**NEW HIRE BENEFIT AID - Endowed**

The purpose of this Benefit Aid is to provide you with specific details you need to know in order to elect your benefits as a newly hired employee of Cornell University. You have 60 days from your hire date to enroll in the endowed health, dental, Flexible Spending Accounts, Group Universal Life (GUL) Insurance, Legal Plan Insurance and Long-Term Care Insurance. Please be sure to read the information on the Long Term Care Insurance in this document. You can enroll or make changes to the Personal Accident Insurance, Tax Deferred Annuity, 457(b) Deferred Compensation Plan, Auto/Home/Pet Insurance, or the New York 529 College Savings plan at any time. You must provide documentation to complete the health/dental enrollment.

**Key Points**

- You have 60 days from your hire date to enroll yourself and your dependents in the endowed health and dental plans. In order to enroll, you must provide copies of documentation: **Employee**: a copy of your SSN card; **Spouse**: a copy of the SSN card and marriage certificate; **Domestic Partner**: a copy of your Statement of Domestic Partnership and SSN card; **Child**: a copy of the SSN card and birth certificate.
- Health Insurance effective date: If your date of hire falls within a pay period, the effective date of coverage for your health plan is your date of hire and the deduction date is the first of the pay period following your date of hire. If your date of hire falls on the first day of a pay period, the effective date of coverage and the deduction date is the same as your date of hire.
- Dental Plan effective date: If your date of hire falls within a pay period, the effective date of coverage and the deduction date is the first day of the pay period following your date of hire. If your hire date falls on the first day of a pay period, the effective date of coverage and the deduction date is the same as your date of hire.
- You will be able to enroll in the Flexible Spending Accounts, Group Universal Life*(GUL), Legal Plan Insurance and Long-Term Care within 60 days of your date of hire.
- You are also eligible to enroll in the Personal Accident Insurance*, 529 College Savings, 457(b) Deferred Compensation Plan, and Tax Deferred Annuity Plan (TDA) at any time.
- If you are a retiree who is returning to work, please contact Benefit Services at (607) 255-3936 or by email to benefits@cornell.edu. There is additional information regarding benefits that is important to your situation.
- For Group Universal Life and Personal Accident Insurance, if you have a foreign address, you must complete a paper enrollment form.
- If you need further information please see the Endowed New Hire Benefit Aid. You may also contact Benefit Services at (607) 255-3936 or by email at benefits@cornell.edu.

**Time Sensitive Changes – Must be Within 60 Days**

**HEALTH PLAN (60-DAY DEADLINE APPLIES)**

Your health and/or dental plan will provide coverage for you, your spouse or domestic partner, and any children who live with you if they meet the plan’s definition of an eligible dependent on your hire date. This coverage will be effective your date of hire on

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the understanding that:
- You enroll with all required documentation within 60 days of your date of hire.
- You will be responsible for all premium payments back to your hire date, no matter when in that 60 day period you submit your enrollment paperwork.
- You provide copies of required documentation to Benefit Services. Refer to “What do I need to do to enroll?” in this Benefit Aid.

Additional Information
- Find Out: Who is Eligible?
- Find Out: What is a Dependent Child?
- Find Out: What is the Dual Eligibility Health Rate?
- Find Out: What do I need to do to enroll?
- Find Out: What do I need to do to enroll a domestic partner?
- Find Out: How do I obtain a Summary of Benefits and Coverage (SBC)?
- Find Out: What is my Aetna effective date of coverage and deduction date?
- Find Out: What is my dental effective date of coverage and deduction date?

There is more information about the health and dental insurance available [here](#).

**Flexible Spending Accounts (60-Day Deadline Applies)**
- Medical Care Account
- Dependent Care Account

**Group Universal Life (GUL) (60-Day Deadline Applies)**
You have the opportunity to enroll without proof of medical insurability; yourself for up to 5 times your base salary (or $1,000,000, whichever is less), your spouse or domestic partner for up to $50,000 (plan maximum is $250,000) and your children under 19 for up to $20,000. You can access the Cigna Trusted Advisor to enroll at [www.cignatrustrustedadvisor.com/cornell](http://www.cignatrustrustedadvisor.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/life.html](https://hr.cornell.edu/benefits/insurance/life.html).

**Legal Plan Insurance (60-Day Deadline Applies)**
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.

**Long-Term Care (60-Day Deadline Applies)**
Long Term Care is designed to cover the costs of extended custodial care due to a chronic disease or long-lasting disability. You can cover yourself, your spouse or domestic partner, your parents, parents-in-law, grandparents, grandparents-in-law. For more information or to enroll via Workday>Benefits>Long Term Care Insurance. **NOTE: Effective February 1, 2016, CNA will no longer offer policies to new employees.** Long Term Care will be offered by RetirementGuard, a broker for several
highly rated companies that offer individual policies. Through RetirementGuard, employees will be able to choose a company and a plan design that will meet their individual needs. More information and enrollment can be found at: www.myltcexchange.com/cornell

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

Health and Dental Plans

WHO IS ELIGIBLE?
Your dependents can be covered under your plan. You may enroll the following dependents:
- Your dependent children
- Your legal spouse
  or
- Your domestic partner who meets the criteria set forth in the Statement of Domestic Partnership

WHAT IS A DEPENDENT CHILD?
To be eligible, a dependent child must be under age 26, and be one of the following:
- Your legally adopted child
- Your biological child
- Your step child
- Your domestic partner’s child
- A child for whom you are responsible under a court order*
- Your grandchild in your court ordered custody*
- Any other child who lives with you in a parent-child relationship.*
- Other children who are chiefly dependent on you and for whom you have assumed legal responsibility in place of the parent also are eligible.*

Note: Children marked with an * above, require completion of a Special Dependent Form, available here: https://www.hr.cornell.edu/benefits/health/special_dependent_enrollment_form_revised_10_10.pdf

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WHAT DOCUMENTATION IS REQUIRED TO ENROLL DEPENDENT?

- **Spouse:** marriage certificate, Social Security card
- **Domestic Partner:** Statement of Domestic Partnership form, Social Security card
- **Child:** birth certificate, Social Security card

WHAT IS THE DUAL ELIGIBILITY HEALTH RATE?
The Dual Eligibility Category is available to an endowed staff or faculty member with a dependent child(ren) whose spouse or domestic partner is also a benefits eligible staff or faculty member paid from an endowed fund in a unit of Cornell University. If you are enrolling in the Aetna HSA Plan, we strongly suggest you review the special instructions for Dual Spouse/Domestic Partners enrolling in an HSA: [https://www.hr.cornell.edu/benefits/health/hsa.html](https://www.hr.cornell.edu/benefits/health/hsa.html)

Contact Benefit Services, in advance, at (607) 255-3936 or via email benefits@cornell.edu to review the amount you and your spouse or domestic partner are able to contribute as well as the amount Cornell contributes to the HSA. For more information on the Endowed Health Rates, please refer to the following link: [https://hr.cornell.edu/benefits/health/](https://hr.cornell.edu/benefits/health/)

WHAT DO I NEED TO DO TO ENROLL?
To enroll in health and/or dental insurance, you must send any required documentation to Benefit Services, 395 Pine Tree Road, EHOB, Suite 130, within the 60 day deadline. During the first 60 days after your hire date, you are able to enroll online. You can also complete an enrollment form. Please complete and return the applicable form(s) to Benefit Services, 395 Pine Tree Road, Suite 130 within the 60 day deadline. You can locate the enrollment forms at the following link: [https://hr.cornell.edu/benefits/health/](https://hr.cornell.edu/benefits/health/)

Effective January 1, 2016, you are required to provide documentation to substantiate your and your dependent’s eligibility for health and dental coverage. Coverage will not be in effect until Benefit Services receives your enrollment and required documentation within the 60 day deadline.

Be sure to write your name and Cornell employee ID number or netid (email address) CLEARLY on each piece of documentation so that we can match it to your enrollment – find your employee ID number on your Cornell card.

WHAT IS MY AETNA EFFECTIVE DATE OF COVERAGE AND DEDUCTION DATE?
If your date of hire falls within a pay period, the effective date of coverage for your health plan is your date of hire and the deduction date is the first of the pay period following your date of hire. If your date of hire falls on the first day of a pay period, the effective date of coverage and the deduction date is the same as your date of hire.
WHAT IS MY DENTAL EFFECTIVE DATE OF COVERAGE AND DEDUCTION DATE?
If your date of hire falls within a pay period, the effective date of coverage and the
deduction date is the first day of the pay period following your date of hire. If your hire date
falls on the first day of a pay period, the effective date of coverage and the deduction date is
the same as your date of hire.

REQUIRED DOCUMENTATION
Copies of this documentation are required for health and dental enrollments:
- **Employee**: Social Security card
- **Spouse**: marriage certificate, Social Security card
- **Domestic Partner**: Statement of Domestic Partnership form, Social Security card
- **Child**: Birth certificate, Social Security card
- If you are enrolling a domestic partner, there is additional documentation that is
  required, please refer to What do I need to do to enroll a Domestic Partner?
- Be sure to write your name and Cornell employee ID number or netid (email
  address) CLEARLY on each piece of documentation so that we can match it to your
  enrollment – find your employee ID number on your Cornell ID card.

WHAT DO I NEED TO DO TO ENROLL A DOMESTIC PARTNER?
To be eligible for coverage, you and your domestic partner will need to complete and sign a
Statement of Domestic Partnership. If you have completed, signed and submitted a
Statement of Domestic Partnership, you may cover as your dependent, the person who is the
domestic partner named in that statement.

Imputed Income Assessed on Domestic Partners
The value of the health benefits your partner receives is viewed as taxable income based on
the Internal Revenue Code. Domestic partners do not meet the IRS’s definition of a
dependent. The value of the benefit provided must be calculated into the gross income of
the employee for tax purposes when an employer provides a benefit to someone other than
a dependent (as defined by the Internal Revenue Code). Faculty and staff who cover a
partner should be aware that this may increase their federal and state taxes.

The imputed income is the total amount Cornell University contributes toward coverage
less the amount Cornell contributes for employee-only coverage. The value is added into
your gross income per pay period. The tax implications vary by individual and you may
need to seek the advice of your tax advisor.

The cost of coverage for your domestic partner must be paid on an after-tax basis and will
be deducted from your paycheck. The cost of coverage is the amount you pay versus the
amount the University contributes towards the cost of the level of coverage you have
(Imputed Income is calculated on the University portion).

See the partner’s web page for more information:
https://hr.cornell.edu/benefits/partners.html

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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. There are also cost sharing examples to assist in your
understanding of plan benefits. One example is for the delivery of a baby and a second on
managing diabetes. [https://hr.cornell.edu/benefits/health/end_sbc.html](https://hr.cornell.edu/benefits/health/end_sbc.html)

Flexible Spending Account: Medical Care
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.

- You have 60 days from your hire date to enroll in a medical care reimbursement. During
  the Plan year, you may be able to make a change to an existing account if you experience
  a qualifying event and submit an enrollment within 60 days of the date of the qualifying
  event. The change that you make to the account must be consistent with the qualifying
  event.

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 you have money remaining in your Medical Care Account at the end of the plan year,
  Cornell will roll over up to $500 and deposit it into a Medical Care Account for your use
during the following year.
- Additional information and plan booklet can be found at:
  [https://hr.cornell.edu/benefits/fsa.html](https://hr.cornell.edu/benefits/fsa.html)

Flexible Spending Account: Dependent Care
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.

- You have 60 days from your hire date to enroll. Both parents must be working to enroll
  in a dependent care reimbursement account. During the Plan year, you may be able to
  make a change to an existing account if you experience a qualifying event and submit an
  enrollment within 60 days of the date of the qualifying event. The change that you make
  to the account must be consistent with the qualifying event;
- Cornell University’s Child Care Grant Program helps faculty and staff pay for child care
  expenses by granting awards of up to $5,000 a year, tax-free. Child Care Grant
  information can be found at:
  [https://hr.cornell.edu/life/support/child_care_grant.html](https://hr.cornell.edu/life/support/child_care_grant.html)
GENERAL PLAN INFORMATION
- The maximum annual amount that you can set aside on a pre-tax basis is $5,000.
- You must enroll each year; enrollment does not continue from year to year.
- This is a use-it-or-lose—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 deductions directly to Mercer Voluntary Benefits for Auto/Home/Pet insurance. You find more information about these coverages by accessing the Mercer website via Workday>Benefits>Auto/Home/Pet Insurance.

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 via Workday>Benefits>Life Insurance – active.

Health Savings Account (HSA)
The Aetna Health Savings Account includes a health savings account and a high deductible health plan administered by Aetna. The Health Savings Account is administered by Payflex. Once you are enrolled in the HSA, you can change your contribution in the health savings account at any time. Be sure to enter in Workday only the actual total amount you want deducted from your paycheck for the calendar year. It’s important to note that Cornell will contribute $1000 which will be pro-rated for employees enrolling or becoming eligible outside of the open enrollment period. Cornell’s pro-rated contribution will be added to the amount that you enter into Workday. To avoid contributing more than the calendar year applicable IRS maximum, you need to remember Cornell’s contribution will be applied in addition to the amount you elect in Workday.

Example to determine Cornell’s pro-rated contribution:
Hired 7/1/16, paid over 24 pays. Cornell will contribute $1000 /24 pays=$41.66 regular contribution. $41.66 x 12 pays remaining (7/1-12/31/16)=$499.92=Cornell’s pro-rated calendar year contribution.

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The IRS governs the HSA contribution limits and they may change each calendar year. (This is not the same as Cornell’s Flexible Spending Accounts). Before you enroll, be sure to carefully review the HSA plan provisions. It’s much different from the CPHL or Aetna PPO plan. The link provides you with information on the maximum amount you can contribute as well as some of the IRS rules. We strongly suggest you contact your tax advisor if you have questions regarding the tax implications.

https://www.hr.cornell.edu/benefits/health/hsa.html

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 (up to $265,000 for 2016). For 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 in Workday under External links, or 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 benefits-eligible 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 an another 403(b) plan with employer-funded 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.

Long Term Disability
What is this Plan?
The Long Term Disability (LTD) plan provides income replacement for eligible employees who are unable to work due to a disabling illness or accidental injury. The LTD plan provides 60% of your budgeted annual salary as of the date your disability begins, after a 6 month waiting period. (Normally the 6 month waiting period is met via a short term medical leave or a workers’ compensation absence.) The maximum monthly payment is $20,000.

More information is available here:
https://www.hr.cornell.edu/benefits/medical_leaves/ltd.html

Cornell University pays the full cost of this insurance program for eligible endowed employees.

Who is eligible?
All full-time (working more than half-time) employees are eligible to participate in this program immediately. All part-time (working half-time) employees are eligible to participate in the program after completing 3 years of active service

How do I enroll?
There is no charge to endowed employees for this coverage, but you do need to confirm your enrollment by clicking the radio button in Workday.

New York’s 529 College Savings Program
You may open a College Savings plan for your child. Payroll deduction for this plan is also available. To enroll via Workday>Benefits>New York’s 529 College Savings Program. Once you’ve enrolled, use this website for the authorization for payroll deduction:
https://hr.cornell.edu/workdayCommunications/HCM%20job%20aids/direct_deposit_NEW.pdf

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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 via Workday>Benefits>Personal Accident Insurance (PAI).

**Note:** If 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](https://hr.cornell.edu/benefits/insurance/pai.html).

Short Term Disability

**What is this Plan?**

The Short Term Disability (STD) plan provides income replacement for eligible nonacademic employees who are unable to work due to a non-work related illness or injury. The STD plan provides 50% of your salary, after a 7 calendar day waiting period. Accruals may be used to supplement the 50% pay. Benefits are payable for up to 26 weeks of absence.

More information is available here:
[https://www.hr.cornell.edu/benefits/medical_leaves/std.html](https://www.hr.cornell.edu/benefits/medical_leaves/std.html)

**Who is eligible?**

Benefits-eligible nonacademic employees are covered for this plan after you have been employed for at least 4 weeks by Cornell, or worked 4 or more consecutive weeks elsewhere in New York and were re-employed by Cornell within 4 weeks from the last day previously worked in New York;

**How do I enroll?**

Enrollment is automatic, and there is no charge to employees for this coverage.

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 the contribution limit. You can elect to contribute up to $18,000 for 2016 if you are younger than age 50, or up to $24,000 if you are age 50 or older. These limits are set by the IRS and subject to change each calendar year. For more information on these limits and the TDA Plan, go to [http://hr.cornell.edu/benefits/retirement/tda.html](http://hr.cornell.edu/benefits/retirement/tda.html)
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?
First, elect the amount of your contribution and 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 can be found here: https://www.hr.cornell.edu/benefits/retirement/tda.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 in Workday>Benefits>External Links>TIAA-CREF or Workday>Benefits>External Links>Fidelity Investments, or here: https://www.hr.cornell.edu/benefits/retirement/tda.html

You can change your contribution amount and/or investment vendor allocation at any time by submitting a new election in Workday. If you wish to change your specific investment funds, then contact the investment vendor directly. The vendors’ contact information can be found here: https://www.hr.cornell.edu/benefits/retirement/tda.html

The TDA Plan permits rollovers from other retirement plans. You should contact the investment vendor(s) for more information on rollovers to this Plan.

457(b) Deferred Compensation Plan

What is this Plan?
The 457(b) Deferred Compensation Plan is a 457(b) plan that provides certain higher paid employees with the opportunity to supplement retirement income by making additional pre-tax contributions from your pay into a 457(b) retirement accounts). 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 $18,000 for 2016. If you are between the ages of 62 and 70, then you may be eligible to contribute a larger amount. You should contact Benefit Services to determine your eligibility for this catch-up.

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?
• Enter a Workday election to let Cornell know which direction to send your money;

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• Log into 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 of percentage you would like deducted from your paycheck as a 457(b) contribution. 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/or Fidelity websites to designate beneficiaries and fund allocations.

• The 457(b) Plan permits rollovers from certain other 457(b) plans. You should contact the investment vendor for more information on rollovers to this plan.