



**BENEFITS ENROLLMENT INSTRUCTIONS AND RESOURCES**

**I. Enrollment Instructions**

You are eligible to enroll in benefits coverage upon your date of hire. Your chosen coverage will be effective on the 1<sup>st</sup> of the month following your date of hire (or on the actual date of hire if you are hired on the 1<sup>st</sup> of the month) provided you enroll correctly. Your paycheck deduction will begin on your first paycheck after you have completed your enrollment online.

If you do not enroll or waive medical within 31 days, you will be defaulted into the Blue Cross Blue Shield PPO plan for individual coverage. **You will not have coverage in any of the plans that require enrollment, except medical.**

**Your next opportunity to make changes to you benefits enrollment is during the annual Open Enrollment (effective January 1, 2009) or within 31 days after a qualified family status change.**

**Benefits Timeline**

Benefit	When to Enroll		
	Within 31 Days	Anytime	Not Required
<b>Health care:</b> Medical, Dental, Vision	X		
<b>Flexible Spending Accounts:</b> Health and Dependent Care	X		
<b>Group Life Insurance:</b> Basic, Supplement, Spouse and Children	X		
<b>Illness, Disability and Leaves</b>			X
<b>Retirement Plan: 403(b)</b> Employee Contributions and Match		X	
<b>Time-Off Benefits:</b> Vacation and Holidays			X
<b>Tuition Benefits:</b> Employee, Spouse, Dependents			X
<b>Adoption Benefits</b>			X
<b>Employee Assistance Program:</b> Perspectives			X
<b>Pre-Tax Transportation and Parking</b>			X

## **Enrollment Steps:**

### **For Health and Welfare Benefits:**

**NOTE:** The CIGNA HMO Plan and CIGNA Consumer Driven Health Plan are not available to new hire employees as of August 18, 2008. New employees may choose between the HMO Illinois and Blue Cross Blue Shield PPO health plans for the remainder of 2008. Employees will be able to choose a new consumer driven health plan during the Benefits annual enrollment period being held in October 2008. Beginning January 2009, the new Blue Cross Blue Shield Consumer Driven Health Plan will be one of the plans available to all eligible employees.

<b>Step</b>	<b>Resource</b>
1. Select the plans in which to participate.	<a href="https://hr.depaul.edu/Benefits/Benefits_Enrollment/index.html">https://hr.depaul.edu/Benefits/Benefits_Enrollment/index.html</a>
2. Determine who is eligible and whom you will cover.	<a href="https://hr.depaul.edu/Benefits/Benefits_Enrollment/index.html">https://hr.depaul.edu/Benefits/Benefits_Enrollment/index.html</a>
3. Inform HR of dependents and beneficiaries	Complete the Add / Change Dependent Form.
4. Enroll in your selected plans	<a href="https://campusconnect.depaul.edu">https://campusconnect.depaul.edu</a> Click on For Employees>Employee Self-Service>Benefits Enrollment
5. Don't Wait. Enroll ASAP!	
<b>Post-Enrollment</b>	
HMO Illinois Participants	Select a medical group if enrolling in HMO Illinois for the first time.
CIGNA Choice Fund HAS Participants	Establish a health savings account and establish pre-tax Health Savings Account Contributions. For instructions, see <a href="https://hr.depaul.edu/Benefits/Health_Welfare/Consumer/index.html">https://hr.depaul.edu/Benefits/Health_Welfare/Consumer/index.html</a>
Employees electing more than 3x Supplemental Life Insurance	Submit evidence of insurability to standard insurance.
Confirm you benefit elections	Via Campus Connection: For Employees>Employee Self-Service>Benefits>Benefits Summary

**For Retirement Benefits:**

<b>Step</b>	<b>Resource</b>
1. Review the Summary Plan Description.	For a link to the SPD, see: <a href="https://hr.depaul.edu/Benefits/403/index.html">https://hr.depaul.edu/Benefits/403/index.html</a>
2. Complete a Salary Reduction Agreement and return it to Retirement Plan Administration, HR.	Download the Salary Reduction Agreement: <a href="https://hr.depaul.edu/Benefits/403/index.html">https://hr.depaul.edu/Benefits/403/index.html</a>
2. Select your investment manager. 3. Enroll with your investment manager.	<p><b>To enroll with TIAA-CREF:</b>            http: <a href="http://www.tiaa-cref.org/open_account/employer_plans.html">http://www.tiaa-cref.org/open_account/employer_plans.html</a>            Click on “Apply Online Now”            Enter IL0990 as the access code            Answer “no” to: “Do you currently have a TIAA-CREF Web Center log-in?”</p> <p><b>To enroll with Fidelity:</b>  <a href="https://enrollonline.fidelity.com/">https://enrollonline.fidelity.com/</a>            Click on “I want to enroll now”            Enter 62919 for the plan ID number</p> <p><b>Enrollment will be effective the 1<sup>st</sup> of the month following receipt of a completed Salary Reduction Agreement.</b></p>

## II. INFORMATIONAL RESOURCES

Benefits Help Line: (312) 362-8232

Human Resources Webpage: <https://hr.depaul.edu>

University Policies and Procedures Webpage: <https://policies.depaul.edu>

Summary Plan Descriptions (SPD) are available in printable .pdf format. If you require a printed version of any SPD, you may request a copy by contacting the Benefits help line at x28232.

BENEFIT	RESOURCE
Benefit Summary A general description of the benefits available to DePaul employees.	The Benefit Summary is available on the HR website at: <a href="https://hr.depaul.edu/Benefits/index.html">https://hr.depaul.edu/Benefits/index.html</a>
<b>Health and Welfare</b>	
Medical: Blue Cross Blue Shield PPO	Information on the Blue Cross Blue Shield PPO is available by clicking on Summary Plan Descriptions at: <a href="https://hr.depaul.edu/Benefits/Health_Welfare/index.html">https://hr.depaul.edu/Benefits/Health_Welfare/index.html</a>
Medical: CIGNA Choice Fund HSA Medical Plan (Consumer Driven Health Plan)	Information on the CIGNA HSA plan is available at the HR website at: <a href="https://hr.depaul.edu/Benefits/Health_Welfare/Consumer/index.html">https://hr.depaul.edu/Benefits/Health_Welfare/Consumer/index.html</a> The site includes links to external resources to help you decide if a consumer driven health plan meets your needs.
Medical: CIGNA Open Access HMO	Information on the CIGNA HMO is available by clicking on Summary Plan Descriptions at: <a href="https://hr.depaul.edu/Benefits/Health_Welfare/index.html">https://hr.depaul.edu/Benefits/Health_Welfare/index.html</a>
Medical: HMO Illinois	Information on HMO Illinois is available by clicking on Summary Plan Descriptions at: <a href="https://hr.depaul.edu/Benefits/Health_Welfare/index.html">https://hr.depaul.edu/Benefits/Health_Welfare/index.html</a>
Dental: Blue Care Dental PPO	Information on Blue Care Dental PPO plan is available by clicking on Summary Plan Descriptions at: <a href="https://hr.depaul.edu/Benefits/Health_Welfare/index.html">https://hr.depaul.edu/Benefits/Health_Welfare/index.html</a>
Vision: Vision Service Plan (VSP) Covers vision examination, eye glasses or contact lenses once every 12 months.	Information on the VSP is available by clicking on Summary Plan Descriptions at: <a href="https://hr.depaul.edu/Benefits/Health_Welfare/index.html">https://hr.depaul.edu/Benefits/Health_Welfare/index.html</a>

BENEFIT	RESOURCE
Flexible Spending Accounts (FSA): Health Care FSA Dependent Care FSA	Information on FSA is available at: <a href="https://hr.depaul.edu/Benefits/PreTax/index.html">https://hr.depaul.edu/Benefits/PreTax/index.html</a>  Also, see the FSA Summary Plan Description at: <a href="https://hr.depaul.edu/Benefits/Health_Welfare/index.html">https://hr.depaul.edu/Benefits/Health_Welfare/index.html</a>
Life Insurance: Basic Life Supplemental Life Accidental Death and Dismemberment	Information on life insurance and accidental death and dismemberment plans is available by clicking on Summary Plan Descriptions at: <a href="https://hr.depaul.edu/Benefits/Health_Welfare/index.html">https://hr.depaul.edu/Benefits/Health_Welfare/index.html</a>
Short and Long Term Disability	Information on the Long Term Disability insurance plan is available by clicking on Summary Plan Descriptions at: <a href="https://hr.depaul.edu/Benefits/Health_Welfare/index.html">https://hr.depaul.edu/Benefits/Health_Welfare/index.html</a>  Also, see the Sick Pay, Short and Long Term Disability Policy: <a href="http://policies.depaul.edu/policy/policy.aspx?pid=188">http://policies.depaul.edu/policy/policy.aspx?pid=188</a>
Sick Pay	See the 'Sick Pay, Short and Long Term Disability Policy:' <a href="http://policies.depaul.edu/policy/policy.aspx?pid=188">http://policies.depaul.edu/policy/policy.aspx?pid=188</a>
Family Medical Leave Act (FMLA)	An explanation of FMLA is available on the University Policy and Procedures webpage: <a href="http://policies.depaul.edu/policy/policy.aspx?pid=187">http://policies.depaul.edu/policy/policy.aspx?pid=187</a>
<b>Retirement Benefits</b>	
Retirement Plan (403(b))	The Summary Plan Description and enrollment information is available at: <a href="https://hr.depaul.edu/Benefits/403/index.html">https://hr.depaul.edu/Benefits/403/index.html</a>
<b>Work Life Benefits</b>	
Adoption Assistance	For information on the Adoption Assistance program, see the HR webpage: <a href="https://hr.depaul.edu/Work_Life/Caring_for_Family/index.html">https://hr.depaul.edu/Work_Life/Caring_for_Family/index.html</a>
Flexible Work Options	See the 'Flexible Work Arrangements Policy' on the University Policies and Procedures webpage: <a href="http://policies.depaul.edu/policy/policy.aspx?pid=208">http://policies.depaul.edu/policy/policy.aspx?pid=208</a>

BENEFIT	RESOURCE
Faculty and Staff Assistance Program: Perspectives	<p>For an overview of the Employee Assistance Program, see:  <a href="https://hr.depaul.edu/Employee%20Relations/Employee_Assistance/index.html">https://hr.depaul.edu/Employee%20Relations/Employee_Assistance/index.html</a></p> <p>Perspectives: 1-800-456-6327  <a href="http://www.perspectivesltd.com">http://www.perspectivesltd.com</a>  Click on Online Services  Scroll down to Family Resources link  Username: DEP500  Password: perspectives</p>
Floating Holidays	<p>See the “Paid Holiday Policy” on the University Policies and Procedures webpage:  <a href="http://policies.depaul.edu/policy/policy.aspx?pid=203">http://policies.depaul.edu/policy/policy.aspx?pid=203</a></p>
Holidays	<p>See the “Paid Holiday Policy” on the University Policies and Procedures webpage:  <a href="http://policies.depaul.edu/policy/policy.aspx?pid=203">http://policies.depaul.edu/policy/policy.aspx?pid=203</a>  For links to the DePaul Academic Calendar see:  <a href="http://oaa.depaul.edu/what/calendar.jsp">http://oaa.depaul.edu/what/calendar.jsp</a></p>
Leave of Absence	<p>For information and links concerning leaves of absence, see:  <a href="https://hr.depaul.edu/Benefits/Health_Welfare/Leave/index.html">https://hr.depaul.edu/Benefits/Health_Welfare/Leave/index.html</a></p> <p>Also, see university policies on “Leaves” at:  <a href="http://policies.depaul.edu/policy/browse.aspx?catid=3">http://policies.depaul.edu/policy/browse.aspx?catid=3</a></p>
Pre-Tax Transportation and Parking Plans	<p><a href="https://hr.depaul.edu/Benefits/PreTax/index.html">https://hr.depaul.edu/Benefits/PreTax/index.html</a></p> <p>Also, see the Summary Plan Description at:  <a href="https://hr.depaul.edu/Benefits/Health_Welfare/index.html">https://hr.depaul.edu/Benefits/Health_Welfare/index.html</a></p>
Tuition Waiver and Tuition Exchange Program	<p>For information on tuition waiver and links to the Tuition Exchange Program see:  <a href="https://hr.depaul.edu/Work_Life/Your_Dependents/index.html">https://hr.depaul.edu/Work_Life/Your_Dependents/index.html</a></p> <p>Also, see the “Tuition Waiver Policy” at:  <a href="http://policies.depaul.edu/policy/policy.aspx?pid=154">http://policies.depaul.edu/policy/policy.aspx?pid=154</a></p>
Vacation	<p>See the “Vacation Policy” on the University Policies and Procedures webpage:  <a href="http://policies.depaul.edu/policy/policy.aspx?pid=204">http://policies.depaul.edu/policy/policy.aspx?pid=204</a></p>