OPTION TRANSFER/OPEN ENROLLMENT BENEFIT AID – CONTRACT COLLEGE

The purpose of this Benefit Aid is to provide you with specific details you need to make changes or enroll in certain benefits during Option Transfer/Open Enrollment. The New York State Option Transfer period allows you to 1) change health plans, 2) change from family to individual health coverage, or 3) voluntarily cancel your health coverage by December 18, 2015, 5:00 p.m., effective date of coverage 1/7/2016. You will also be able to enroll in the Flexible Spending Accounts once Option Transfer/Open Enrollment begins, with an effective date of January 1, 2016. Enrollments must be completed by December 18, 2015. You will also be able to enroll in Legal Plan Insurance from November 1 – December 31, 2015 with an effective date of January 1, 2016.

Key Points

- The NYS Option Transfer period is a two-step enrollment process if you are changing from family to individual health coverage or are voluntarily canceling your health coverage: you must (1) enroll in Workday by 5:00 p.m. on 12/18/2015 and (2) complete a PS404 paper enrollment form and submit to Benefit Services by the 12/18/15 deadline. Failure to complete the two step process will result in your enrollment not being processed! If you are changing health plans, you just need to complete the PS404 form and mail to Benefit Services U. S. post marked no later than 12/18/2015. **If you do not wish to make any change to your health insurance coverage, do nothing and your coverage will remain the same in 2016.**

- You will be able to enroll in the Flexible Spending Accounts once Option Transfer/Open Enrollment begins. Recipients of a Cornell Child Care Grant whose grant award will cover their projected costs, do not need to enroll in a Dependent Care Flexible Spending Account for 2016. Only enroll in a Dependent Care Account if you want additional money deducted from your pay for child care expenses. Workday does not have a placeholder for grant award amounts. Enrollment must be completed by December 18, 2015.

- You will be able to enroll in Legal Plan Insurance from November 1 – December 31, 2015 with an effective date of January 1, 2016. To enroll via Workday>Benefits>Legal Plan Insurance; or call Mercer Voluntary Benefits at 1-800-553-4861 to enroll over the phone.

- You may enroll in the Tax Deferred Annuity (TDA) at any time.

- If you are updating your home address, please make sure your dependents’ addresses are also correct in the system. If you need to update your information, you may do so in Workday>Benefits>change dependents>edit my dependents

- If you need further information, please see the Contract College Option Transfer Benefit Aid. You may also contact Benefit Services at (607) 255-3936 or by email at benefits@cornell.edu

11/17/2015 mpb
HEALTH PLAN (DEADLINE 12/18/15)

The Option Transfer Period is the time of year the New York State Health Insurance Program (NYSHIP) allows specific changes to your health insurance plan. Option Transfer does **not** permit you to change from single to family coverage.

The annual NYS Option Transfer Period allows employees to:

- Change from The Empire Plan to an HMO or vice versa (effective 1/7/2016)
- Change from an HMO to The Empire plan or vice versa (effective 1/7/2016)
- Change from an NYSHIP HMO to another NYSHIP HMO (effective 1/7/2016)
- Change from family coverage to individual coverage (effective 1/7/2016)
- Voluntarily cancel your health insurance coverage (if you voluntarily cancel, this results in the **complete termination of your health insurance**). (effective 1/7/2016)

For more information on your health and/or dental plans please refer to: [https://www.hr.cornell.edu/benefits/health/nyship.html](https://www.hr.cornell.edu/benefits/health/nyship.html)

Additional Information
- Find Out: [How do I make an option transfer change?](https://www.hr.cornell.edu/benefits/health/nyship.html)
- Find Out: [How do I change from Individual to Family health coverage?](https://www.hr.cornell.edu/benefits/health/nyship.html)
- Find Out: [How do I enroll in a health plan?](https://www.hr.cornell.edu/benefits/health/nyship.html)
- Find Out: [How do I obtain a Summary of Benefits and Coverage (SBC)?](https://www.hr.cornell.edu/benefits/health/nyship.html)

There is more information about the health and dental insurance available [here](https://www.hr.cornell.edu/benefits/health/nyship.html).

FLEXIBLE SPENDING ACCOUNTS (DEADLINE 12/18/15)
- Medical Care Account
- Dependent Care Account

LEGAL PLAN INSURANCE ENROLLMENT (DEADLINE 12/31/15). COVERAGE IS EFFECTIVE 1/1/2016

Enrollment in the Legal Plan provides affordable, flexible legal coverage associated with the cost of attorney fees. Coverage includes spouses/domestic partners and eligible dependents. To enroll via Workday>Benefits>Legal Plan Insurance.

- The enrollment period is November 1 – December 31, 2015
  - If you enroll from November 1 through December 12, your first premium will begin with your first full paycheck in January
  - If you enroll between December 13– 31, you will not have a deduction in your first full paycheck in January. This missed premium will be recalculated into the remaining pay periods in the calendar year.
GENERAL PLAN INFORMATION

- Must enroll each year if not in the plan. Enrollment or cancellation of coverage during the year can only be done if you have a qualifying event, e.g., marriage, divorce, etc.
- Pay a reduced fee when using in-network attorneys
- Receive legal advice and representation from a nationwide network of attorneys
- Online legal tools and resources
- No claim forms to complete when using an in-network attorney

Benefits you can change at any time

You may also be eligible to enroll, or change at any time:

- Adoption Assistance Program
- Auto/Home/Pet Insurance
- Basic Life Insurance Beneficiaries
- New York 529 College Savings Program
- Personal Accident Insurance
- Cornell University Retirement Plan
- Tax Deferred Annuity
- 457(b) Deferred Compensation Plan

For more information on these plans, please visit the Benefits website at: https://www.hr.cornell.edu/benefits/

Health and Dental Plans

HOW DO I MAKE AN OPTION TRANSFER CHANGE? (DEADLINE 12/18/2015)

The enrollment process varies, depending on the enrollment action you are selecting. Refer to the actions below.

- You can change from The Empire Plan to an HMO or change from an HMO to another (effective 1/7/2016):

One step: Fill out the New York State Health Insurance Transaction Form (PS404) at the following link: https://hr.cornell.edu/benefits/health/PS404.pdf
For this action, enrollment in Workday is not possible and, therefore, not required.

Complete sections 1-8 on the front, section 10H on the back and sign and date under the authorization section. Do not complete the dependent section, as that will remain the same. Submit the paper PS404 enrollment form to Benefit Services, 395 Pine Tree Road, EHOB, Suite 130, U.S. post marked no later than 1/7/2016.
Note: If you have family coverage and you wish to keep family coverage but want to add/remove dependents, you will need to complete an additional PS404 form to add new dependents to existing family coverage or delete ineligible dependents.

- Change from family coverage to individual coverage (effective 1/7/2016)

First step: go to Workday, click on name at top right of screen, then on INBOX. Select “Option Transfer/Open Enrollment”. Make your selection and be sure to hit continue after each screen and review the Confirmation page. Be sure to click ‘submit’ to register your elections.
Second step: Fill out the New York State Health Insurance Transaction Form (PS404) at the following link: https://hr.cornell.edu/benefits/health/PS404.pdf
Be sure to complete sections 1-8 and 10F on the front of the form and check “medical” and voluntary cancel coverage for my dependents. Sign and date the authorization section on the back of the form. Submit the paper PS404 enrollment form to Benefit Services, 395 Pine Tree Road, EHOB, Suite 130, U. S. post marked no later than 12/18/2015.

- To voluntarily cancel your health insurance coverage (effective 1/7/2016)

First step: go to Workday, click on name at top right of screen, then on INBOX. Select “Option Transfer/Open Enrollment. Make your selection and be sure to hit continue after each screen and review the Confirmation page.
Second step: Fill out the New York State Health Insurance Transaction Form (PS404) at the following link: https://hr.cornell.edu/benefits/health/PS404.pdf
Submit the paper PS404 enrollment form to Benefit Services, 395 Pine Tree Road, EHOB, Suite 130, U. S. post marked no later than 12/18/2015.
Fill out the New York State Health Insurance Transaction Form (PS404). Complete sections 1-8 on the front of the form; check 10E (Voluntarily cancel coverage and select “medical” box) and sign and date on the back. Important: If you chose to voluntarily cancel your coverage, this results in the complete termination of your health insurance plan.

HOW DO I CHANGE FROM INDIVIDUAL TO FAMILY HEALTH COVERAGE?
If you are currently enrolled in individual health insurance and wish to change to family coverage and add eligible dependents, you must have a qualified life event but deadlines do apply. Please refer to Workday>Benefits>Change>Benefits, to review the list of qualified life events that may apply to your situation. You can also review the Benefits website for more information at https://hr.cornell.edu/benefits/health/nyship.html

If you miss the deadline to change to family coverage and enroll eligible dependent(s), you may enroll but a 10 week waiting period applies.

HOW DO I ENROLL IN A HEALTH PLAN?
If you are not currently enrolled in a health plan, and have a qualified event like divorce or spouse losing employer provided health insurance, you are able to enroll but deadlines do apply. If you do not have a qualified event, a 10 week waiting period applies. Please refer to
Workday>Benefits>Change, to review the list of qualified life events that may apply to your situation. You can also review the Benefits website for more information at https://hr.cornell.edu/benefits/health/nyship.html

Enrollment Forms & Information
- Required Enrollment form: https://www.hr.cornell.edu/benefits/health/PS404.pdf
- PS404 Instructions: https://www.hr.cornell.edu/benefits/health/ps404i.pdf
- Contract College Health Rates: https://www.hr.cornell.edu/benefits/health/cchealthrates2016.pdf

HOW DO I OBTAIN A SUMMARY OF BENEFITS AND COVERAGE (SBC)?
The Summary of Benefits and Coverage (SBC) is a standardized comparison document that is required by the Patient Protection and Affordable Care Act (PPACA). All insurance plans are required to produce SBCs based on a uniform template.

The purpose of an SBC is to give people straightforward information about a health insurance plan’s benefits. It is meant to help consumers compare plans and make appropriate coverage decisions.
https://www.hr.cornell.edu/benefits/health/cc_sbc.html

Flexible Spending Account: Medical Care (Deadline 12/18/15)
The medical care account is money that you set aside on a pre-tax basis for medical expenses not covered by health, dental and vision insurance for family members who are your tax dependents.

GENERAL PLAN INFORMATION
- The maximum annual amount that you can set aside on a pre-tax basis is $2,550.
- You must enroll each year; enrollment does not continue from year to year.
- If there is money remaining in your account at the end of the plan year, Cornell will roll over up to $500 into the following plan year.
- Additional information and plan booklet can be found at: https://hr.cornell.edu/benefits/fsa.html

Flexible Spending Account: Dependent Care (Deadline 12/18/15)
The dependent care account is money that you set aside on a pre-tax basis for day care expenses for child(ren) under the age of 13 who are your tax dependents.

Recipients of a Cornell Child Care Grant whose grant award will cover their projected costs do not need to enroll in a Dependent Care Flexible Spending Account for 2016. Only enroll in a Dependent Care Account if you want additional money deducted from your pay for child care expenses. Workday does not have a placeholder for grant award amounts.
GENERAL PLAN INFORMATION

- The maximum annual amount that you can set aside on a pre-tax basis is $5,000 (including any Child Care Grant that you have been awarded).
- You must enroll each year; enrollment does not continue from year to year.
- This is a use-it-or-lose–it account – this means that if you do not use the money in your account during the plan year that you lose it.
- Additional information and plan booklet can be found at: https://hr.cornell.edu/benefits/fsa.html

Adoption Assistance Program

For your information, all employees may be reimbursed for up to $5,000 per adoption ($6,000 for a child with special needs). A maximum of three adoptions per family is permitted.
https://hr.cornell.edu/life/support/adoption_assistance.html

Auto/Home/Pet Insurance

Cornell University offers paycheck payments directly to Mercer Voluntary Benefits for Auto/Home/Pet insurance. You can find more information about these coverages by accessing the Mercer Voluntary Benefits website to make these changes at: www.cornellvoluntarybenefits.com.

Basic Life Insurance

Although enrollment in this plan is automatic, you control your beneficiaries. You can access the Cigna Trusted Advisor to make beneficiary changes at www.cignatrustedadvisor.com/cornell.

Cornell University Retirement Plan

What is this Plan?
The Cornell University Retirement Plan (“CURP”) is a 403(b) plan that is designed to provide retirement income to Endowed and Cornell NY Tech employees during their retirement. It only permits employer contributions. If you are eligible to participate in this Plan, then Cornell University contributes 10% of your base pay up to a limit set each calendar year by the IRS. For more information on this limit, go to: https://www.hr.cornell.edu/benefits/retirement/curp/html. You, as an employee, are not permitted to contribute to this Plan.

Who is eligible?
Your eligibility to participate in this retirement plan is based on your job position and scheduled hours of service. It is only available to Endowed and NY Tech employees.
How do I enroll?
Complete your enrollment in this Plan to select your investment vendor allocation, specific investment funds, and name your beneficiaries.

First, select your investment vendors: you may invest these contributions in either TIAA-CREF or Fidelity Investments, or a combination of both. Information about these vendors and the investment funds plans can be found here: https://hr.cornell.edu/benefits/retirement/curp.html

Second, set up your account with your selected investment vendor(s) by going into their microsite and completing the enrollment forms. The microsites can be found here: https://hr.cornell.edu/benefits/retirement/curp.html

If you don’t make these elections, then you will be enrolled on your hire date for exempt employees, and after two years of service for non-exempt employees, if you meet the eligibility requirements. This default enrollment will enroll you in the investment vendors and funds allocation with 50% of contributions into a TIAA-CREF lifecycle fund and 50% of contributions into a Fidelity Freedom lifecycle fund, both based on your date of birth.

You can change your investment vendor allocation at any time. If you wish to change your specific investment funds, then contact the investment vendor directly. The vendors’ contact information can be found here: https://hr.cornell.edu/benefits/retirement/curp.html

*If you are a non-exempt employee who has another 403(b) plan with employer-fund contributions invested with either TIAA-CREF or Fidelity from a prior job, you should contact Benefit Services to determine if you are eligible to have the waiting period waived.

New York’s 529 College Savings Program
You may open a College Savings plan for your children, more information is available here: https://www.hr.cornell.edu/benefits/education/college_savings.html

Personal Accident Insurance
Personal accident insurance is in place for helping a family’s financial security in the event of a loss by accidental means. This plan is available to you, your spouse or domestic partner, and your dependent children under 19. You can access the Cigna Trusted Advisor to make changes at www.cignatrustedadvisor.com/cornell unless you have a foreign address, at which point you must complete a paper enrollment form, available at: https://hr.cornell.edu/benefits/insurance/pai.html.
Tax Deferred Annuity (TDA) Plan

What is this plan?
The Tax Deferred Annuity Plan (“TDA”) is a 403(b) plan that provides you the opportunity to supplement your retirement income by making pre-tax contributions from your pay into your TDA retirement account(s). It only permits employee contributions. Your contribution is deducted from your pay on a pre-federal and pre-state tax basis; and your account earnings are tax-deferred until you withdraw them.

You can elect to contribute up to $18,000 for 2016. If you will be at least age 50 in year 2016, then you can contribute up to an additional $6,000 or $24,000 in 2016. Please refer to the retirement plan for updates on the contribution limits that are subject to change each year: https://www.hr.cornell.edu/benefits/retirement/tda.html

If you have at least 15 consecutive years of service with Cornell University, then you may be eligible to contribute an additional $3,000. You should contact Benefit Services to determine your eligibility for the 15-year catch-up.

Who is eligible?
You are eligible to participate in this plan if you are on Cornell University payroll with FICA deductions.

How do I enroll or change my current election?
- Enter a Workday election to elect the amount of your contributions and your allocation to the investment vendor(s).
- Log onto Workday> Benefits> Change>Benefits > choose Retirement Savings from the drop-down menu, enter today’s date to hit the next possible paycheck (it may take 1-2 pay periods to settle in), click Submit at the bottom > Open > Enter the amount or percentage you would like deducted from your paycheck as a TDA contribution, and which direction you would like Cornell to send your money, click Continue > review, click Submit.
- Note: Retired-Active employees should only elect a ‘percentage of pay’ for these contributions.
- Set up formal account(s) specifically for the Tax Deferred Annuity (TDA) (if you do not already have a TDA account with them) on the TIAA-CREF and/or Fidelity websites to designate beneficiaries and fund allocations.
**457(b) Deferred Compensation Plan**

**What is this plan?**
The 457(b) Deferred Compensation Plan (“457(b)”) is a plan that provides certain higher-paid employees with the opportunity to supplement retirement income by making additional pre-tax contributions from your pay into your 457(b) retirement account(s). Your contribution is deducted from your pay on a pre-federal and pre-state tax basis; and your account earnings are tax-deferred until you withdraw them.

You must be contributing the maximum TDA amount to enroll in this plan. You can elect to contribute up to an additional $18,000 for 2016. If you will be at least age 62 but less than age 70 in year 2016, you should contact Benefits Services to determine if you qualify for the catch-up limit.

**Who is eligible?**
You are eligible to participate in this plan if your pay is at least 67% of the compensation limit ($265,000 for 2016), which is $177,550.

**How do I enroll or change my current contribution?**
- Enter a Workday election to let Cornell know which direction to send your money.
- Log onto Workday> All About Me > Benefits button > Change: Benefits > choose Retirement Savings from the drop-down menu, enter today’s date to hit the next possible paycheck (it may take 1-2 pay periods to settle in), click Submit at the bottom > Open > Enter the amount or percentage you would like deducted from your paycheck as a 457(b) contribution and which direction you would like Cornell to send your money, click Continue > review, click Submit.
- **Note:** Retired-Active employees should only elect a ‘percentage of pay’ for these contributions.
- Set up a formal account specifically for the 457(b) Plan (if you do not already have a 457(b) account) on the TIAA-CREF and Fidelity websites to designate beneficiaries and fund allocations.