



CSEA New-Hire Benefits Orientation

Human Resources
201 Culkin Hall
hr@oswego.edu
315-312-2230

Agenda

- Handouts
- Introduction
- Benefits
- Retirement
- Payroll
- Additional Resources & Policies

NOTE: Information provided is based on the current contract provisions and NYS and Federal Laws and are subject to change.

Health Insurance

- Option of having employee bi-weekly premiums deducted on a pre-tax basis.
- 28 day waiting period. Once the waiting period is satisfied, there are no pre-existing exclusion(s) or limitation(s).
- Must notify HR when dependents no longer eligible (within 30 calendar days of qualifying event (ie. divorce) in order to remove from coverage in a timely manner.
- Notify HR ASAP for any changes

Health Insurance Options

The Empire Plan (PPO)

- Hospital Coverage: Blue Cross
- Medical/Surgical Coverage: United Healthcare
- Prescription coverage: CVS Caremark

Health Management Organization (HMO)

- MVP
- HMO Blue

Health Insurance Rates

2025 Bi-Weekly Rates

Salary Grade 9 and below		
	Individual	Family
Empire Plan	\$ 60.23	\$ 272.67
MVP Health Care	\$ 87.54	\$ 245.35
HMO Blue	\$ 58.77	\$ 248.57

Salary Grade 10 and above		
	Individual	Family
Empire Plan	\$ 80.31	\$ 324.22
MVP Health Care	\$ 107.07	\$ 293.19
HMO Blue	\$ 78.36	\$ 296.28

Health Insurance Enrollment

- [PS-404](#) NYSHIP Health Insurance Transaction Form
- If you have a **Domestic Partner**, you would also need to complete a PS-425 in addition to the PS-404

Health Insurance Proofs

Employee:

- Copy of Social Security Card
- Copy of Birth Certificate

Spouse:

- Copy of Marriage Certificate
- Copy of Social Security Card

Children:

- Copy of Social Security Card
- Copy of Birth Certificate

Health Insurance Changes

- NYS Dept of Civil Service Annual Option Transfer Period:
(NOT AN OPEN ENROLLMENT PERIOD)
 - You can enroll or change to family coverage or add a dependent at any time, but there is a five pay-period waiting period if there is no qualifying event.
 - Once each year, during a designated period, you can change your health insurance option or plan (i.e. move from Empire Plan to MVP) that is effective in January.
 - If you elect pre-tax premiums - once each year, during a designated period, you can cancel coverage, or change to individual coverage without a qualifying event. To cancel coverage or change to individual coverage outside of the option change period, you must have a qualifying event.

Health Insurance in Retirement

- Retirement - *lifetime* coverage
 - Must have worked 10 years in a “benefits eligible position”
 - Must be age 55 and vested to collect a NYS retirement pension or take a distribution (ie. ERS/TRS or SUNY ORP)
 - Must be enrolled in NYSHIP at time of retirement
 - Unused sick leave (maximum amount) helps pay for or off-set NYSHIP monthly premium – lifetime monthly credit

Vision & Dental – *Administered through CSEA*

Vision

- Davis Vision
- No premium cost
- 28 day waiting period

Dental

- CSEA Dental Plan
- No premium cost
- 28 day waiting period

<https://www.cseaebf.com/OLE/enroll.php>

You do not need to join the union to be eligible for Vision/Dental benefits

Other Benefits

- **Flexible Spending Account (FSA):**
 - Enroll within 60 days or during annual enrollment period
 - 60 day waiting period
 - Administered by Total Administrative Services Corporation (TASC)
 - *Dependent Care:*
 - Pre-tax contributions up to \$5,000
 - *Health Care Spending Account:*
 - Pre-tax contributions from \$100 to \$2,850
- **Information you will need to enroll:**
 - Nine digit employee ID (ex: N0123XXXX) - Located on your paystub
 - Department ID - 28230
 - Negotiating Unit - 03

Other Benefits

- Maternity/ Child-rearing leave
- Disability leave
- FMLA
- Paid Parental Leave
- COVID 19 Leave

<https://www.oswego.edu/human-resources/leave-programs>

Other Benefits

- Employee Assistance Program
 - EAP Coordinator, Mangala Nanthakumar - 315-312-5546
 - 1-800-822-0244- EAP Hotline
 - Confidential
 - Referral service
- New York Alert
 - An emergency messaging platform that notifies employees by email, telephone, and text messages
 - Enroll through the employee portal
 - For more information
 - <https://www.oswego.edu/communications-and-marketing/new-york-alert>

Retirement

Employees Retirement System (ERS)

- Mandatory enrollment for FT employees
- Tier VI
- 5 year vesting*

*When you are vested, you have ownership of the assets held in your retirement account. Vesting does not mean that you have an immediate right to withdraw these assets, but simply that you would retain these assets upon termination of employment. The vesting period for ERS is 5 years of full-time credited service

Employee Contribution for Tier VI:

\$45,000 or less	3.00%
\$45,000 – 55,000	3.50%
\$55,000 – 75,000	4.50%
\$75,000 – 100,000	5.75%
Over \$100,000	6.00%

Retirement – Supplemental

- 403b and Roth 403b plans available:
 - Fidelity
 - TIAA CREFF
 - Voya
 - Corebridge Financial
- 457 Plan: NYS Deferred Compensation
- Can start and stop deductions at any time
- *Enrollment Instructions available online*

For 2024, you may contribute up to **\$23,000** per year to either a 403(b) or a 457(b) account, or to each.

If you are **age 50 or older** you may contribute up to **\$30,500** per year

Payroll

- Lag period
 - Pay period (Thurs – Wed)
- Pay Day
 - Bi-weekly
 - Wednesdays
 - Calendars: <https://www.oswego.edu/human-resources/calendars>

HR Portal – www.suny.edu/hrportal

Vacation* and Sick leave accrual rate:

Years of service:

1

Sick Accrual:

4 hours/PP

Vacation Accrual:

4 hours/PP

Timesheets are to be submitted bi-weekly

SUNY Self Service

- Change of Address
 - Simply go to www.suny.edu/hrportal.
 - In the "Self Service" box, Click on the SUNY HR Self Service link.
 - Validate your date of birth (mm/dd/yyyy) and click Submit.
 - Click on the Address menu.
 - Select the address you want to change and click the Update button.
- Add or update phone number
- Add or update emergency contact information

NYS Payroll Online:

- Review paystubs
- Opt out of paper pay stubs
- Change tax withholdings
- View/ Print W-2

Additional Resources

- Policies: www.oswego.edu/human-resources/policies-and-procedures
- Oswego HR website: www.oswego.edu/human-resources
- SUNY website: www.suny.edu
- Payroll FAQ: <https://www.oswego.edu/human-resources/payroll>
- Parking permit
- Compass Credit Union – MCC 150B
- Lactation Rooms:
<https://www.oswego.edu/facilities-services/campuswide-lactation-rooms>
- Covid 19 information
<https://www.oswego.edu/walker-health-center/covid-19?>

Contact us with Questions

Human Resources

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Payroll

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