

HRconnection for Newly Hired Employees

The University of Georgia

Come to a benefits overview session!

Please plan to attend a benefits overview session prior to your 31-day enrollment deadline! No reservations are necessary.

When: First and third Monday each month
Time: 9:00-10:30am
Location: Training & Development Center
315 S. Thomas Street

If the date falls on an official University holiday (e.g., Labor Day) the benefits overview session will be held the next working day.

There are several things that you should have IN FRONT OF YOU as you work through HR Connection. Gather them BEFORE you log in to the program. They include:

- The list of benefits in which you wish to enroll, after reviewing your options on the benefits Web site
- Your username and password (see above)
- The dates of birth and full names of all dependents who will be covered under any of your plans.
- If you intend to select the Health Maintenance Organization (HMO) plan, the Primary Care Physician ID numbers for the doctors you and your dependents will use.

The time-out security feature in HR Connection is for your protection. It ensures no one can access or change your benefits if you step away from the computer. If you do not take any action in HR Connection for 20 minutes, you will be timed-out (logged out of the system) and the data you have entered may be lost. It is important to have everything you need in front of you to avoid being timed-out while you look for information.

■ Deadline for selecting your benefits

You have 31 days from your benefits eligibility date to make your benefit elections. You must actively choose your benefits. If you do not indicate within 31 days which benefits you want, you must wait until the annual open enrollment period to enroll. EXCEPTION: there is no guarantee of future dental plan enrollments. If you do not enroll in the dental plan during your first 31 days of eligibility, you may never be allowed to enroll.

Choose your benefit elections carefully. Due to IRS regulations, employees are only permitted to select and/or modify their pre-tax benefits once per year (during an open enrollment period) or if they experience an IRS-qualified life or family status change, such as marriage, having a child, or losing other coverage. UGA's open enrollment usually takes place in October, with your elections/changes becoming effective the following January 1.

■ Getting your HRconnection username & temporary password

You may get your initial username and temporary password by contacting Human Resources at bnchange@uga.edu or 706-542-2222.

■ Before you begin enrollment

Please read about all your benefits options on the Employee Benefits Web site prior to making selections: <http://www.hr.uga.edu/benefits.html>

■ Logging in to HRconnection

Go to the Human Resources home page at: <http://www.hr.uga.edu>

- Select "Employee Benefits."
- From the Employee Benefits Web page, select the HRconnection button
- On the next page, select the HRConnection button again.
- You will then be taken to the HR Connection login screen. Enter the username and temporary password given to you by HR Connection or UGA Human Resources. Then click on <Login>.
- You will be prompted to change your temporary password immediately.
- Your personalized HR Connection Welcome Screen will appear.

■ Starting the enrollment process

Read the "Welcome to the UGA Benefits Enrollment Center" page carefully. Be sure to scroll down to read all of the text.

First, view your personal information by selecting the "Personal Information" link at left. If your home address or phone information is incorrect, you may correct it using the Self Service Web site: employee.uga.edu. If any other personal information is incorrect, please speak to the person in your unit who handles personnel reports.

Also under “Personal information,” select the “Enrollment information” tab, and press the blue “Edit” button. At the top drop-down box (Select eligibility effective date), select a date for your benefits to begin. You may choose one of three dates for your benefits to become effective:

- Your date of hire (first day of work if you enroll on that date)*
- The date enrollment is confirmed (after your first day of work)*
- The first day of the month following your date of hire (start date)

If you do not make a selection, your effective date for health and dental insurance will be the date you confirm your elections in HRconnection.

* Your premiums will not be prorated for partial months. If you enroll during any part of a month, you will pay the full premium for that month.

If you plan to select the HMO health plan, you should enter the primary care physician numbers for yourself and all eligible dependents. You may obtain physician numbers on the Blue Cross Blue Shield Web site:

<http://www.geoaccess.com/awp/ga/po/begin.asp>. On the ProviderFinder page, in the “Select a Plan” drop-down box, choose “BlueChoice Healthcare Plan (HMO). Then, select “Physicians” under the “Provider Type” and be sure to check the box “Able to serve as my Primary Care Provider.” Select the “NEXT” button. At the top of the page, look up your physician by name or location. When you find your physician, click on the physician’s name and look in the “Specialty” information find the ID #.

Next, add your dependent information by selecting the “Dependent Information” link at left. Read below to begin adding dependents.

■ Adding your dependents

You may cover eligible dependents under your health, dental, and AD&D coverage using HRconnection. (You will use the MetLife Web site to cover dependents on your life insurance.) You may also use the health care flexible spending account or dependent care flexible spending account for expenses of a spouse or dependent child.

On the “Dependent Information” page, there will be no information. Select the “Add” button to add all your eligible dependents. Be sure to select “Save” to retain your dependent information. **BE AWARE:** adding and deleting dependents on the dependent information page DOES NOT add or delete them on your health or dental plans. You must request a coverage change (enrollment, change coverage, cancel coverage) for your dependents by using the “Change Coverage” process.

(If you have no dependents who will be covered under any of your benefits, you may skip this step.)

For each dependent you plan to cover, add the required information requested:

- Social Security number (optional, except spouse)
- First name
- Middle initial
- Last name
- Gender
- Relationship to you
- Date of birth
- A check box to indicate if he/she is a child between the ages of 19 and 26 who is a full-time student (If you select this box, you must provide full-time student documentation to UGA Employee Benefits within your 31-day enrollment period. Be sure YOUR NAME is written on the documentation.)

After you have entered the information for your first dependent, select the “Save” button. You will be returned to the SAME screen. However, you should now see your dependent listed in the Current Dependent Information list. Repeat the process for each dependent.

When selecting health and dental coverage, you will be prompted to select your covered dependents from this list you have created.

■ At the top of screen, select the “Time to Enroll!” button

Elect or waive life insurance coverage

UGA has contracted with MetLife to provide life insurance coverage. UGA provides \$25,000 in basic life coverage at no cost to you. In HRconnection, Basic Life Insurance will show as “Elected” in the status column. You may purchase additional optional life coverage for yourself, spouse, and eligible children. Please view the life insurance Web page for details about life insurance.

To enroll or waive optional life insurance, select the “Elect” button. Choose elect or waive and press the “Save” button. You will be returned to the main elections page. If you want optional life coverage, select the optional life insurance link under the “Your selection” column. On the next page there will be a link to the MetLife Web site to create your user account and request optional coverage (if desired). On the MetLife site, select the “Register Now” link and complete the online registration form.

If you are not recognized by MetLife, please wait one week and try again. While you are on the MetLife site, be sure to designate your life insurance beneficiaries. When you log off the MetLife site and close the MetLife window, you will be returned to HRconnection. If you wish to add optional life coverage for yourself or eligible dependents, it is your responsibility to visit the MetLife site to enroll. Contact MetLife toll free at 1-866-492-6983 if you need assistance with their Web site.

Elect or waive medical coverage


The University System of Georgia's health plans have four levels of coverage: employee only, employee plus spouse, employee plus one child, or family.

You have a choice of four different health plans: Indemnity, PPO, HMO, and High Deductible. In addition, the PPO and HMO plans have a "consumer choice" option. Your choices are designed to give you the flexibility to enroll in the plan that meets your health and financial needs. If you will be covering dependents in any of these options, choose the appropriate level of coverage. Select the green "Elect" button. When you have finished with your election, you must select the "Save" button.

If you select the HMO plan, you must select a primary care physician (PCP) for each covered family member. Be sure to include this information in your enrollment. (See the "Starting the enrollment process" section earlier in this guide.)

Elect or waive dental coverage

The University System of Georgia's dental plan has the same levels of coverage as the health plan: employee only, employee plus spouse, employee plus one child, or family.

 **IMPORTANT:** The dental plan is not always open during open enrollment each year. It is important to enroll in the dental plan during your first 31 days of employment if dental coverage is important to you.

To make your selection, select the green "Elect" button. Be sure to "Save" your election.

Elect or waive health care and dependent care flexible spending account

UGA has contracted with PayFlex to administer our flexible spending account programs. Read more about the plans on the Employee Benefits Web site.

You may enroll in these tax-saving plans during your first 31 days of employment. If you do not enroll now, you must wait for the annual open enrollment period, unless you experience an IRS-approved change in family status. You must enroll each year during open enrollment if you wish to participate in the flexible spending account program.

To enroll, select the green "Elect" button and indicate your per-paycheck deduction amount. Be sure to "Save" your elections.

Elect or waive Long Term Disability insurance

Long term disability insurance provides partial income replacement in the event you cannot work longer than 90 days due to an illness or injury. Read more about the LTD plan on the Employee Benefits Web site. If you

do not enroll in LTD insurance during your first 31 days of employment, you may do so at a later date, but you must complete and submit a statement of health and be approved by the carrier.

To make your selection, select the green "Elect" button. Be sure to "Save" your election.

Elect or waive Accidental Death & Dismemberment insurance

In addition to the MetLife life insurance policy, which has an accidental death and dismemberment clause, you may purchase additional accidental death and dismemberment insurance for yourself and your family at a low group rate (from CIGNA). AD&D coverage is available in multiples of \$25,000; from \$25,000 to \$500,000.

If you do not enroll for AD&D coverage within your first 31 days of employment, you must wait until the annual open enrollment period.

To make your selection, select the green "Elect" button. Be sure to "Save" your election.

When you return to the main elections page, in the "Optional AD&D Beneficiary Designation" section, select the "dep/ben" button to name your beneficiaries for AD&D coverage (from CIGNA).

Retirement

(Paper forms; not HRconnection)

The University of Georgia offers 2 retirement plans, depending on your job status.

TRS

All benefit-eligible non-exempt classified staff members must participate in the Teachers Retirement System (TRS). You will not enroll for TRS on the HRconnection Web site. You will receive a welcome letter from TRS to establish your account and designate your beneficiaries on the TRS Web site. You'll receive the letter from TRS approximately 5-6 weeks after your employment date.

ORP

Effective July 1, 2008, all benefit-eligible faculty and exempt classified staff members are eligible to choose between the Teachers Retirement System (defined benefit) and Optional Retirement (defined contribution) plans. Visit the UGA pay plan to view exempt job titles. Be sure to make an appointment with a benefits counselor to understand the pros and cons of both plans so you can choose the plan that best meets your needs. **Your choice of TRS vs. ORP is irrevocable during your employment at UGA, and must be made within 60 days of your employment date. If you do not make a choice, you will be defaulted into the TRS.**

You do not enroll in the ORP or TRS using the HRconnection Web site. Visit the benefits forms page (<http://www.hr.uga.edu/benefits/ben2.html>) to get the ORP enrollment form and links to approved ORP companies.

Tax deferred savings plans

(Paper forms; not HRconnection)

You may open and contribute to a tax-deferred savings plan at any time during your employment. Visit the Employee Benefits Web site for details and enrollment forms.

Confirm your elections

Look at the “Status” column on the far left of your benefit options. Each item should indicate either “Elected” or “Waived.” If a benefit status shows “Action Required,” you should either elect or waive that benefit. Be sure to finish your elections.

IMPORTANT NOTE:

Your elections are NOT submitted until you select the “CONFIRM” button! Once you select the CONFIRM button, your elections are irrevocable until open enrollment or if you experience an IRS-approved change in family status.

Once you confirm your elections print your elections so you will have a copy of your choices.

Exiting HR connection

After making your benefits elections, select “Logout” at the top right corner of the page. Selecting the “Logout” button will disconnect you from the system.

Checklist

- Life (go through HRconnection to access MetLife)
- Health (HRconnection)
- Dental (HRconnection)
- Flex spending accounts (HRconnection)
- LTD (HRconnection)
- AD&D (HRconnection)
- Retirement (Paper forms to HR for ORP; online for TRS via TRS Web site)
- Tax deferred savings plans (Paper forms; enroll at any time)

Questions?

If you have questions regarding the benefits listed below:

- Life insurance
- Health insurance
- Dental insurance
- Flexible spending accounts
- LTD insurance
- AD&D insurance
- Your retirement plan choice
- Tax deferred savings plans

please contact Employee Benefits at benefits@uga.edu or 706-542-2222 to schedule an appointment with your benefits counselor.

Once you are enrolled:

If you have questions about your UGA life insurance, please contact MetLife toll free at 1-866-492-6983 (reference group # 105640).

If you have questions about your UGA flexible spending accounts, please contact PayFlex toll free at 1-800-284-4885.

Direct all other questions to Employee Benefits at benefits@uga.edu or 706-542-2222.

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