



Benefits Orientation Summary 2024-2025

Who to Contact Regarding Benefits

Kelly Reynolds
HR Generalist – Workers' Comp and Benefit Plans
klreynolds@iu12.org
Phone: 717-624-6441
Fax: 717-624-6520

Where to Find Benefits Information

All benefits related information, including summary of benefits, insurance carrier information, Notices & Summary Plan Description (SPD), etc. can be found on the LIU benefits webpage: <https://www.iu12.org/Page/478> **Enrolling in benefits is done in the [Employee Access Self-Service Portal](#).**

Eligibility

If you are enrolling in LIU health insurance, the effective date of coverage will be **the first of the month after your start date**. Once you are cleared for employment, you will receive an e-mail from Kelly Reynolds notifying you that the link to the [Employee Access](#) Self-Service Portal has been activated (usually within 5 days of your start date). You must complete the benefits enrollment even if you choose to waive benefits, and must be completed timely to ensure active coverage.

Opt-Out

If you choose to opt-out or “waive” the medical insurance, \$2,500 is paid out at the end of the plan year. The payment is pro-rated based on the number of months the opt-out was in effect. You **MUST** provide proof of your current medical coverage to receive the payment.

Insurance Carriers (summary of benefits available on LIU website under Benefits)

- **Medical & Prescription** – Highmark - www.myhighmark.com
- **Dental** – Delta Dental - www.deltadental.com Covers 100% for exams, cleanings, x-rays and sealants; pays \$1,000 maximum per person per calendar year.
- **Vision** – Davis Vision - www.davisvision.com In network providers allow for no cost eye exams every 2 years, in addition to a lens and frames allowance.

There is \$0 cost to enroll in the Dental and Vision plans. The cost for Dental and Vision is completely covered by the LIU.

Remember to register online with all carriers, and download the apps. By registering, you will be able to view your ID Cards, search for providers, view claims and more. You will receive ID cards in the mail within 10 business days of your effective date, or sooner.

Enrolling Dependents

You may enroll a spouse or child on your insurance. You must provide birth certificates for your children and a marriage certificate for your spouse to prove relationship status. These documents should be submitted to Kelly Reynolds for approval.

If you enroll your spouse on your health coverage, there is a spousal surcharge of either \$100 per pay or \$150 per pay depending on your bargaining agreement. If your spouse is not working or earns less than a specified gross income per year (per bargaining agreement), the spousal surcharge does not apply. You will be asked to provide documentation (tax returns, W-2's, 1099's) to verify your spouse's income status every year, or proof of your spouse's unemployment in order to waive the spousal surcharge.

Flexible Spending Account (FSA)

An FSA Account is a type of savings account that you put money into to pay for certain out-of-pocket health care costs. The maximum amount that you can put into your FSA for 2024 is \$3,200. You may rollover \$640 unspent funds to the next calendar year. The annual amount you choose will be divided by the number of pay periods in the plan year and that amount will be deducted from each paycheck. The lump sum amount is then pre-loaded onto a debit card, and you may use those funds to pay for qualified medical expenses such as co-pays, new eye glasses, prescriptions, dental procedures, etc. throughout the year. Register online at www.myhighmark.com to manage your account.

Dependent Care Assistance Program (DCA)

A DCA is similar to an FSA which allows you to use tax-free dollars to pay for child care or elder day care expenses. The maximum amount you can put into your DCA is \$5,000. The annual amount you choose will be divided by the number of pay periods in the plan year and that amount will be deducted from each paycheck. Funds accumulate in your DCA with each pay, and you may only use what is available at the time. Register online at www.myhighmark.com to manage your account.

Lincoln Health & Wellness Center

Currently there are 2 Health and Wellness Centers located in New Oxford Central Office and in York Learning Center:

65 Billerbeck St, New Oxford, PA 17350

Hours:

Monday: 1:30 PM - 5:30 PM

Wednesday: 7 AM – 12:00 PM

Friday: 7 AM - 2:30 PM

Phone: 717-640-5900

Fax: (833) 731-0599

300 E. 7th Ave., York, PA 17404

Hours:

Monday: 7 AM – 12:30 PM

Tuesday: 7 AM – 4:30 PM; Wednesday: 1 PM – 4:30 PM

Thursday: 10:30 AM – 4:30 PM

Phone: 717-640-5900

Fax: (833) 731-0600

The Health and Wellness Center is available to those who are enrolled in LIU health insurance, including dependents (age 2 and older). There are no co-pays. Services include: diagnostics lab work, physicals, wellness visits, acute illnesses such as colds, bronchitis, strep throat, minor injuries such as sprains and strains, and chronic illnesses such as depression, diabetes, COPD, etc. Access the **Lincoln HWC tab** from the LIU website.

Life Insurance

The LIU provides a fully paid group Life and ADD insurance policy in the amount of \$30,000 or \$45,000, depending on your bargaining agreement. In the benefits portal, you will be asked to name a beneficiary for the group life insurance policy.

You may also choose to purchase additional Voluntary Life Insurance in \$10,000 increments up to \$200,000. Life insurance policies are through Sun Life.

Family Medical Leave Act (FMLA)

The FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons. You are eligible for FMLA after one year of working at the LIU. Under FMLA, you are allowed up to 12 weeks of leave if you have a qualifying condition. Employees use their own accrued time while on FMLA. Additional details about FMLA can be found on the website under the **Programs & Services tab: Human Resources/ For Current Employees/Absences & Leaves**.

Short-Term/Long-Term Disability (STD & LTD)

Short-term and long-term disability is available should you need it, but you must exhaust all personal and sick time first. You would receive 2/3 of your wages for short-term disability. After 6 months on continued STD, your leave would then transfer to LTD at 50% wage replacement.

Other Leave Available

Bereavement, Jury Duty, Military, Personal, Sick, Vacation and Sabbatical leaves - please refer to your bargaining agreement. Details can also be found on the LIU website under the **Programs & Services tab: Human Resources/For Current Employees/Absences & Leaves**.

Work Comp

You must report any work-related injury, no matter how minor. Please utilize the school nurse for minor incidents. You will be required to complete work comp paperwork. If you need to seek treatment, you must visit with a provider on the work comp panel. Please refer to the LIU website under the **Programs & Services tab: Human Resources/For Current Employees/Workers' Compensation**. Contact Kelly Reynolds in HR within 24 hours of all incidents: 717-624-6441 or klreynolds@iu12.org. *The Required Notice of Employee Rights & Duties and a complete list of panel providers is posted on the LIU website under Workers' Compensation.*

Employee Assistance Program (EAP)

EAP is a counseling benefit available to all full and part-time employees regardless of insurance coverage. EAP offers you and any family member living in your household up to 3 free counseling sessions per year for things such as drug addictions, grief and loss, marriage and relationship counseling, depression, etc. This benefit is 100% confidential and FREE of charge. Call 1-800-673-2514 M-F 7:30-4:30; or go online @ www.wellspan.org/EAP

PSERS (Public School Employees' Retirement System)

Contact PSERS – www.psers.gov or call 1-888-773-7748

You are automatically enrolled in the PSERS default contribution rate at 9% with a 2.25% employer contribution. Participation is mandatory for all full-time and part-time employees. New members will receive a welcome packet in the mail. Register online for the PSERS Member self-service portal to name your beneficiaries.

403(b) Tax Sheltered Annuity Plan

A 403(b) plan is an optional way to save for retirement. Additional information can be found on the Benefits web page <https://www.iu12.org/Page/478>. If you choose to enroll in a 403(b), you should contact Business Services at 717-624-6439, e-mail Wendy Danner at wrdanner@iu12.org.

Qualifying Life Event (QLE)

If you need to make an insurance change due to a QLE such as having a baby, adopting a child, getting married/divorced, or losing health coverage, please contact Kelly Reynolds at 717-624-6441 or klreynolds@iu12.org.



Lincoln
Intermediate
Unit 12

— An Educational Service Agency —

2024-2025 Summary of Benefits – Full Time Employees

www.iu12.org – Programs & Services/Human Resources/For Current Employees

Type	Benefit Plan	Effective Date	Employee Cost	Provider	Highlights/Notes
Health	Medical	First of month after employment start date	Yes, employee shares the cost with the LIU. There is a spousal surcharge for employed spouses.	Highmark BlueShield PPO Plan www.myhighmark.com	Coverage is available for Employee and Eligible Dependents.
	Dental	First of month after employment start date	The LIU pays for this coverage.	Delta Dental PPO www.deltadental.com	Coverage is available for Employee and Eligible Dependents.
	Vision	First of month after employment start date	The LIU pays for this coverage.	Davis Vision www.davisvision.com	Coverage is available for Employee and Eligible Dependents.
	Employee Assistance Plan	First of month after employment start date	The LIU pays for this coverage.	Wellspan EAP www.wellspan.org/EAP	Coverage is available for Employee and Eligible Dependents.
	Flexible Spending Account	First of month after employment start date	Employee defers earnings to pay for qualified expenses on a federal pretax basis. Employee must elect.	www.myhighmark.com	Medical to \$3,200 and/or Dependent Care to \$5,000 per year. Amounts can change every year. Employee must elect this option annually.
Welfare	Life Insurance	First of month after employment start date	The LIU pays for this coverage.	Sun Life	ESPA - \$30,000 Death Benefit; LIUEA - \$45,000 Death Benefits ACT 93 - \$100,000 Death Benefits

This summary is provided to highlight the Benefits Package offered to full time employees by LIU12. If there are any differences between this document, contracts and/or the actual plan documents, the contract or plan document will prevail. This is not an exhaustive list.

Type	Benefit Plan	Effective Date	Employee Cost	Provider	Highlights/Notes
Welfare	Voluntary Life Insurance	First of month after employment start date	Employee pays premium by payroll contributions	Sun Life	You may purchase additional life insurance for self-only starting at \$50,000 (in increments of \$10,000) up to \$200,000.
	Short Term Disability (STD)	First of month after employment start date	The LIU pays for this coverage. Since LIU paid, the benefit is taxable income if a benefit is used.	The Standard	For an employee's serious health condition. 66.67% Wage Replacement for after meeting Elimination period. Up to 6 month of benefits for those meeting disability definitions.
	Long Term Disability (LTD)	First of month after employment start date	The LIU pays for this coverage. Since LIU paid, the benefit is taxable income if a benefit is used.	The Standard	For an employee's serious health condition. 50% Wage Replacement for after meeting Elimination period (completion of STD). Benefits paid for period of disability till end of disability or qualification for retirement.
Retirement	PSERS: Various designs effective July 1, 2019	Upon meeting eligibility requirements	Both employee and the LIU contribute.	PSERS www.psers.com	PSERS: Public School Employees Retirement System administers the plan.
	Voluntary LIU 403 (b) : Pre-tax and Roth available	At any time	Employee Only	Various: Employee selects from a list of providers.	Voluntary Tax Sheltered Annuity Plan Offering. There is no employer match for this plan.

Time off Work: Is determined by your position and number of scheduled work days in a full school year. Employees who start mid-year will have their Time off Work prorated based on the date of hire.

	ESPA	LIUEA	Act 93
Sick	10/11/or 12 days based on work schedule	10/11/or 12 days based on work schedule	10/11/or 12 days based on work schedule
Personal Days	3	3	3
Vacation	Vacation and Paid Holidays are only available for employees scheduled to work 260 days per year.		

This summary is provided to highlight the Benefits Package offered to full time employees by LIU12. If there are any differences between this document, contracts and/or the actual plan documents, the contract or plan document will prevail. This is not an exhaustive list.



24.25 Health Insurance Per Pay Contributions

ESPA - Support Staff (24 pays per year)

	Medical	Dental	Vision	EE Annual Max
EE Only	\$12.98	\$0.00	\$0.00	\$311.52
EE + Child	\$19.47	\$0.00	\$0.00	\$467.28
EE + Children	\$27.26	\$0.00	\$0.00	\$654.24
EE + Spouse	\$28.55	\$0.00	\$0.00	\$685.20
Family (EE + Spouse + Child(ren))	\$37.64	\$0.00	\$0.00	\$903.36
Spousal Surcharge	\$100.00	\$0.00	\$0.00	\$2,400.00

LIUEA - Professional Staff (24 pays per year)

	Medical	Dental	Vision	EE Annual Max
EE Only	\$42.70	\$0.00	\$0.00	\$1,024.80
EE + Child	\$64.05	\$0.00	\$0.00	\$1,537.20
EE + Children	\$89.65	\$0.00	\$0.00	\$2,151.60
EE + Spouse	\$93.95	\$0.00	\$0.00	\$2,254.80
Family (EE + Spouse + Child(ren))	\$123.85	\$0.00	\$0.00	\$2,972.40
Spousal Surcharge	\$150.00	\$0.00	\$0.00	\$3,600.00

Act 93 - Administrators (24 pays per year)

	Medical	Dental	Vision	EE Annual Max
EE Only	\$42.70	\$0.00	\$0.00	\$1,024.80
EE + Child	\$64.05	\$0.00	\$0.00	\$1,537.20
EE + Children	\$89.65	\$0.00	\$0.00	\$2,151.60
EE + Spouse	\$93.95	\$0.00	\$0.00	\$2,254.80
Family (EE + Spouse + Child(ren))	\$123.85	\$0.00	\$0.00	\$2,972.40
Spousal Surcharge	\$150.00	\$0.00	\$0.00	\$3,600.00

Confidential Staff (24 pays per year)

	Medical	Dental	Vision	EE Annual Max
EE Only	\$12.98	\$0.00	\$0.00	\$311.52
EE + Child	\$19.47	\$0.00	\$0.00	\$467.28
EE + Children	\$27.26	\$0.00	\$0.00	\$654.24
EE + Spouse	\$28.55	\$0.00	\$0.00	\$685.20
Family (EE + Spouse + Child(ren))	\$37.64	\$0.00	\$0.00	\$903.36
Spousal Surcharge	\$125.00	\$0.00	\$0.00	\$3,000.00

*This information is subject to change based on revisions to bargaining agreements and/or plan documents.



Lincoln Intermediate Unit

— An Educational Service Agency —

24.25 Health Insurance Per Pay Contributions

ESPA - Support Staff (20 pays per year)

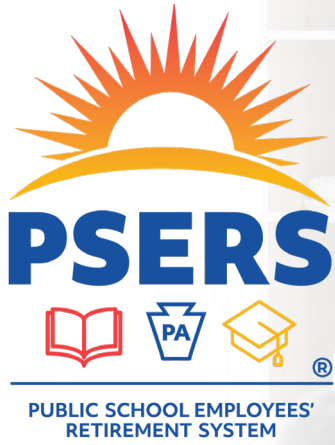
	Medical	Dental	Vision	EE Annual Max
EE Only	\$15.58	\$0.00	\$0.00	\$311.52
EE + Child	\$23.36	\$0.00	\$0.00	\$467.28
EE + Children	\$32.71	\$0.00	\$0.00	\$654.24
EE + Spouse	\$34.26	\$0.00	\$0.00	\$685.20
Family (EE + Spouse + Child(ren))	\$45.17	\$0.00	\$0.00	\$903.36
Spousal Surcharge	\$120.00	\$0.00	\$0.00	\$2,400.00

PT LIUEA - Professional Staff (20 pays per year)

	Medical	Dental	Vision	EE Annual Max
EE Only	\$51.24	\$0.00	\$0.00	\$1,024.80
EE + Child	\$76.86	\$0.00	\$0.00	\$1,537.20
EE + Children	\$107.58	\$0.00	\$0.00	\$2,151.60
EE + Spouse	\$112.74	\$0.00	\$0.00	\$2,254.80
Family (EE + Spouse + Child(ren))	\$148.62	\$0.00	\$0.00	\$2,972.40
Spousal Surcharge	\$180.00	\$0.00	\$0.00	\$3,600.00

*This information is subject to change based on revisions to bargaining agreements and/or plan documents.

Eff. 7.1.24



Information for New School Employees

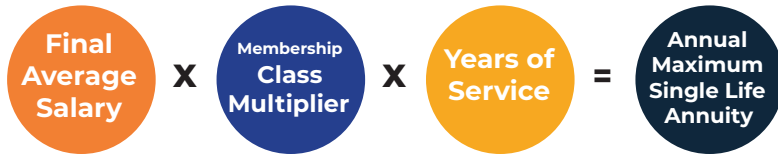


About PSERS

PSERS is a governmental, cost-sharing, multiple-employer pension plan to which public school employers, the Commonwealth, and school employees (members) contribute. Once you qualify for membership, you will have the option to elect one of two membership classes consisting of defined benefit (DB) and defined contribution (DC) components or a standalone DC membership class.

PSERS Defined Benefit (DB) Plan

In the DB plan, the retirement benefit is based on a formula that includes a pension multiplier, your credited years of service, and your final average salary.



PSERS Defined Contribution (DC) Plan

In the DC Plan, the retirement benefit is based on the amount of contributions made to the plan and the investment performance of those contributions. Your DC contributions and earnings, if any, are available for you to withdraw when you retire or leave employment. Class DC has only a DC component.



Class T-C, Class T-D, Class T-E, and Class T-F have only a DB component. Class T-G and Class T-H have both DB and DC components. Class DC has only a DC component.

With PSERS, you're on your way!

The Public School Employees' Retirement System (PSERS) and your school employer have partnered to assist you with planning and saving for your retirement.

When you become a PSERS member, you join one of the nation's largest public pension funds. That means you're now in good company with more than 500,000 fellow PSERS members.

PSERS has been proudly serving Pennsylvania public school employees for the past 100 years. In FY 2022 alone, PSERS disbursed more than \$6.6 billion to retirees. When it's your turn to retire, you can count on PSERS to be there for you and your retirement journey.

Access your retirement account online, anytime.

Sign up for PSERS Member Self-Service (MSS) Portal! Your PSERS MSS account provides you with 24-hour access to view correspondence and newsletters, update your address and beneficiaries, view pension payment history, generate retirement estimates, and more. Scan the QR Code before to register for your account today!

Questions?

PSERS Retirement Plan Information:

5 N 5th Street | Harrisburg PA 17101-1905
Toll-Free: 1.888.773.7748 (8 a.m. - 5p.m., M-F)
Harrisburg Local: 717.787.8540
Website: psers.pa.gov
Send us a Secure Message in Your MSS Account!

PSERS DC Plan Information:

Toll-Free: 1.833.432.6627 (8 a.m. - 8 p.m., M-F)
Participant Web: PSERSDC.voya.com



Qualifying for PSERS Membership

All full-time employees must become members of PSERS and must make retirement contributions starting their first day of employment. "Full-time," for retirement purposes with PSERS, is defined as employees who work 5 or more hours a day/5 days a week or its equivalent (25 or more hours a week), even if your employer considers you to be part-time.

Part-time salaried employees qualify for PSERS membership as of their first day of employment and must have retirement contributions withheld.

Part-time hourly and part-time per diem employees must meet minimum service requirements to qualify for PSERS membership (500 hours or 80 days). Once you meet membership requirements, subsequent service for any school employer is qualified service unless there is a break in membership. Refer to PSERS Active Member Handbook for more information.

Part-time employees may waive membership in PSERS. To qualify for the waiver, a part-time employee must have an Individual Retirement Account and request a waiver within 90 days of notification from PSERS that they qualify for PSERS membership. When you waive membership in PSERS, you forfeit all future rights to benefits for the waived time period.

Withheld Contributions

Your employer will withhold contributions beginning with your first day of qualifying PSERS service. If you are a full-time or part-time salaried employee, this will be your first day of employment.

If you are a part-time hourly or per diem employee, your employer can choose to withhold contributions for the PSERS DB plan. Any contributions withheld will be returned to you if you do not qualify for membership. Contributions cannot be withheld for the DC Plan until you qualify for membership. Once you meet PSERS membership eligibility requirements, your employer must withhold both DB and DC contributions.

The amount withheld is determined by your membership class. If you previously were a PSERS member, you will remain in your previous membership class and your employer will withhold contributions at the rate for that class.

Please visit PSERS.pa.gov for the current member contribution rates.

Membership Class of Service

For school employees who become new members of PSERS on or after July 1, 2019, there are three membership classes with different retirement contribution rates and benefits with PSERS: Class T-G, Class T-H, and Class DC. New members are automatically enrolled as Class T-G, but have a one-time opportunity to elect Class T-H or Class DC membership.



Look for class election material from PSERS when your election period is open. Your election material will arrive through your PSERS Member Self-Service (MSS) account if you signed up or in the mail if you did not sign up for MSS. Additional information is also on the PSERS website. To assist you in deciding which membership class is right for you, take advantage of PSERS Membership Class Election Calculator online.

Retired Members Returning to Service

The Retirement Code restricts PSERS retirees from working for a public school in any capacity, full-time or part-time, qualifying or non-qualifying service, while receiving a PSERS retirement benefit except under limited circumstances. If you are a PSERS retiree and return to Pennsylvania public school service as a school employee, your monthly retirement benefit will be stopped unless a return to service exception is approved by the employer and PSERS. Please visit the PSERS website or contact PSERS for more information.

Your Responsibilities

Please refer to PSERS website for *PSERS Active Member Handbook* and other detailed information.

- ✓ **Read PSERS Communications:** Once qualified, new members will receive some important items such as the *Welcome Packet* and *Class Election Packet* (if applicable). If you have a PSERS Member Self-Service (MSS) account, you are automatically enrolled in Paperless Delivery which means that PSERS will deliver information to you electronically instead of through physical mail. You should check your account periodically to ensure you do not miss important information.
- ✓ **Nominate and Maintain Beneficiaries:** A beneficiary is the person(s) or entity(ies) you wish to receive your retirement benefits upon your death. You may nominate and change your beneficiary nomination electronically at any time through the MSS Portal. Alternatively, you may submit a *Nomination of Beneficiaries* (PSRS-187) form to PSERS. Please note that your most recently submitted Nomination of Beneficiaries will supersede previous nominations.
- ✓ **Review information on PSERS website and take advantage of available resources such as free Foundations for Your Future (FFYF) programs conducted by PSERS retirement representatives.**
- ✓ **Keep your email and mailing address current through the MSS Portal.**

SHOP NOW

Visit the LIU12 [online store](#)

Shop LIU12 Branded Apparel and Items

- Polos
- Sweatshirts
- T-shirts
- Coolers
- Bags
- Totes and more!



Click on Human Resources
from the Lobby to access the
online store
or Click [Here](#)



Employee Access Portal

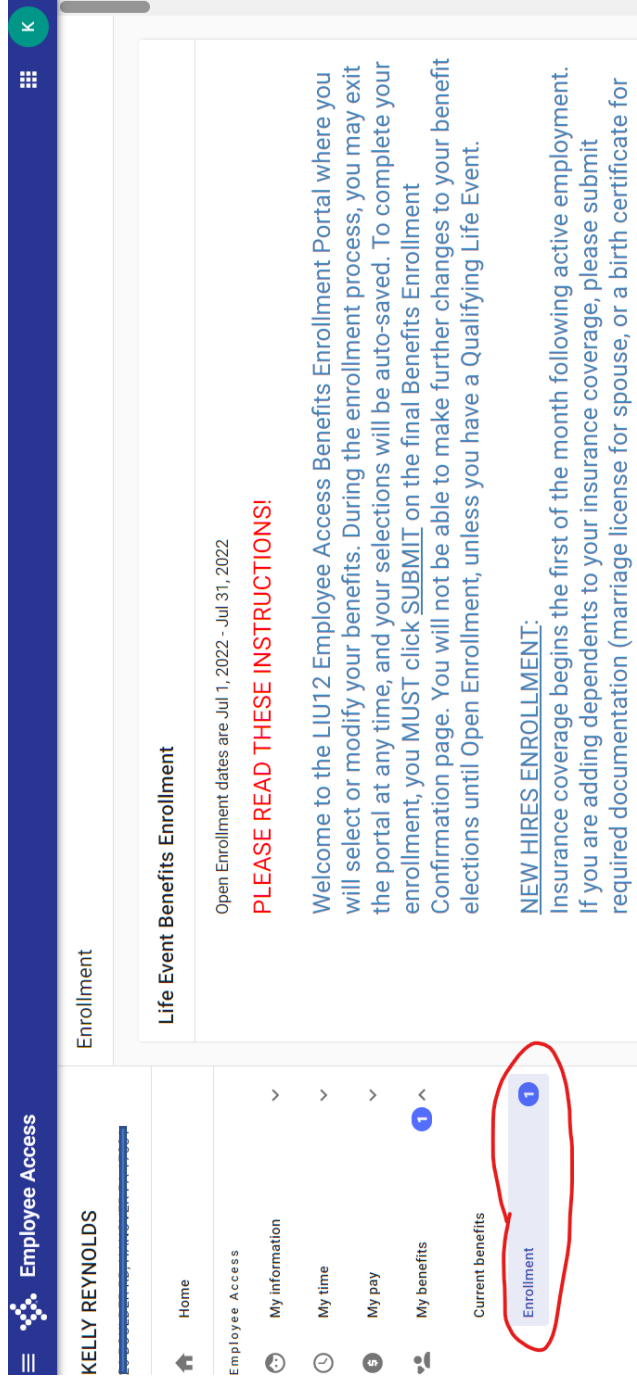
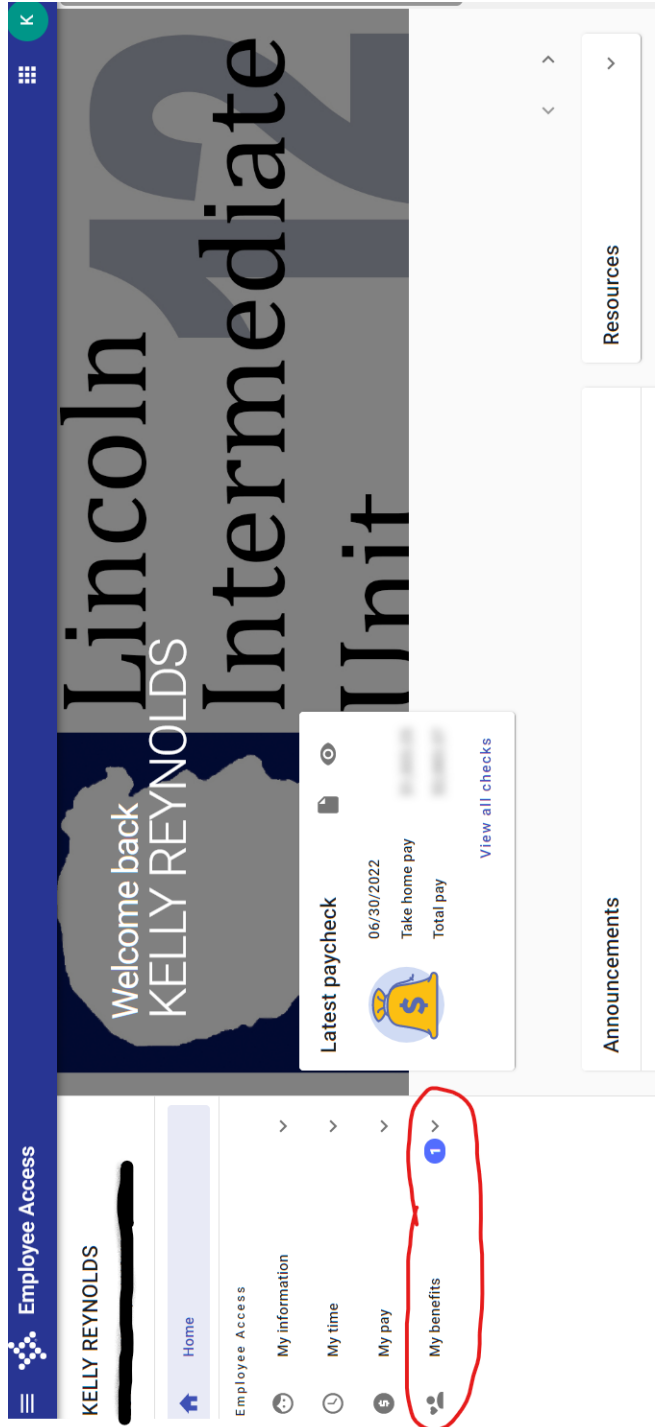


1. Click on the **Employee Access** button from the LIU12 Website **Lobby**: [Employee Access](#)
2. Enter your LIU email address, then click **Next** to enter your LIU password (same password you use for your LIU email).
3. Accept the DUO security alert on your phone.
4. You will then be logged into the **Employee Access Portal** where you can view your Profile, Time Off, My Pay, and My Benefits information.

The screenshot shows the Tyler Identity login interface. At the top left is the Tyler Identity logo. A dark grey notification box with a close button (X) contains the text: "This is the first time you are connecting to broker.tyleridentity.com from this browser". Below the notification is a "Sign In" heading. The form includes a "Username" label and a text input field containing "klreynolds@iu12.org". Below the input field is a "Remember me" checkbox, which is checked. A large blue "Next" button is positioned to the right of the input field. At the bottom right, there is a link that says "Need help signing in?".

The screenshot shows the password entry page of the Employee Access Portal. At the top left is the Lincoln University logo. Below it is the email address "klreynolds@iu12.org". The main heading is "Enter password". There is a password input field with a blue underline. Below the field are two links: "Forgot my password" and "Sign in with another account". A blue "Sign in" button is located to the right of the password field. At the bottom, a grey box contains the text: "If you require assistance, please contact the Lincoln IU Help Desk at 717-624-6605. Thanks and have a great day!"

From the Employee Access Dashboard, click on **My Benefits**, then **Enrollment**. Be sure to read the instructions on each page. Click on every box to make your benefit selections. Save each selection in order to proceed to the next selection. Click submit when you have completed all selections.





BENEFITS ACKNOWLEDGEMENT FORM

As an employee of the LIU12, you are responsible for familiarizing yourself with your benefit options and making your health insurance elections in the **Employee Access Web Portal**. You are eligible for health insurance coverage the first of the month following your start date. You will receive an e-mail notification from Kelly Reynolds in HR when the benefits portal has been activated.

Once the benefits portal has been activated, please login and click through the step-by-step instructions for completing the benefits enrollment.

Contact Kelly Reynolds in HR (717-624-6441) if you have issues logging into the Employee Access Portal, or if you need guidance in the enrollment process.

I acknowledge that I have received the following LIU benefits information during my orientation:

- Benefits Orientation Summary
- Summary of Benefits
- Payroll Contributions
- Employee Access Portal instructions

I acknowledge that all benefits information can be found on the **LIU Website** under the **Programs & Services** tab: Human Resources > For Current Employees > Benefits.

I acknowledge that if I do not make my benefit elections in the **Employee Access Portal** within **thirty (30) days from my start date**, it will be an automatic waiver of medical coverage, and I will not have the option to enroll in medical coverage until the next open enrollment period for an effective date of January 1. I also understand that I will not be entitled to the annual employee "opt-out" payment.

Name: _____
(print name)

Signature: _____

Date: _____



BENEFITS ACKNOWLEDGEMENT FORM

As an employee of the LIU12, you are responsible for familiarizing yourself with your benefit options and making your health insurance elections in the **Employee Access Web Portal**. You are eligible for health insurance coverage the first of the month following your start date. You will receive an e-mail notification from Kelly Reynolds in HR when the benefits portal has been activated.

Once the benefits portal has been activated, please login and click through the step-by-step instructions for completing the benefits enrollment.

Contact Kelly Reynolds in HR (717-624-6441) if you have issues logging into the Employee Access Portal, or if you need guidance in the enrollment process.

I acknowledge that I have received the following LIU benefits information during my orientation:

- Benefits Orientation Summary
- Summary of Benefits
- Payroll Contributions
- Employee Access Portal instructions

I acknowledge that all benefits information can be found on the **LIU Website** under the **Programs & Services** tab: Human Resources > For Current Employees > Benefits.

I acknowledge that if I do not make my benefit elections in the **Employee Access Portal** within **thirty (30) days from my start date**, it will be an automatic waiver of medical coverage, and I will not have the option to enroll in medical coverage until the next open enrollment period for an effective date of January 1. I also understand that I will not be entitled to the annual employee "opt-out" payment.

Name: _____
(print name)

Signature: _____

Date: _____