

University Benefits Office

New Hire Benefits Orientation

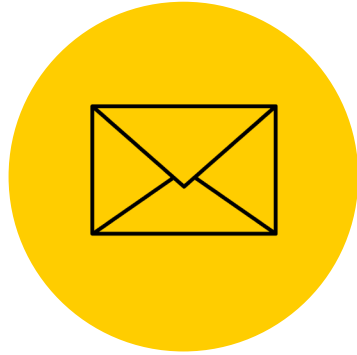
2024 Benefits Overview, Important Deadlines, and How to Enroll

Jan. 1, 2024 – Dec. 31, 2024

University Benefits Office



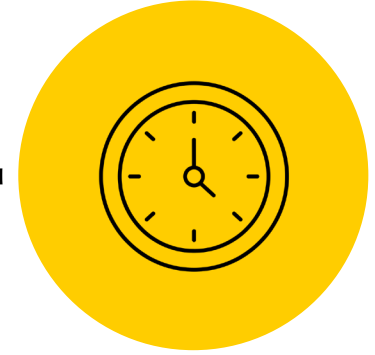
hr.uiowa.edu/benefits



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 enrollment dates and deadlines

Who is eligible?

- **Employees**

- Faculty and staff
- Regular, benefit-eligible position
- Working 50% time or greater

- **Employee's dependent(s)**

- **Legal Spouse, Common Law Spouse** (affidavit required)
- **Domestic Partner** (affidavit required)
- **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

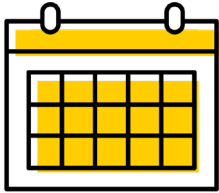


Dependent Eligibility Verification

- Required for any dependent added to health/dental insurance.
- If not verified, dependents will be removed from coverage.
- Watch for an email from our office after you submit your elections.

<https://hr.uiowa.edu/benefits/dependent-eligibility-verification/required-docs>

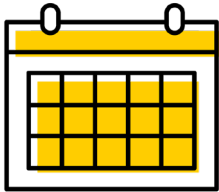
Important Dates and Deadlines



1st of the month following

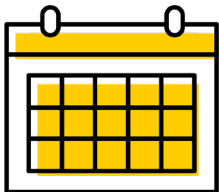
Your insurance benefits will be effective the **first of the month following your hire date**.

Ex: If your hire date is Jan. 2, 2024, your benefits become effective Feb. 1, 2024.



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

General, shared savings, and double spouse credit

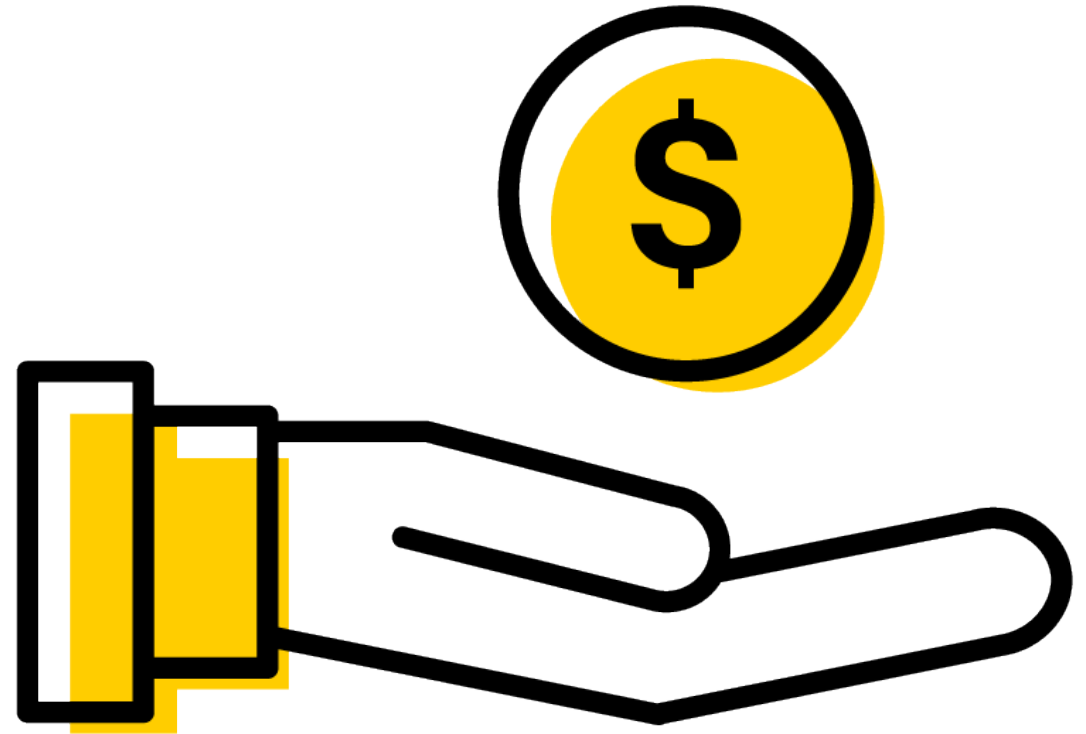
University Credits

Who is eligible for credits?

- Regular, benefit-eligible employee working 50% or greater.
- House staff and temporary employees are not eligible.

What are credits?

- Credit dollars given to you each month to **use toward your benefits cost**
- NOT part of your salary and cannot be paid out in cash
- Listed under **Earnings** section on paycheck
- You are not taxed on credits



University Credits – The why and how much?

Why does the University give them to you?

- Credits will **apply toward any out-of-pocket before-tax premiums costs first**
- Can purchase more in benefits
- help fund a flexible spending account for you and/or your dependents

What is the total amount you can receive?

- The total amount is determined by the elections you make during your enrollment.



Find examples on how credits will look or apply on your paycheck?

Visit the benefits website to review how credits are applied:

<https://hr.uiowa.edu/benefits/faculty-and-staff-benefits/general-and-shared-savings-credits>

What credits are available?

General Benefit Credit



\$90.00

- Every regular benefit-eligible employee receives \$90 credit dollars each month.

Shared Savings Credit – Waiving Dental



\$25.00

- Waive dental insurance.
- Cannot be covered on another UI dental plan.

Shared savings credit – Group life insurance



\$40.00

- Must have a base salary of \$25,000 or more.
- Elect only \$50,000 in group life insurance plan.

University Credits – Waiving Insurance

Waiving Insurance

- Can still receive credits even if you waive health/dental insurance.
- You must log in to Employee Self-Service, complete your benefits enrollment and elect WAIVE.
- Answer the pop-up questions in red text
 - Health – Do you have minimum value coverage?
 - Dental – Are you on another UI dental plan?

Limitations

- If you do not answer the minimum value coverage question or do not have minimum value coverage, your total credits are limited to \$500 for the year.
- You must answer this question every year during open enrollment.



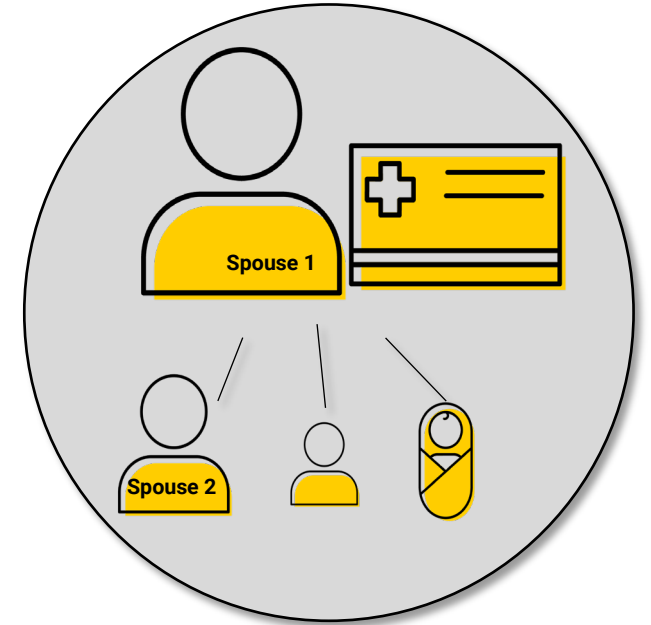
University Credits – Double Spouse Credit

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.



Spouse 1 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 unless covering dependent children. If not children to cover, both employees **should enroll in single coverage.**

Health Insurance Plans

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

Health Insurance – Plans offered



UISelect

- **Must live in Iowa** to enroll in this plan.
- **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

- Nationwide coverage, best for those that travel frequently and **required** if remote work arrangement outside of Iowa
- **Higher premium cost**, lower out-of-pocket costs
- Non-traditional deductible plan – **only applies to inpatient hospital stays**
- Provider – Covers providers nationwide (Level 1, 2, and 3 providers)

Health Insurance – Levels of Providers

Level 1 providers

UI Hospitals & Clinics, UI Urgent Care, UI QuickCare, Washington County Hospital & Clinics and The Iowa Clinic in Des Moines.

Plans with level 1 provider coverage:

 **UISelect**

 **UIChoice**

Level 2 providers

Level 2 includes most providers in Iowa who are not in level 1.

Plans with level 2 provider coverage:

 **UISelect –**
Wellmark **Blue HMO** network

 **UIChoice –**
Wellmark **Blue POS** network

Level 3 providers

Providers from the BlueCard network. BlueCard providers are readily available throughout the U.S. and around the globe.

Plans with level 3 provider coverage:

 **UIChoice**

UISelect: ONLY have Level 3 coverage in an emergency or with a guest membership (dependents only).

Health Insurance – 2024 Premium Rates



UISelect

Rates effective from Jan. 01 – Dec. 31, 2024

Coverage Option	Monthly Premium
Employee Only	\$0
Employee + Spouse/Partner	\$316
Employee + Child(ren)	\$258
Family	\$339
Double Spouse Family	\$0



UIChoice

Rates effective from Jan. 01 – Dec. 31, 2024

Coverage Option	Monthly Premium
Employee Only	\$86
Employee + Spouse/Partner	\$411
Employee + Child(ren)	\$335
Family	\$440
Double Spouse Family	\$220

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 BlueCard 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

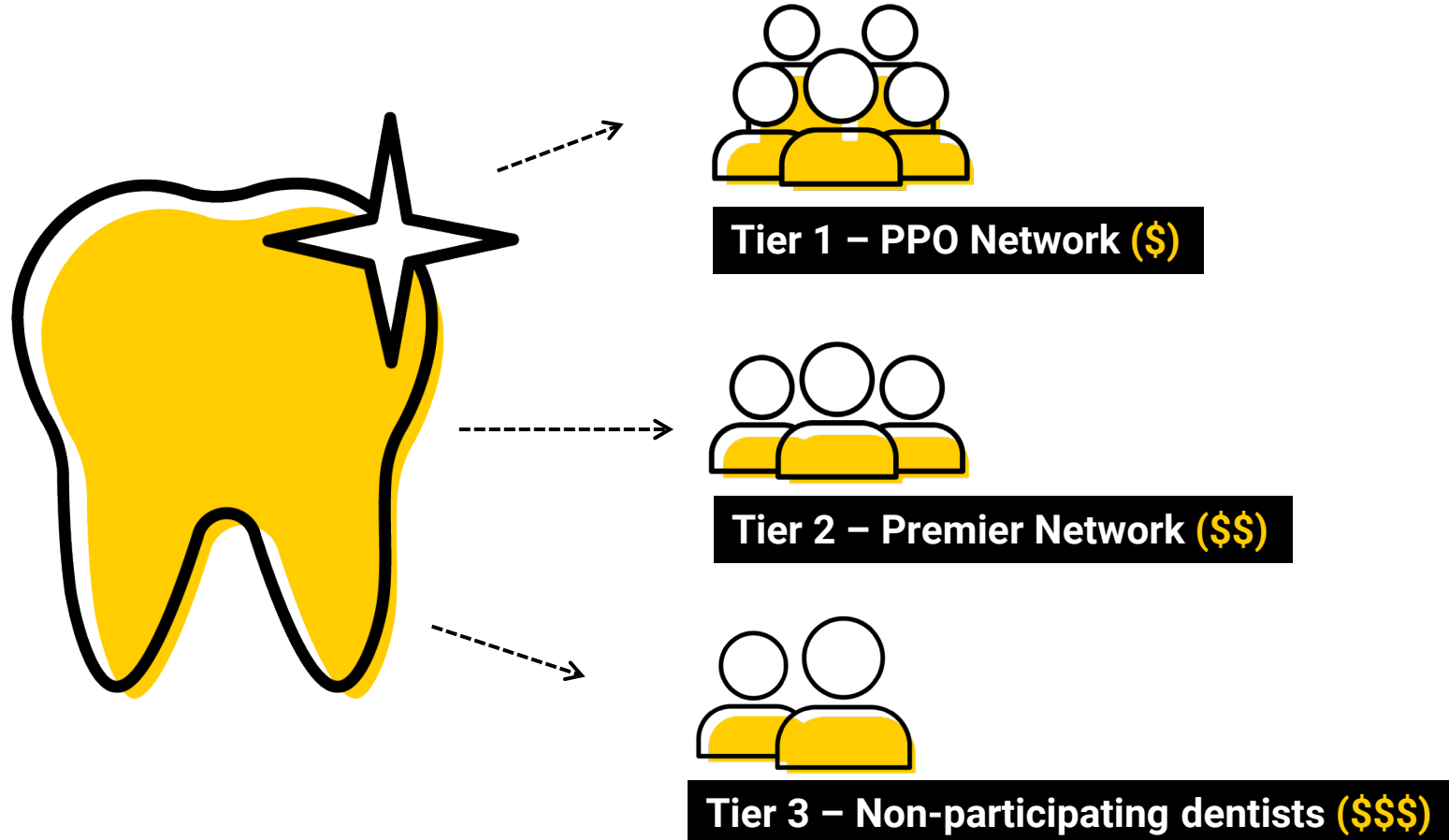
Dental Insurance

Dental II administered by Delta Dental of Iowa

Dental Insurance – Plan offered & Providers

Dental II

- Visit any provider
- Your provider determines benefit level
- <https://www.Deltadentalia.com> >> Find a Provider >> Delta Dental Network Dentist



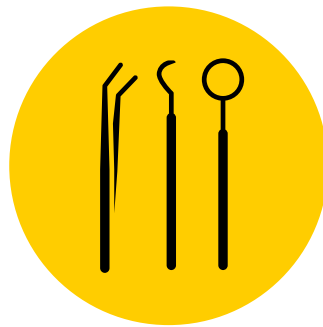
Dental Insurance – Plan Features



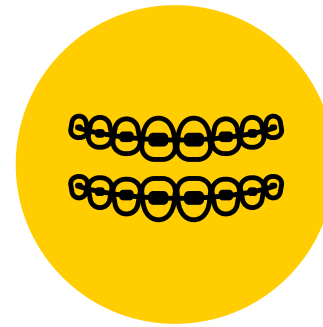
\$2,000
**Maximum Annual
Benefit
per member/per
year**



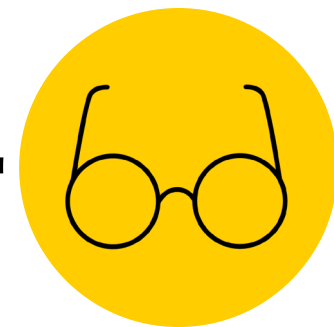
**Annual
Maximum
Carryover -
TO GO
up to \$4,000**



**College of
Dentistry
Incentive
program
319-335-7499**



**No age
limit on orthodontia
coverage**
****Dependents ortho
coverage ends at
end of month they
turn 26.**

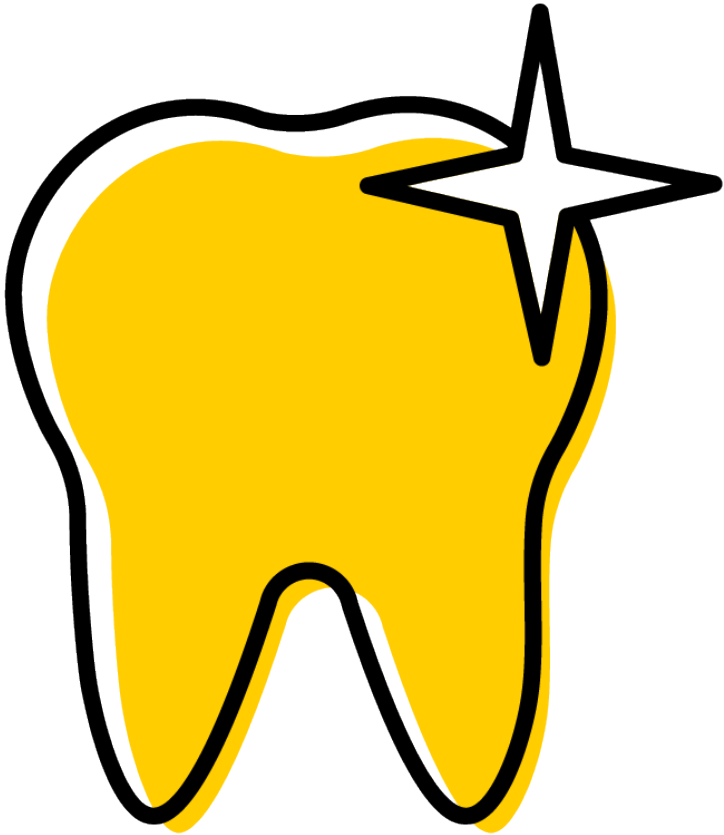


**DeltaVision
Discount**

Dental Insurance – 2024 Premium Rates

Rates effective Jan. 01 – Dec. 31, 2024

Coverage Option	Monthly Premium
Employee Only	\$0
Employee + Spouse/Partner	\$20.10
Employee + Child(ren)	\$21.20
Family	\$28.40
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, covered dependents no longer eligible by end of month they turn 26.	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



Mandatory Retirement Plan

Mandatory Participation

- Must be in a qualified position
- Working at least 50% time for 6 months or longer
- House staff are not eligible

Enroll within 60 days

- Make election in Employee Self Service
- If 60-day deadline is missed, employee will default into IPERS

Irrevocable Decision

- Cannot change your election after 60 days
- Would need a 31 plus break in service to have another enrollment opportunity

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>

Mandatory Retirement Plan - Contributions

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

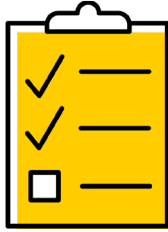
→ **457(b) Retirement Savings Account**

- 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

Time Off

Vacation, sick leave, and holidays

Vacation, Sick Leave, and Paid Holidays

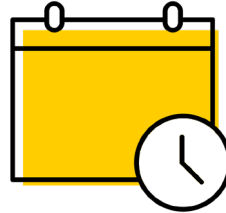


Eligibility

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 Luther King Jr. Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving and Friday after
- Christmas and one other day

Time Off Benefits – Other leave

Family Caregiving Leave

- Short-term leave to care for sick or injured immediate family members.
- If eligible for sick leave, can use up to 40 hours.
- Family caregiving leave balance carry over to next year if not used. Up to 80 hours in total.

Catastrophic Leave Program

- Assists those who have exhausted paid leave due to catastrophic illness/injury of them or immediate family member.
- Employees can donate unused vacation time to help others to remain in a paid status for longer.

Leave of Absence

- A period which an employee is absent from their job.
- Many situations, different type of leaves.
- Always work with your supervisor and Human Resources department.

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 more than \$50,000, the amount more than \$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

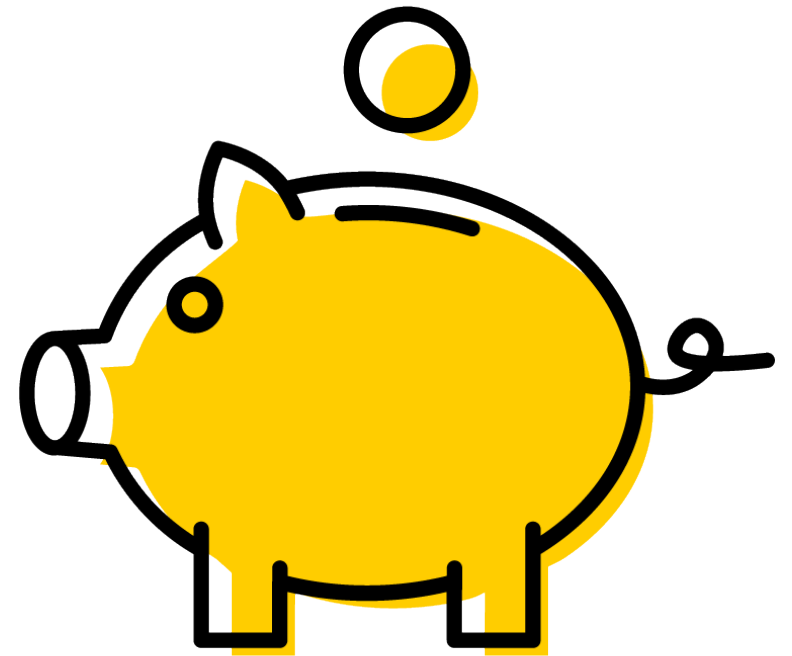
- Payroll deduction – pre-tax deduction
- Unused credits – funds available, optional to claim

→ IRS regulated program

- 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

→ HealthEquity – FSA plan administrator

- Submit claims online through the employee portal, mobile app, or have HealthEquity pay the provider for you.
- Quick turn-around on reimbursements
- 24/7 customer service



FSA Program – Two Types of Accounts



Health Care FSA

- Get reimbursed for out-of-pocket health expenses not covered by insurance.
- Examples of eligible expenses:
 - Medical & Dental– copays, coinsurance, prescriptions not covered by plan.
 - Vision expenses – new glasses, contacts, copays, coinsurance.
 - Over the counter meds and more.
- May pledge up to \$3,050 in 2024
- HealthEquity Eligible Expenses List:
<https://healthequity.com/fsa-qme>



Dependent Care FSA

- Get reimbursed for eligible expenses incurred for childcare, dependents up to age 13 or an IRS dependent who is physically or mentally incapable of self care.
- Examples of eligible expense
 - Daycare
 - Nanny
 - BASP programs
 - Summer day camps
- May pledge up to \$5,000/year per household.
- HealthEquity Eligible Expenses List:
<https://healthequity.com/dcfsa-qme>

Voluntary Benefit Programs

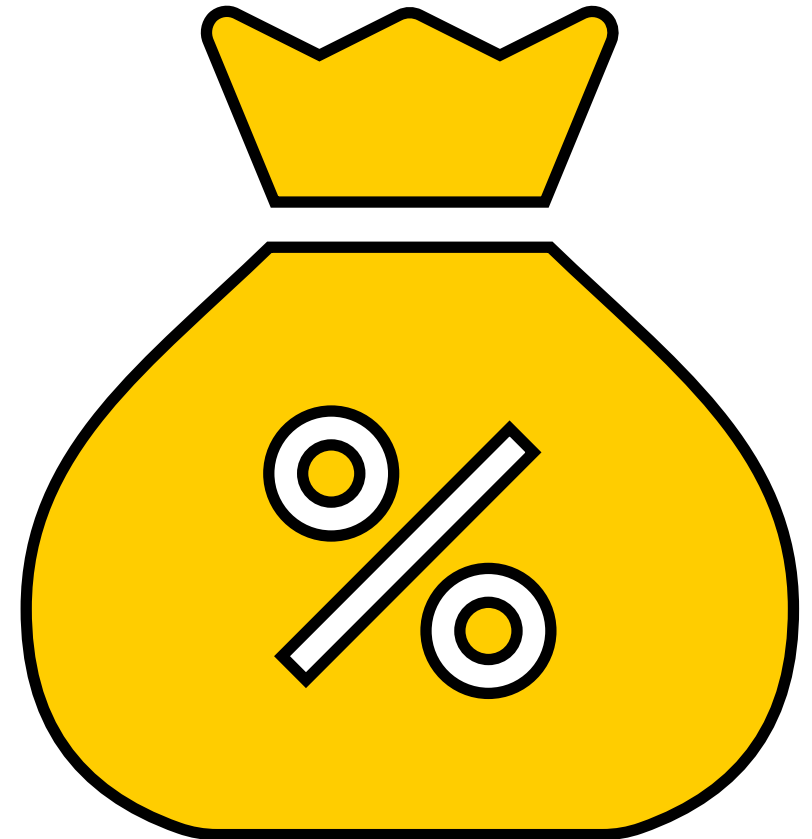
- **Not** administered by the University of Iowa
- Various vendors; contact company directly
 - **Examples of options:**
 - Vision Insurance
 - Long Term Care (Genworth)
 - Critical Illness/Cancer Insurance
 - Auto Insurance
 - Short Term Disability
- <https://hr.uiowa.edu/benefits/employee-benefits/regular-faculty-staff-benefits/voluntary-benefits>

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

- Various vendors; contact company directly
- **Examples of Discount Categories:**
 - Discount portals – tickets, shopping, rentals, etc.
 - Health and Beauty
 - Fitness/sports
 - Hotels
 - Car rentals
- **Other UI Employee Discounts**
 - UI Optical Discount (IRL/UIHC locations)
 - Discount for UI employees and their dependent(s)
 - 15% discount on complete purchase of glasses
 - 10% discount on LASIK and PRK surgery
 - UI Athletics Employee Discounts
 - Contact the UI Athletics Ticket Office at tickets@hawkeyesports.com



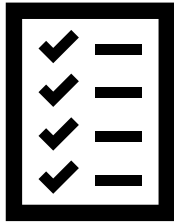
Employee Well-Being

- liveWELL, Family Services, UI Employee Assistance Program, Ergonomics and more
- Includes many program options
 - Financial well-being resources
 - FREE personalized health coaching
 - Subsidized memberships
 - New parent and elder caregiving Resources
 - FREE short-term confidential counseling
 - Workplace Wellness
- Visit <https://hr.uiowa.edu/employee-well-being> for more details

Ready to Enroll

Benefit enrollment process online in Employee Self Service

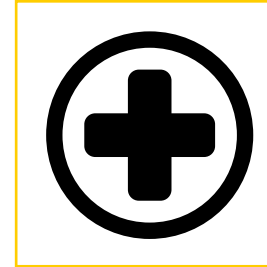
Online Enrollment Details



Online enrollment completed through Employee Self Service

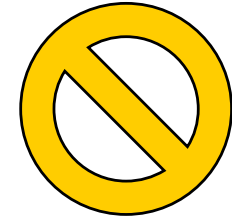
Must submit to Benefits Office within **30 days** of your employment eligibility date

“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)



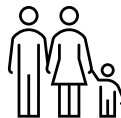
UI insurance coverage for yourself and your child(ren) only.

Employee Only



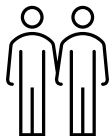
UI insurance coverage for yourself only.

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.



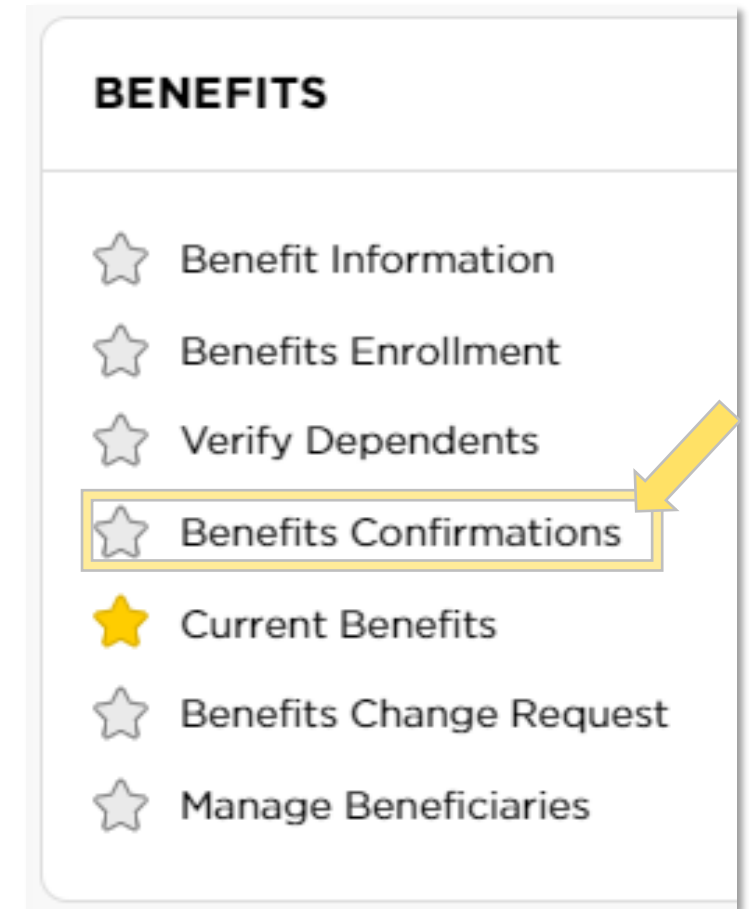
Benefit Enrollment Confirmations

→ 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 the receipt of your confirmation statement.
- **All ID cards will have the policyholder's name**
 - Additional cards can be requested through online services
- **Online services available:**
 - [Wellmark.com/mywellmark](https://www.wellmark.com/mywellmark)
 - [Deltadentalia.com](https://www.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 (i.e., Marriage, death, loss of coverage)

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

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