HR Forum

Important Employee Benefits Reminders

February 27, 2020
HR Updates

EDM Special Projects

Summer Mass Appointment Process

• Begins March 2, 2020, for Graduate Assistants and Faculty.
• See HR website for Mass Appointment Schedules.

Courtesy Electronic Appointment Process

• Courtesy ePAF is available for department use. This can be used to terminate appointments.
• Courtesy appointment process is now an electronic submission. Remember to add employee ID if there is one.
• Monitor your My Tasks. You must submit the “Supplemental Documents” page.
• Unpaid Visiting Scholar Job Aid is now available on the HR website.
Employee & Labor Relations

USPS Performance Evaluations

- USPS evaluations are available in OMNI HR ePerformance.
- All documents are due on March 2, 2020.
- Online training guides: www.hr.fsu.edu/eperformancetraining.
- ELR Main Line: (850) 644-6475
HR Updates

Employee Data Management

2020 W-4 Form

• The electronic 2020 W-4 form is now available in Smart Onboarding. Effective February 12, 2020, original invitations launched include the electronic 2020 W-4 form. Original invitations launched February 11th or earlier will require a completed 2020 W-4 form attached to the Supplemental Documents page.
HR Updates

Attendance & Leave

Postdoc Paid Time Off

• Paid Time Off (PTO) for Postdoctoral Scholar Employees will be effective March 6, 2020.
• Postdocs will be credited their first accrual at the conclusion of the pay period.
• Training sessions (COAL02) on policy administration and time entry are scheduled for March 11th and 24th.
Tips for Confirming a Top Candidate’s Qualifications

- Education
- Experience
- Certification/Licensure

New Web Page Coming Soon!
Important Employee Benefit Reminders

Kacy Ellis, *HR Specialist*, Retirement
Donna Grubb, *HR Specialist*, Insurance
Benefits – Shared Savings Program

Kodie Nix, Project Manager, Division of State Group Insurance

• **Shared Savings Program**
  – Voluntary rewards program
  – Rewards employees for making informed and cost-effective decisions about healthcare services
  – Available to employees and dependents who are enrolled in a State Group Insurance health plan

• Vendors:
  – [Healthcare Bluebook](#)
  – [Surgery Plus](#)
  – [Chard Snyder](#)
Did you know you can shop for healthcare services and EARN REWARDS?

The State of Florida offers a Shared Savings Program to reward you for making informed decisions about your healthcare.
Shared Savings Program

- Earned rewards can be used to pay for out-of-pocket medical, dental, vision, and prescription costs.
- Available to all State Group Insurance health plan enrollees and their dependents.
A healthcare transparency portal that allows enrollees the opportunity to search and find high quality healthcare facilities at low costs by procedure. Members can earn rewards by first searching online and then having their medical procedure completed at one of these high-quality, low-cost facilities.
1. SHOP FOR CARE
2. USE A GREEN FACILITY
3. EARN REWARDS
Download Healthcare Bluebook Mobile App Today!!!
Access code: SOF
A bundled surgical services program that provides top-quality surgeons and a full-service patient care advocate for enrollees non-emergency procedures. Members can earn rewards by utilizing SurgeryPlus and then sharing in state savings.
SurgeryPlus

Surgical Process

Plan Type | Member’s Responsibility | Incentive
--- | --- | ----
PPO | Deductible and Coinsurance | $500 - $6,000
HDHP | Deductible and Coinsurance | $500 - $6,000
HMO | Copay Only | $500 - $6,000

Surgeons of Excellence Credentialing
More Comprehensive Evaluation Process (cont’d)

- Unlike some of our peers, our quality starts with the physician: a poor doctor will lead to a poor result even in the best facility.

98% licensed
60% licensed + Board Certified
34% licensed + Board Certified + Fellowship
28% licensed + Board Certified + Fellowship + the State Bar
27% licensed + Board Certified + Fellowship + the State Bar + our personal changes

In addition to physician credentialing, we evaluate facility performance, costs, and control provider selection appropriately.

SurgeryPlus Surges of Excellence
National Network and Tampa Network

Care Advocates Handle It All
Full-Concierge Service Creates a Better Member Experience

Legend:
-
SurgeryPlus Provider
Healthcare Bluebook & SurgeryPlus

**Healthcare Bluebook**
- Connected to your In-Network providers
- Focuses on facility cost and quality per procedure
- Mobile app and Desktop
- Shop, use a **Green Facility** and **Earn Rewards!**
- 12-month search history
- In & Outpatient procedures

**SurgeryPlus**
- Additional Network
- Focuses on Surgeries and Surgeons of Excellence
- Call a dedicated Care Advocate when you need surgical care.
- Locate available surgeons or start a live chat with a dedicated Care Advocate on member portal.
- Travel benefit, if needed
- Bundled service pre- to post-op, up to 90 days
- Utilize and **Earn Rewards!**
Earned rewards are deposited into a tax-free savings and spending account.

- Health Reimbursement Account (HRA) and Post-deductible HRA
- Health Savings Account (HSA)
- Healthcare / Limited Purpose Flexible Spending Account (FSA)
Learn more about the Shared Savings Program:
https://www.mybenefits.myflorida.com/health/shared_savings_program

Learn more about Savings / Spending Account and Eligible Expenses:
https://www.mybenefits.myflorida.com/health/savings_and_spending_accounts

Or
Benefits – FICA Alternative (Bencor)

• Florida State University has implemented a qualified retirement plan, **BENCOR 401(a) FICA Alternative Plan**, for part-time, seasonal, or temporary employees who are not covered by the Florida Retirement System.

• In lieu of paying 6.2% of employee wages for Social Security taxes, the employee will now contribute 7.5% of pre-tax wages into an individual investment account. Medicare contributions at 1.45% will continue to be withheld from paychecks.

• **Participation in this plan is mandatory for all eligible employees.**
Benefits – FICA Alternative (Bencor)

- **FICA Alternative Plan – Bencor**
  - Distribution of funds and direct rollover requests
    - 4-6 weeks after final contribution
    - Must be in TER status
Benefits - Insurance

- [www.hr.fsu.edu](http://www.hr.fsu.edu) > HR Sections > Benefits > Insurance
  - Resources
    - OPS Employee Insurance Eligibility
      - [Eligibility](#) – OPS eligibility requirements
      - [Break in Service](#) – impact of insurances when employees transfer jobs/pay groups
      - [Measurement Matrix](#) – Measurement Periods (new hire and open enrollment)
Benefits - Insurance

• People First Reminders – [www.peoplefirst.myflorida.com](http://www.peoplefirst.myflorida.com)
  – 1095-C Forms
    ▪ People First Home Page > Insurance Benefits > Health Insurance Tax Forms
  – Home & Mailing Address Updates
    ▪ OMNI HR > Employee Self Service > Personal Information
Benefits - Employee Insurance Eligibility

• Full-time salaried position to OPS position
  – Transfers from a full-time salaried position to an OPS position (any FTE)
  – Terminates their salaried position (w/benefits) but stays in OPS (any FTE)

• Example:
  – Sally Seminole terminates her 1.00 FTE A&P position and is immediately hired into a 0.25 FTE OPS position.
    ▪ All eligible State of Florida insurances transfer to OPS position.
Benefits - Employee Insurance Eligibility

• Full-time position to part-time FTE – Same position type
  – **Salaried employees** keep full-time health rate. Next Open Enrollment Measurement Period determines next year’s premium.
  – **OPS employees** always pay the full-time rate regardless of FTE. Next Open Enrollment Measurement Period determines OPS eligibility for benefits.
Benefits - Employee Insurance Eligibility

• OPS position to full-time salaried position
  – Benefits ineligible OPS that transfers to full-time salaried
    ▪ Sally was hired into a 0.25 OPS position and was not eligible to enroll in
      insurances. She gains a 1.00 FTE USPS position and now has 60 days as a new
      hire to enroll.
  – Benefits eligible OPS (doesn’t enroll) that transfers to full-time salaried
    ▪ Sally was hired 0.75 OPS and eligible to enroll in insurances, but she did not
      enroll. She gains a 1.00 FTE USPS position but cannot enroll in insurances
      because this is not a Qualifying Status Change (QSC) event.
Benefits - Employee Insurance Eligibility

• Benefits coverage is terminated or transferred.
  – Employee enrolled in benefits gains coverage outside of FSU.
    ▪ Employee must cancel coverage with People First.
    ▪ Department is liable if coverage is not cancelled.
  – Employee enrolled in benefits ends employment, but position is not terminated timely in OMNI.
    ▪ Employee and department liable for premiums until position is terminated in Job Data.
  – Employee transfers from other state employment.
    ▪ State insurances transfer with the employee regardless of FTE.
Benefits - Employee Insurance Eligibility

• Rehiring OPS and salaried employees
  – New hire: OPS
    ▪ Separated 6 full calendar months
    ▪ Automatic re-enrollment if rehired less than 6 months from terminating another position
  – New hire: Salaried
    ▪ Separated 1 full calendar month
      • When rehired into another salaried position
Contact & Resources

• **Human Resources Benefits webpage**
  – Insurance
  – Retirement
  – Benefits and Perks
  – OPS Eligibility

• Benefits Main Line: (850) 644-4015

• Insurance Email: insurance@fsu.edu

• Retirement Email: retirement@fsu.edu
Questions?
Up Next

Department Representative Meeting
Friday, March 13, 8:30 – 11:00 AM
FSU College of Medicine Auditorium
## One-on-One Questions

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