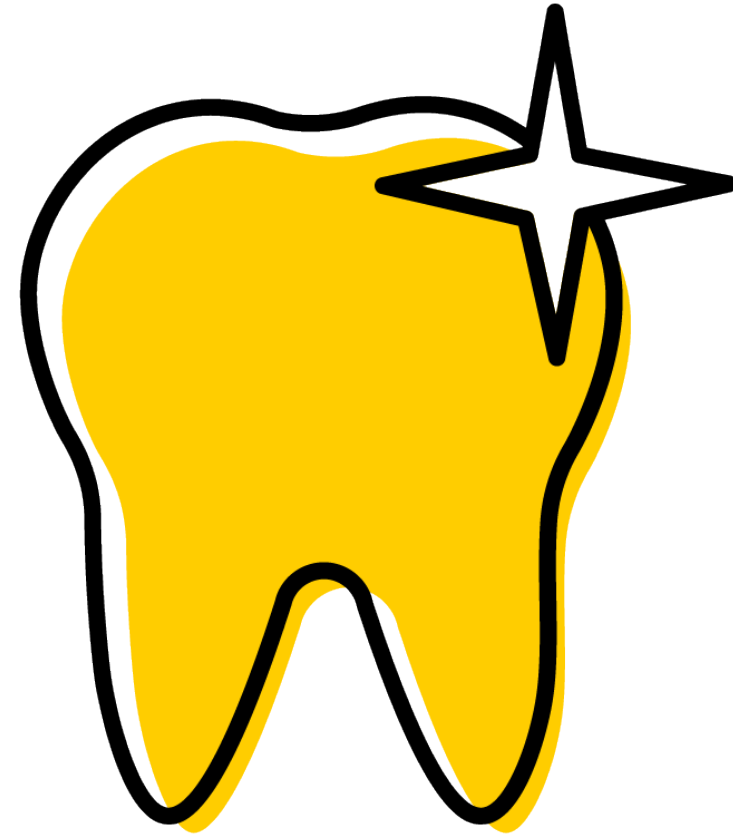
Plan Features

- Maximum Annual Benefit (per member/per year) \$2,000
- No age limit on orthodontia coverage
- Annual Maximum Carryover feature
- College of Dentistry Incentive program
- DeltaVision Discount

Dental Insurance – Premium Rates

Dental II

Coverage Option	Monthly Premium
Employee Only	\$0
Employee + Spouse/Partner	\$19.50
Employee + Child(ren)	\$20.50
Family	\$27.50
Double Spouse Family	\$0



Dental Insurance – Plan Provisions

	TIER 1 PPO	TIER 2 PREMIER	TIER 3 NON-PARTICIPATING
COPAY Preventive Care (limit of 2 per year) Routine exams, teeth cleanings, diagnostic	\$0	\$0	\$0
COINSURANCE Routine and Restorative Care Cavity fillings, emergency pain relief, anesthesia	0%	20%	20%
COINSURANCE High-cost Restorations Root canals, bridges, crowns, dentures, implants	10%	20%	20%
ORTHODONTICS No age limit	50%	50%	50%
MAXIMUM ANNUAL BENEFIT	\$2,000, up to \$4,000 with annual carryover		



Mandatory Benefits

Group life insurance, Long-term disability, and retirement plan



Group Life Insurance

- **Participation is required**
 - University provides coverage of 2 times your salary at not cost to you
- **Term life insurance policy**
 - Conversion available at termination/retirement
- **Max payout is \$400,000**
- **\$0.246 per \$1,000**
- **Group life insurance is not age rated**

Coverage Options

\$50,000	No out-of-pocket cost to you. If elected and annual salary is greater than \$25,000, receive a \$40 shared savings credit.
2 times salary	Default coverage amount, paid by University
2.5 times salary	Receive university credits equal to amount for 2 times salary
3 times salary	Receive university credits equal to amount of 2 times salary





Long-Term Disability (LTD)


- **Participation is required**
 - University pays premium and you are automatically enrolled into this insurance.
- 60% salary replacement coverage for up to 2 years for employees who become disabled while actively employed
 - 90 working day waiting period before payments begin
 - maximum benefit of \$300,000/year
- After 2-year period must be totally disabled and unable to perform any occupation for payment to continue
- Pre-existing conditions not covered for 12 months




UI Retirement Plan Details

 Mandatory participation with a qualified position House Staff are not eligible

 **Irrevocable decision**

 Enroll within 60 days of hire date Default election is IPERS

 If you are already participating in a university retirement plan, you will not have an election available

Mandatory Retirement Plan – IPERS or TIAA

Iowa Public Employees Retirement System (IPERS)



- Defined Benefit Plan, IRS 401(a)
- Retirement income based on a formula of:
 - Years of eligible service
 - Salary earned during employment
- <https://www.ipers.org/>

Teachers Insurance and Annuity Association (TIAA)



- Defined Contribution Plan, IRS 403(b)
- Retirement income contingent on the returns from individually elected investment
- <https://www.tiaa.org/public/tcm/uiowa/home>

Contributions to Mandatory Retirement

Plan	Vesting Schedule	Length of Employment	Portion of Annual Salary	Employee Contrib.	University Contrib.
TIAA	First day of employment	First five years	<u>First</u> \$4,800 of salary	3.33%	6.66%
			Salary above \$4,800	5%	10%
		After five years	All Salary	5%	10%
IPERS	28 quarters	Beginning first day	All Salary	6.29%	9.44%
IPERS Certified Law Enforcement	16 quarters	Beginning first day	All Salary 7/1/2021 – 6/30/2022	6.21%	9.31%

Important:

- You cannot increase or decrease the mandatory contributions.
- Make your election in Employee Self Service within 60 days of your hire/eligibility date.
- Once enrolled in a plan, be sure to log in to your vendor account and update your beneficiary information.



Saving Extra for Retirement

→ **403(b)** Voluntary Retirement Savings Program (VRSP)

- Voluntary
- Pre-tax or After-tax contributions
- After-tax contributions are included in your maximum contribution limits + catchup limits
- 6 different vendors to choose from
- Enroll online through your chosen vendor first and then Employee Self Service

→ **457(b)** Retirement Savings Account

- Voluntary
- Pre-tax or After-tax contributions
- Tax-deferred compensation plan
- TIAA is only vendor
- Enroll online through TIAA first and then Employee Self Service



Voluntary Insurance and Benefit Programs

Voluntary life insurance, accidental death & dismemberment, flexible spending accounts (FSA) and more

Voluntary Life Insurance for the Employee

→ Voluntary Term Life

- Age Rated per \$1,000
- Minimum coverage: .5x salary
- Maximum coverage: 3.5x salary
- Maximum benefit paid \$1,000,000

AGE	MONTHLY RATE PER \$1,000
Less than 40	\$ 0.04
40 but less than 50	\$ 0.10
50 but less than 60	\$ 0.26
60 and up	\$ 0.56

Taxable Life Insurance – Imputed Income

- Per IRS: if an employer allows access to life insurance in excess of \$50,000, the amount in excess of \$50,000 has a taxable value to the employee
- <https://hr.uiowa.edu/benefits/taxable-life-insurance>

Optional Life Insurance for Dependent(s)

→ **Spouse and/or Dependent Life** (after tax – credits do not apply)

Coverage Options	Amount		
Spouse Coverage	\$10k	\$20k	\$40k
Dependent Coverage, per child	\$5k	\$10k	\$20k
Combination Spouse / Dependent(s)	\$10k / \$5k	\$20k / \$10k	\$40k / \$20k

✓ Dependent Children

- Age 14 days to end of calendar year in which they turn 26, or
- full-time student or disabled

✓ The employee **must** have voluntary term life insurance in equal or greater amount



Accidental Death & Dismemberment (AD&D)

- Optional enrollment
- Provides coverage at all times for most accidents
 - Coverage is available in \$100,000 increments, up to \$1,000,000
 - Spouse / DP – 75% of principal of plan
 - Dependent Children – 20% of principal of plan, limited to \$100,000
- Dual Spouse may not double insure each other or dependents

Plan Options	
PLAN 1	Employee Only
PLAN 2	Employee + Spouse/domestic partner
PLAN 3	Employee + Children
PLAN 4	Employee + Family



FSA Program Details

→ Participation is optional

- Payroll deduction – pre-tax deduction
- Unused credits – funds available, optional to claim

→ IRS regulated program

- Eligible expenses: <https://hr.uiowa.edu/fsa>
- Use it or lose it
- Expenses must be incurred during the plan year, while active participant in the plan (Jan. 1 – Dec. 31)
- **HealthEquity is our FSA administrator, if enrolled, you will receive a Quick Start Guide in the mail.**
- Claims must be submitted by April 30 of the following year

→ Reimbursements – Will come from HealthEquity

- **HCSA:** reimbursed for full amount of annual contribution at any time during plan year
- **DCSA:** must have funds in account for reimbursement

Two types of FSA Accounts

Health Care FSA

- In 2022, you may pledge up to \$2,850 to your Health Care FSA.
- Reimbursed for eligible expenses related to your health.
 - Copays, coinsurance payments, glasses, prescriptions, etc.

Dependent Care FSA

- May pledge up to \$5,000/year, per household.
- Reimbursed for eligible expenses incurred for childcare while you and/or spouse/partner are working, looking for work or attending school.
 - Daycare, nanny, BASP programs, or pre-school tuition.
 - Dependents up to the age of 13 or an IRS dependent who is physically or mentally incapable of self-care.



Voluntary Benefit Programs

- **Not** administered by University of Iowa
- Various vendors; contact company directly
 - **Examples of options:**
 - Vision Insurance
 - Long Term Care (Genworth)
 - Critical Illness/Cancer Insurance
 - Auto Insurance
 - Short Term Disability
- New in 2023! The Adoption Assistance Pilot program
 - Receive reimbursement of eligible expense up to \$2,000.



Voluntary Vision Insurance

- **Administered by World Insurance Associates LLC (World)**
 - Two Plans Offered: EyeMed and Avesis
- New Hires can sign up for this insurance within their first 30 days.
- Payroll deduction available for monthly premiums
- **Open enrollment with World each year is Jan. 1 to Feb. 28**
 - Effective date of your policy is Apr. 1 if signing up during Open Enrollment
 - University Benefits sends an email to all eligible staff when enrollment begins



Employee Discounts

Employee Discount Program

- Not administered by University
- Various vendors; contact company directly
 - Examples of discount categories:
 - Cell phone companies
 - Car rental
 - Fitness / Sports
 - Travel

→ <https://hr.uiowa.edu/benefits/employee-discounts>

Other UI Employee Discounts

UI Optical Discount

- Discount for UI employees and their dependent(s)
- 15% discount on complete purchase of glasses
- 10% discount on LASIK and PRK surgery

•Locations

- UI Optical – IRL
- UI Optical – UIHC

UI Athletics Employee Discounts

- Contact the UI Athletics Ticket Office at tickets@hawkeyesports.com



Employee Well-Being

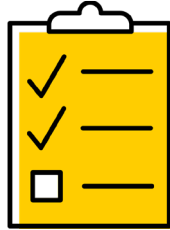
- liveWELL, Family Services, UI Employee Assistance Program, Ergonomics and more
- Includes many program options
 - Financial Well-Being Resources
 - FREE Health Coaching
 - Subsidized Memberships
 - New Parent Resources
 - Elder Caregiving Resources
 - Veteran and Military Families Resources
 - FREE Confidential Counseling
 - Support for Supervisors
- Visit <https://hr.uiowa.edu/employee-well-being> for more detailed information!



Time Off

Vacation, sick leave, and holidays

Vacation, Sick Leave, and Paid Holidays

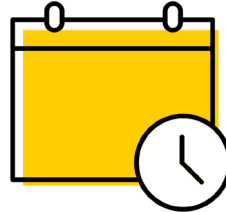


Eligibility

all regular benefit-eligible employees working 50% time or more.

Review the Benefits website for specific eligibility rules per job classification.

<https://hr.uiowa.edu/benefits/vacation-and-sick-leave>



Accrual Rates - Based on your percent-time worked.

Vacation accrual rates vary depending on your classification.

- May not exceed twice the current annual rate of accrual.
- When max is reached, you will not lose time, but you will not accrue time until you fall below the maximum amount.

Accrue sick leave at 12 hours/month.

- Accumulate a min of 240 hours and not use any sick leave for a full calendar month, employee may elect to convert 12 hours of sick leave into 4 hours of vacation leave.



Paid Holidays

9 holidays are observed each year

- New Years Day
- Martin Luthor King Jr. Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving and Friday after
- Christmas and one other day

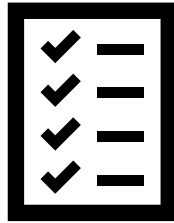


Ready to Enroll

Benefit enrollment process online in Employee Self Service



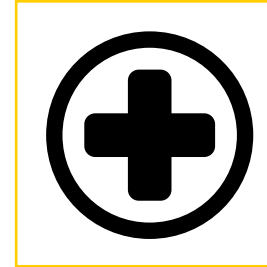
Online Enrollment Details



Online enrollment completed through Employee Self Service

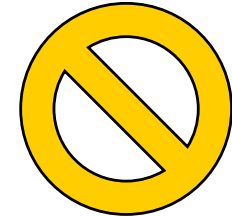
Must submit to Benefits Office within **30 days** of your employment eligibility date

“How to Enroll on Employee Self Service” video located on the Benefits Resources page at:
hr.uiowa.edu/benefits/benefit-resources



Make elections for:

- Health Insurance
- Dental Insurance
- Group Life Insurance
- Voluntary Term Life Insurance
- AD&D (Accidental Death & Dismemberment)
- Spouse and Dependent Life Insurance
- Flexible Spending Accounts



Waiving Coverage

If you plan to waive health and dental coverage, you will still need to log in and work your new hire event and select “Waive” for both plans. You must answer a couple of questions about the coverage you have.



Coverage Options

Waive coverage



You will have **no** UI insurance coverage.

Employee + Child(ren)



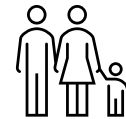
UI insurance coverage for yourself and your child(ren) only.

Employee Only



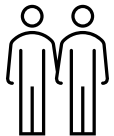
UI insurance coverage for yourself only.

Employee + Family



UI insurance coverage for yourself, your spouse/partner and dependent children.

Employee + Spouse/Partner



UI insurance coverage for yourself and your spouse/partner.

Double Spouse Family



Both spouse/partners work for the university and will need family UI insurance coverage.



Dependent Eligibility Verification

- Must verify dependent(s) added to UI plans.
- After enrolling, watch for an email from Benefits with instructions.
- 4 weeks to submit required documentation.
- Find a list of required documents you may submit.
- Dependent(s) will be removed if not verified.

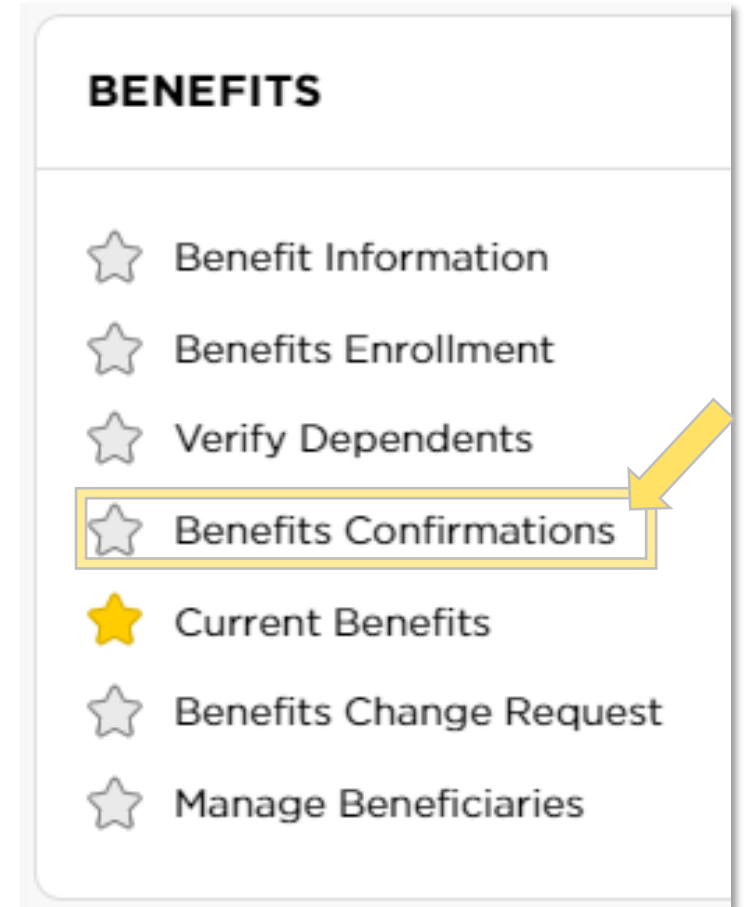
Benefit Enrollment Confirmations

→ Upon completion of enrollment

- Notified of confirmation by email within 48 hours of enrollment (unless during payroll cutoff)
- Confirmation available in Employee Self Service

→ Changes to benefit elections

- Requested through Employee Self Service (Benefits Confirmations)
- Refer to deadline for changes dated on the top of your confirmation statement (5 calendar days from release date)



ID Cards & Online Services for Health and Dental Insurance

- ID Cards mailed directly to the policyholder
 - Home address on file in Employee Self Service at the time of enrollment
 - Cards received 2-3 weeks following completed online enrollment
- All ID cards will have the policyholder's name
 - Additional cards can be requested through online services
- Online services available:
 - Wellmark.com/mywellmark
 - Deltadentalia.com



Changing Benefits after New Hire Enrollment

→ Annual Open Enrollment or Qualifying Event

- Open Enrollment is every fall - typically beginning of November

→ What is considered a qualifying event?

- Birth/Adoption
- Death of spouse/dependent/domestic partner
- Marriage/domestic partner affidavit or Divorce
- Loss or Gain of health and/or dental coverage
- Dependent Child over age 26 and no longer in school



→ When and How do I notify Benefits of my event?

- Request changes that are consistent with qualifying event within 30 days of the event (60 days for birth or adoption)
- Documentation may be required to support the change
- Enrollment must be completed within 30 days of the event (60 if birth or adoption)
- The new coverage takes effect the first of the month following your event (exception: birth/adoption)





Enrollment Deadlines

30 Days

1. Enroll in your New Hire Benefits in Employee Self Service
2. Verify your dependents if you added any to plans
3. Submit a Benefits Change Request if you experience a qualifying event

60 Days

1. Make your Mandatory Retirement Plan election in Employee Self Service
 - IPERS is the default plan if you don't make an active election.
2. Submit a Benefits Change Request if you experience a qualifying event such as Birth or Adoption



QUESTIONS?

University Benefits Office

120 University Services Building
Iowa City, IA 52242
319-335-2676

<https://hr.uiowa.edu/benefits>

Office Hours:
Mon – Fri, 8am – 5pm

benefits@uiowa.edu

- **Benefit Resources** – hr.uiowa.edu/benefits-benefit-resources
- **Health Insurance** – hr.uiowa.edu/benefits/health-insurance/employee-health-insurance
- **Dental Insurance** – hr.uiowa.edu/benefits/dental-insurance/employee-dental-insurance
- **Dependent Elig. Verif.** – hr.uiowa.edu/benefits/benefits-overview/eligibility/dependent-eligibility-verification
- **University Credits** – hr.uiowa.edu/benefits/faculty-and-staff-benefits/general-and-shared-savings-credits
- **Life Insurance** – hr.uiowa.edu/benefits/life-insurance
- **Voluntary Insurance** – hr.uiowa.edu/benefits/other-insurance-benefits
- **Mandatory Retirement Plans** – hr.uiowa.edu/benefits/retirement/mandatory-retirement-plan-options
- **Voluntary Retirement Plans** – hr.uiowa.edu/benefits/retirement/voluntary-plan-options
- **Flexible Spending Accounts** – hr.uiowa.edu/benefits/flexible-spending-accounts
- **Vacation and Sick Leave** – hr.uiowa.edu/benefits/vacation-and-sick-leave
- **How to Enroll** – hr.uiowa.edu/benefits/benefits-overview/faculty-and-staff-benefits/how-to-enroll

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