



University of Pittsburgh

Office of Human Resources Benefits Department

Staff Orientation

Plan Year

July 1, 2018 – June 30, 2019



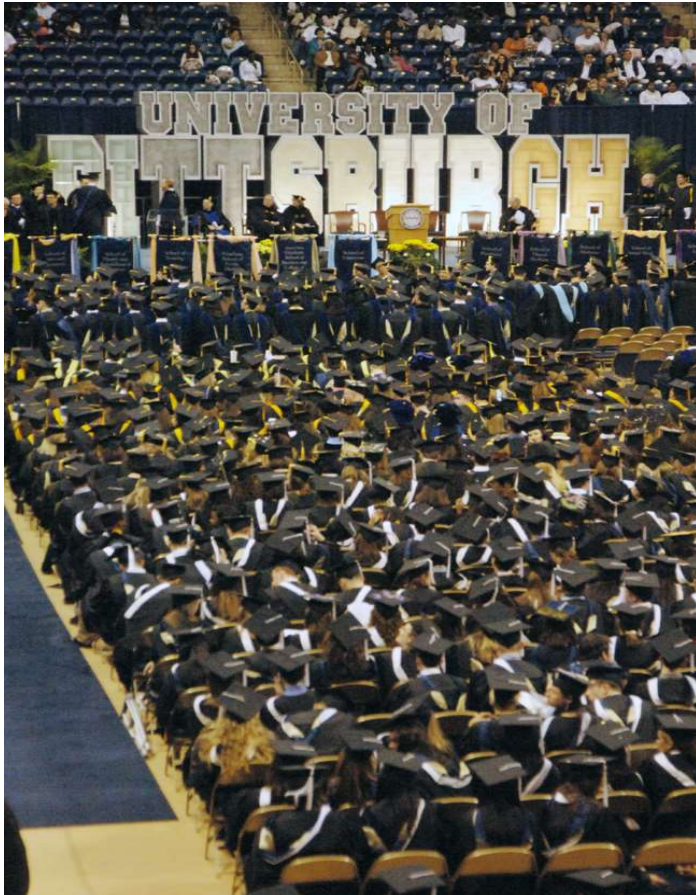
Agenda

- Staff Education Benefits
- Health and Welfare Benefits and Enrollment
(Union employees should check CBA for eligibility)
- Retirement Savings



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Staff Education Benefits



- Eligible at the University of Pittsburgh's main and regional campuses only
- Eligibility for the benefit does not guarantee admission or retention in any academic program



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Effective Dates Staff Education Benefits Eligibility

- The benefit is not available until the staff member has completed the provisional period by the dates listed below
 - Education Benefits for spouses/domestic partners are not available until the employee completes 12 months of employment by the dates listed below
- If the provisional period has not ended by the dates below, the benefit will begin the first term *after* the provisional period has ended

Fall Term	September 1
Spring Term	January 1
Summer Term	May 1



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Staff Education Benefits

Staff Employee

Staff Employee	Credits	Tuition Benefit	Waiting Period	Taxable
Undergraduate	8	97%	Provisional	No
Graduate	6	90%	Provisional	Yes, after \$5,250



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Education Benefits Spouse/Domestic Partner

Spouse/Domestic Partner	Credits	Tuition Benefit	Waiting Period	Taxable
Undergraduate	6	90%	1 year	No*/Yes
Graduate	6	90%	1 year	Yes

**Domestic Partner education benefits are taxable for both undergraduate and graduate courses.*

- **Required documentation:** A copy of your marriage certificate for a spouse or an approved affidavit of domestic partnership for a domestic partner.



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Education Benefits Dependent Children

- **Lifetime maximum:** 12 terms of undergraduate level
- **Credit limit per semester:** None
- **Benefit:** 100% of tuition
- **Waiting period:** Provisional Period
- **Required documentation:** A copy of your most recent IRS Form 1040 documenting child dependency



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Education Benefits Part-Time Staff

Self (only)	Credits	Tuition Benefit	Waiting Period	Taxable
Undergraduate	8 x % Effort	97%	Provisional	No
Graduate	6 x % Effort	90%	Provisional	After \$5,250



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Health & Wellness Benefits

Electing Coverage

- **Effective Date of Coverage**
 - If hired the FIRST business day of the month, coverage becomes effective the first day of that same month
 - If hired AFTER the first business day of the month, coverage becomes effective the first day of the next month
- **Initial Enrollment**
 - As a new hire, you may apply for initial enrollment for yourself and dependent(s) **within 31 days of your date of hire**



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When Can I Make Changes to my Benefits?

- Annual Open Enrollment Period
- Qualified Status Change (within 60 days of the life event)
 - Examples of qualified life events under the IRS regulations include:
 - Marriage
 - Divorce
 - Birth of a child/ Placement of child through adoption
 - Change in a spouse/domestic partner's employment
 - Death of a spouse/domestic partner



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Medical Plans

- Health Maintenance Organization (HMO):
 - **Panther Gold**
 - Coverage is provided for physicians and facilities within the UPMC Panther Gold Advantage Network (In-network only)
 - Must select a Primary Care Physician (PCP)
 - Your PCP must participate in the health plan's provider network
 - Can be changed at any time with appropriate notice
 - Member copayments for services other than wellness and preventative care
 - No annual deductible or coinsurance for services within the Panther Gold Advantage Network

UPMC HEALTH PLAN



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Medical Plans

- Preferred Provider Organizations (PPO):
 - **Panther Advocate**
 - **Panther Plus**
 - **Panther Basic Qualified High Deductible Health Plan (QHDHP) with Health Savings Account (HSA) Option**
 - Maximum Annual Individual HSA Deferral: \$3,350
 - Maximum Annual Family HSA Deferral: \$6,650

UPMC HEALTH PLAN



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Wellness Incentive Program

- **Panther Gold, Panther Plus, and Panther Basic**
 - You and your covered spouse/domestic partner, if applicable, are each eligible to earn up to a \$125 maximum incentive
 - Gold and Plus: Health Incentive Account (HIA) Card
 - Basic: Cash incentive awarded September 2019 payroll
- **Panther Advocate**
 - Credits can be earned by completing healthy activities
 - Maximum credits to be earned: \$200/\$400
 - HIA cards
- For more information, visit www.upmchealthplan.com/pitt



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Prescription Drug Coverage

Applies to All Plans*

- 30-day supply of medication at any participating retail pharmacy
- 90-day supply of medication at a discounted price through:
 - Falk Pharmacy (Campus delivery is available)
 - University Pharmacy
 - Express Scripts Inc. (Mail order service)

** Applies to Panther Basic (QHDHP) only after the deductible has been met*



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Panther Gold HMO

Monthly Premiums

Tier Level	Total Monthly Premium	Monthly University Contribution*	Monthly Employee Contribution
Individual	\$528	\$452	\$76
Parent/Child(ren)	\$1,171	\$984	\$187
Two Adults	\$1,322	\$1,054	\$268
Family	\$1,460	\$1,093	\$367

- Individuals who do not elect coverage will receive a \$50 monthly credit in their paycheck.
- The monthly benefit credit for individuals enrolled in coverage is reflected in the employer contribution portion of the medical insurance premium.



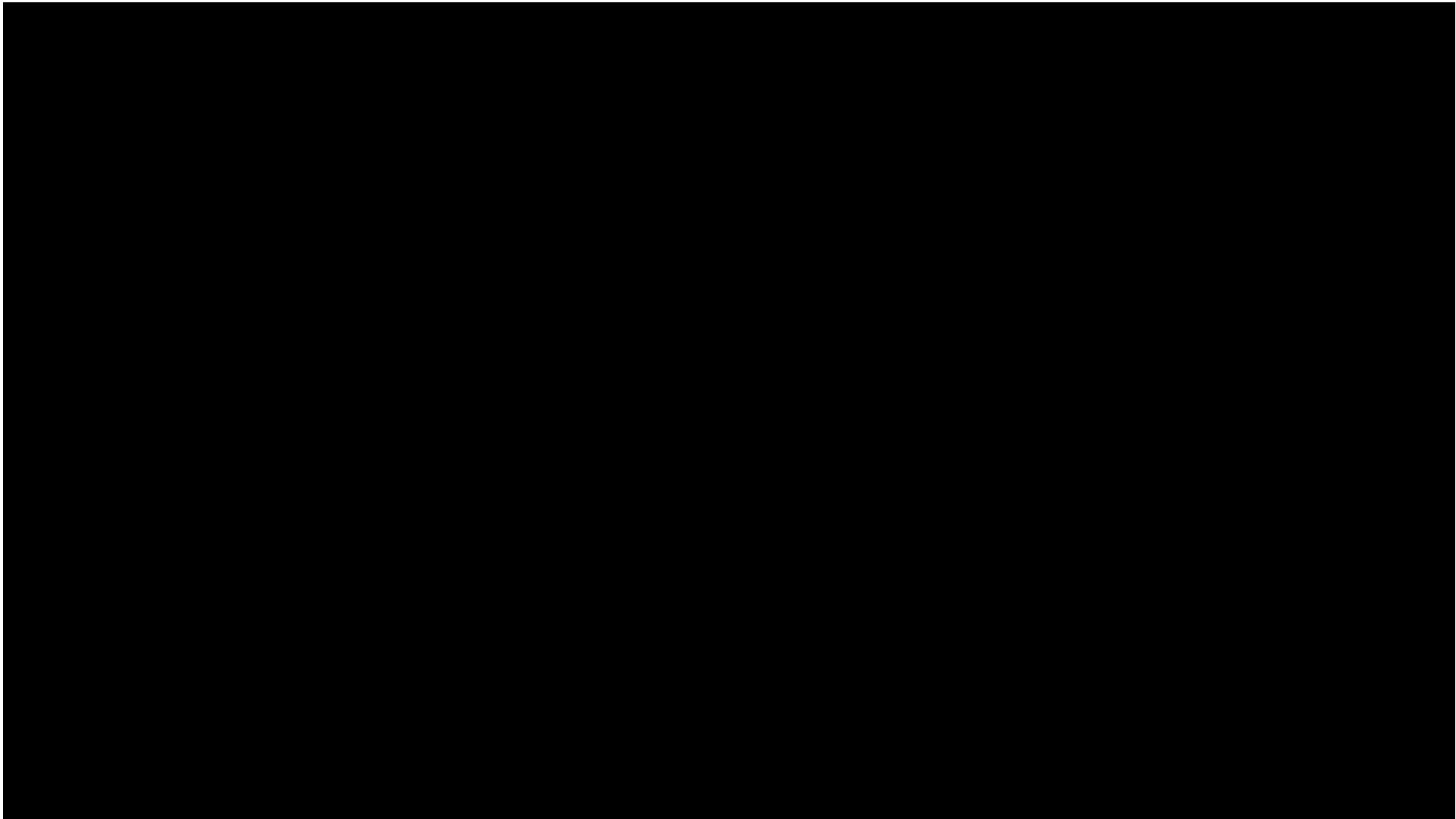
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UPMC *MyHealth@Work* at the University of Pittsburgh

- Free employee on-site health and wellness center exclusively for full-time and part-time regular faculty and staff, regardless of insurance coverage
- Centrally located in the Medical Arts Building, 3708 Fifth Ave., Suite 505
- Open Monday through Friday, 7am-3:30pm, no appointment required
- The center does not replace your primary care provider



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Dental Coverage

- Coverage through United Concordia, a division of Highmark
- Choice of three plans:
 - Concordia Plus – DHMO
 - Requires selection of a primary dental office in the Western PA DHMO network
 - All services must be coordinated through designated dentist
 - Concordia Flex I – PPO
 - Concordia Flex II – PPO

UNITED CONCORDIA®
Insuring America's Dental Health



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United Concordia

Monthly Premiums

Tier Level	Concordia Plus DHMO	Concordia Flex I	Concordia Flex II
Individual	\$19.83	\$18.18	\$26.89
Individual plus one	\$40.24	\$34.37	\$52.71
Family	\$65.64	\$56.14	\$102.45



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Vision Coverage

- Coverage through Davis Vision, a division of Highmark
- Covers routine vision claims
 - Allowance for one examination and glasses or contact lenses every 12 months
- Choice of two plans:
 - Fashion Excellence
 - Designer Gold

DAVIS VISION
EYECARE REFRAMED™



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Davis Vision Monthly Premiums

Tier Level	Fashion Excellence	Designer Gold
Individual	\$6.93	\$10.25
Individual plus one	\$12.45	\$18.42
Family	\$16.95	\$25.07



Flexible Spending Accounts

Account Type	Examples of Eligible Expenses	Monthly Minimum	Monthly Maximum	Annual Maximum
Health Care	Deductible(s), copayments, prescription drugs, prescription eyeglasses, and orthodontics	\$10	\$220.84	\$2,650
Dependent Care	Day care, after school or extended care, nanny, elder care, preschool and day camp	\$10	\$416.67	\$5,000
Parking	The cost of parking in non-University lots (leases or pay by day) or cost of parking in a University lot if you pay per day	\$25	\$260	\$3,120
Mass Transit	Vanpooling or cost of transit pass to travel to your place of employment from outside of Allegheny County	\$25	\$260	\$3,120



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UPMC
Consumer
Advantage®

Flexible Spending Accounts

- \$500 rollover for **health care account funds** into the next plan year
- Unused funds related to dependent care and parking/mass transit expense accounts **DO NOT** rollover to the next plan year
- Visa debit card will be issued to health care spending and parking/mass transit expense account participants
- Claim submission/reimbursement process
- Balance and account information is available online at UPMC's "My Health Online," which can be accessed through my.pitt.edu



Life Insurance

Basic Group Life One times your salary (up to \$50,000 maximum)	Basic AD&D One times your salary (up to \$50,000 maximum)
Optional Group Life 1 to 6 times your salary* Cost is age graded	Optional AD&D 1 to 6 times your salary \$.015 per \$1,000 of coverage
Dependent Life	
Covers your spouse/domestic partner: \$10,000 - \$100,000	Covers your dependent children up to age 26: \$5,000 - \$10,000

You **MUST** complete a beneficiary election form

*As a new hire you can elect an additional 2 times your salary without Evidence of Insurability (EOI)



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Emergency Coverage While Away from Home

- Persons covered by a University of Pittsburgh medical plan are covered 100% for urgent medical care and emergency services when traveling outside of the UPMC Health Plan service area
- **Assist America (Personal Travel)**
 - If you will be traveling 100 miles or more from home or in another country, and you encounter an emergency, this is a resource
- **International SOS (Business Travel)**
 - Resource for employees nationally or internationally traveling on an academic or work-related assignment
 - Available in emergencies or to give routine advice. Visit <https://globaloperations.pitt.edu/traveling-abroad/insurance-coverage/> for more information



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Life Solutions

- Faculty and staff assistance program available to all University employees
- The services are provided at no cost to you
- Services include, but are not limited to:
 - Coaching and counseling
 - Legal consultations
 - Financial guidance
 - Personalized searches customized for your needs





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Long Term Care Insurance

- New hire guarantee issue to full-time employees and part time employees at 50% effort or greater if enrolled within 60 days of hire date.
- Part time employees at less than 50% effort and family members are subject to medical underwriting.
- Visit the Unum Provident website:
www.unumprovident.com/enroll/upitt
 - Plan Details
 - Rates
 - Downloadable Form for Enrollment
- If you have questions regarding Long Term Care coverage or enrollment, please contact Unum directly:
1-800-227-4165





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PittPerks

- Pitt*Perks* provides special pricing on a variety of voluntary benefits, which if elected will be deducted from your paycheck, including:
 - Auto, home, and pet health insurance
 - Identity theft protection
- Local and national discounts on various products and services
- For more information, visit www.pittperks.com



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Health & Welfare Benefits Enrollment

- Enroll online at: <https://my.pitt.edu>
 - You will need your university username and password to log-in
 - If you have forgotten or have not received your username and/or password, please contact the Technology Help Desk at 412-624-HELP (4357) for assistance
- As a new employee, initial enrollment is **due within 31 days of your date of hire**



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Documentation Requirements

- Coverage for your spouse/domestic partner or child(ren) require:
 - Marriage Certificate
 - Approved Affidavit of Domestic Partnership
 - Birth Certificate or Adoption Decree

**International documents without an official English translation will not be accepted*

- This documentation must be presented with the enrollment within **31 days of your date of hire**
 - Enrollment will not be processed without all required documentation



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Leave Programs

- **Family Medical Leave Act (FMLA)** - Eligible employees can take up to 12 weeks of unpaid, job-protected leave for own serious health condition, family member's health condition, birth or adoption/fostering of child, or to take care of family matters for an eligible service member. Eligible employees may also take up to 26 weeks of unpaid leave to care for eligible service members.
- **Paid Parental Leave** – Eligible employees (50% effort, 6 months of employment) can take up to 4 weeks (prorated for part-time staff) paid leave for birth or adoption/fostering of a child
- **Short-term Disability (STD)** – University paid income replacement of 60% of gross pay for own serious health condition
- **Long-term Disability (LTD)** – University paid continuation of 60% income replacement for permanent disability after the completion of STD



WRITE YOUR OWN FINANCIAL STORY

Retirement Savings Plan
for University of Pittsburgh staff



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General Provisions: Retirement Savings Plan

- Matching plan
- Defined under IRS code 403(b) and 401(a)
 - Optional 457(b), not available to MHSF
- You may be able to transfer assets from a prior employer into the Pitt plan by contacting TIAA



Retirement Savings Plan Eligibility Date

- If hired the FIRST business day of the month, eligibility is effective the first of the following month
- If hired AFTER the first business day of the month, eligibility is effective the first of the month after your first 30 days of work

Initial Enrollment

Must enroll prior to the month of your eligibility effective date in order to not lose time in the plan

January	April	July	October
February	May	August	November
March	June	September	December



January

Hire date	Enroll by	Effective
First business day in January	January 31	February pay
Not the first working day	February 28	March pay

[Click to Continue](#)

February

Hire date	Enroll by	Effective
First working day in February	February 28	March pay
Not the first working day	March 31	April pay

[Click to Continue](#)

March

Hire date	Enroll by	Effective
First working day in March	March 31	April pay
Not the first working day	April 30	May pay

[Click to Continue](#)

April

Hire date	Enroll by	Effective
First working day in April	April 30	May pay
Not the first working day	May 31	June pay

Vesting may be affected if auto-enrollment is used by those who did not start on the first of the month.

[Click to Continue](#)



May

Hire date	Enroll by	Effective
First working day in May	May 31	June pay
Not the first working day	June 30	July pay

Vesting may be affected if auto-enrollment is used

[Click to Continue](#)



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June

Hire date	Enroll by	Effective
First working day in June	June 30	July pay
Not the first working day	July 31	August pay

Vesting may be affected if auto-enrollment is used and employee started first business day of June

[Click to Continue](#)



July

Hire date	Enroll by	Effective
First working day in July	July 31	August pay
Not the first working day	August 31	September pay

[Click to Continue](#)

August

Hire date	Enroll by	Effective
First working day in August	August 31	September pay
Not the first working day	September 30	October pay

[Click to Continue](#)

September

Hire date	Enroll by	Effective
First working day in September	September 30	October pay
Not the first working day	October 31	November pay

[Click to Continue](#)

October

Hire date	Enroll by	Effective
First working day in October	October 31	November pay
Not the first working day	November 30	December pay

[Click to Continue](#)

November

Hire date	Enroll by	Effective
First working day in November	November 30	December pay
Not the first working day	December 31	January pay

[Click to Continue](#)

December

Hire date	Enroll by	Effective
First working day in December	December 31	January pay
Not the first working day	January 31	February pay

[Click to Continue](#)

Contributions Levels Before Vesting

Employee

403(b)
3% - 8%

403(b)
Supplemental
Contributions over
8% - "Max"

457(b)*
May contribute
up to another
"Max"

Maximum Annual Deferral Limit (\$18,500 in 2018)

Maximum Annual
Deferral Limit (\$18,500
in 2018)

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401(a)
Matches 3-8%
Contribution at
100%

*Not applicable for MHSF



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Contribution Levels Before Vesting

Optional Contribution Rates During Three-Year Delayed Vesting Period (As a % of base salary)

Individual Contribution	3%	4%	5%	6%	7%	8%	10%
University Matching Contribution	3%	4%	5%	6%	7%	8%	8%
Total	6%	8%	10%	12%	14%	16%	18%



Vesting

- University match becomes fully owned by you; portable upon separation.
- Takes 3 years. Each calendar year counts only if contributions of at least 3% are made for six months. Generally occurs in June.
- University match increases to 150% (on first 3%-8% contribution)

Contribution Levels Once Vested

Optional Contribution Rates During After Vesting (As a % of base salary)							Accelerated Option
Individual Contribution	3%	4%	5%	6%	7%	8%	8%
University Matching Contribution	4.5%	6%	7.5%	9%	10.5%	12%	14.5%
Total	7.5%	10%	12.5%	15%	17.5%	20%	22.5%



Record Keeper



Response	Percentage
Yes	78%
No	22%

GUARANTEED*

MONEY MARKET

FIXED INCOME

MULTI-ASSET

REAL ESTATE

EQUITIES

Investing involves risk of loss of principal.

* Options offered in the “guaranteed*” asset class are subject to the claims-paying ability of the issuing company.

Diversification is a technique to help reduce risk. It is not guaranteed to protect against loss.



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[illegible]

For your specific investment options go to: **TIAA.org/pitt**. Click on *Investment options*, then select *View all investments* to view individual options.

Investment Menu

**One-Step Investing:
Lifecycle/Target
Retirement Date Funds**

**Streamlined Array: Core
Investment Funds**

**Self-Directed Brokerage
Accounts**

Pretax vs Roth

Pre-tax: Allows you to lower your taxable income now. Taxes are paid upon withdrawing from your accounts.

Roth after-tax: Pay taxes now and reduce taxable income at the time of withdrawal – possible advantage of untaxed growth.

Benefits of Making an Active Election

Active Election	Passive Election (Auto Enroll)
<u>Vest</u> in the Plan up to a year earlier	Possible delay in vesting by up to a full year
You Choose your <u>contribution</u> rate	You will default to a 3% contribution rate
Maximize <u>University matching Contributions</u>	Lose 2 months of the University matching Contributions
You Choose your <u>Beneficiaries</u>	Your beneficiary is your estate
You Choose your <u>funds</u> .	Default into the TIAA-CREF LifeCycle Fund closest to when you turn age 65.



Cost of Delay



Starting
AGE "28"

Portfolio Totals
Cost of Delay

Hypothetical final
portfolio values
at age 65

- Hypothetical Rate of Return (6.0%)
- Assumed Employee Contributions

This example is purely hypothetical and is not intended to represent the performance of any specific investment product. It is not intended to predict or project performance.



Changes

Changes can be made at any time through the my.pitt.edu portal.

- Percentage election can be effective the following month
- Investment changes can be effective close of business day. (4 p.m. E.T.)
- Beneficiary changes can be effective immediately

Getting Help

Meet with a TIAA financial consultant

- TIAA's Pittsburgh Office: (412) 365-3000
- Online: <http://www.tiaa.org/schedulenow-pitt>

Use online tools

- Available through our portal.



Visit Our Websites

www.hr.pitt.edu/benefits

- Summary Plan Description (SPD)
- Contact Information

www.tiaa.org/pitt

- Full list of investment options

Contact Us

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