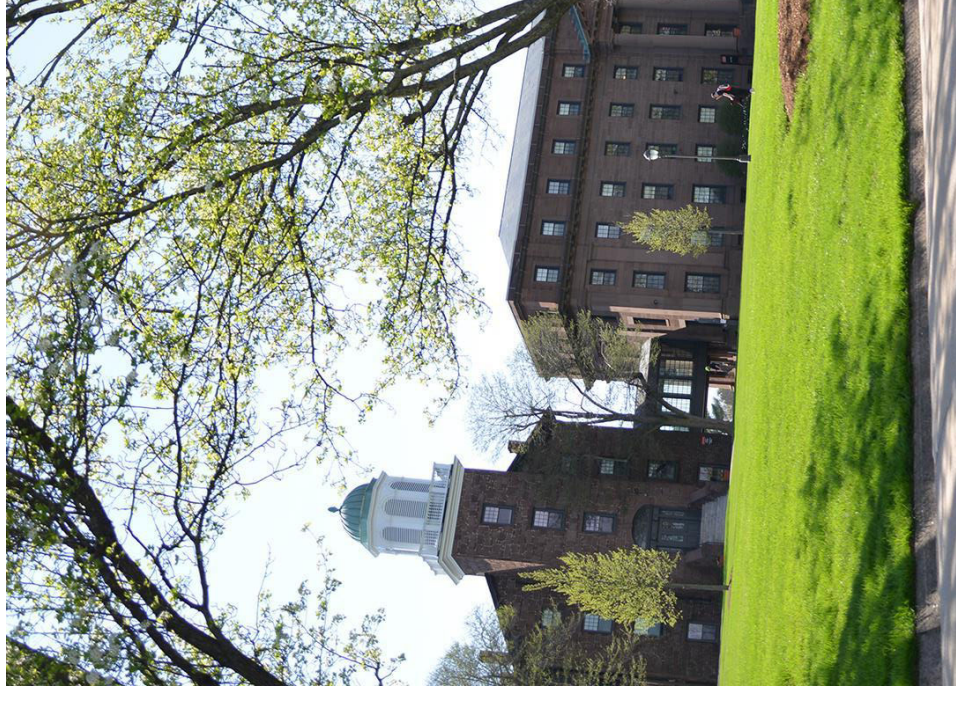




Welcome to  
Wesleyan University

# New Employee Orientation

- **Wes Overview**
- **Human Resources**
- **Payroll**
- **Public Safety**
- **Equity & Inclusion**
- **ITS**
- **Graduate Liberal Studies**
- **Benefits**



# Wesleyan at a Glance

Founded in 1831

More than 300 buildings on a 316-acre campus

Michael S. Roth '78 is the 16<sup>th</sup> president

## Staff

- 601 staff
- 60% women and 40% men; 26% persons of color
- 3 unions
  - Secretarial/Clerical
  - Physical Plant
  - Public Safety

## Faculty

- Over 400 faculty members - all teach undergraduates while remaining active as scholars and researchers.
- 47% women and 53% men; 29% persons of color
- 8:1 student-faculty ratio

## Students

- 3,000 full-time undergraduates
- 130 graduate students in the natural sciences, mathematics, and ethnomusicology
- 50 students per year in Graduate Liberal Studies

## Athletics

- Member of the New England Small College Athletic Conference (an 11-member league in NCAA Division III)
- 30 varsity teams; 20 club sports teams; 12 intercollegiate sports
- 900 students participate in intercollegiate sports

# Human Resources: Key Policies

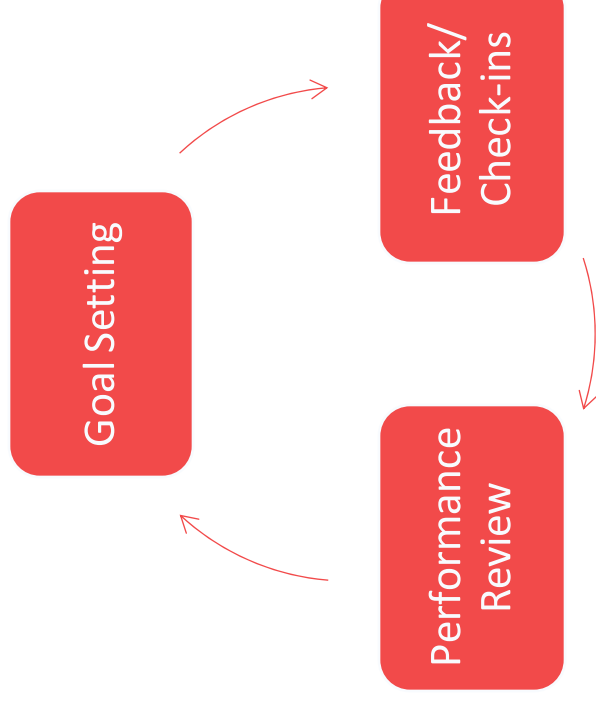
- **Vacation**
- **Holidays & Floating Holidays**
- **Sick & Incidental Family Medical**
- **Complaint Resolution Process**
- **Confidentiality**

<https://www.wesleyan.edu/hr/handbook/index.html>



# Performance Goals & Review

- 90-day performance review for new employees
- Annual Performance Review



# Success at Wes

Success at Wes offers a variety of professional development programs for employees and supervisors.

Programs include:

- Communications, Equity & Inclusion, Finance, Information Technology, Purchasing, Safety, Sustainability, and Wellness.
- Sessions on frequently asked questions related to HR processes

# Human Resources

Lisa Brommer (ext. 4860)  
Associate Vice President for Human Resources  
[lbrommer@wesleyan.edu](mailto:lbrommer@wesleyan.edu)

Toby Bates (ext. 2060)  
Assistant Vice President for Human Resources  
[tbates01@wesleyan.edu](mailto:tbates01@wesleyan.edu)

Anjali Tamhankar (ext. 2676)  
Director of Talent Acquisition and Employment  
[atamhankar@wesleyan.edu](mailto:atamhankar@wesleyan.edu)

Lauren Stumpf (ext. 2229)  
Associate Director of Professional Development  
and Employment  
[lstumpf@wesleyan.edu](mailto:lstumpf@wesleyan.edu)

Shelly Lerner (ext. 2394)  
Recruitment Specialist  
[slerner@wesleyan.edu](mailto:slerner@wesleyan.edu)

Cheryl-Ann Tubby (ext. 2678)  
Administrative Assistant to the AVP for Human Resources  
[ctubby@wesleyan.edu](mailto:ctubby@wesleyan.edu)

Donna Brewer (ext. 3306)  
Director of Employee Benefits  
[dbrewer@wesleyan.edu](mailto:dbrewer@wesleyan.edu)

Amy S. Walsh (ext. 2338)  
Associate Director of Benefits  
[awalsh@wesleyan.edu](mailto:awalsh@wesleyan.edu)

Denise White-Patterson (ext. 4889)  
Associate Director of Benefits  
[dwhitepatter@wesleyan.edu](mailto:dwhitepatter@wesleyan.edu)

Dan Pflederer (ext. 4681)  
HR Systems Analyst  
[dpflederer@wesleyan.edu](mailto:dpflederer@wesleyan.edu)



# Payroll



## Payroll Office Location

55 High Street

Phone: (860) 685-2670

Hours of Operation:

Monday - Friday 8:00am - 4:00pm

***No Drop-Ins*** – appointments available by request

## How To Contact Payroll

Email [payrollhelp@wesleyan.edu](mailto:payrollhelp@wesleyan.edu)

**OR** submit a ticket to “Payroll Help” to provide details of your inquiry.  
Navigate to your Wes Portal, Employee Information and select “Payroll Help”

## Payroll Staff

Tamara Sanders – Payroll Manager

Jo-Mel McPhail – Payroll Associate

Denise Skura – Payroll Associate

## Electronic Views of Payroll Documents

Navigate through **WesPortal, My Information, Pay/Tax Statement**

### Pay Statements:

Allows employees to view their pay statements. Access the pay statement on the pay date and up to 3 years prior history.

### W-2's:

Allows employees to view their W-2 no later than January 30<sup>th</sup> for the tax year and up to 3 years prior history.

**Go Green!** W-2's are mailed to the home address unless the employee opts to receive an electronic copy. Any employee who opts to make this change will need to do so by December 31<sup>st</sup> in **iPay**.

## Payroll Self-Service

Wesleyan employees can perform several self-service functions in WesPortal:

- Add or change **Direct Deposit** information under Employee Information/Benefit, HR & Payroll Forms (Requires VPN from campus)
- Add or change Federal and State **W4** information under Employee Information/Benefit, HR & Payroll Forms (Requires VPN from campus)

# Pay Cycles

## **Salaried Paid Employees:**

- Semi-Monthly – Paid twice a month, on the 15<sup>th</sup> and last business day of each month.
- Monthly – Paid once a month on the last business day of the month.

*\*Note: If the pay date is on the weekend, payment will be made on the prior business date.*

## **Hourly Paid Employees:**

**Paid weekly on Fridays. Timesheets in Workforce Time are due to be submitted by noon on Tuesday following the week worked.**

*\*Note: The work week is Monday through Sunday, payable to you the following Friday.*

# Workforce Time

Access in *WesPortal (Employee Information/Workforce Time/Workforce Time*

## **Hourly Paid Employees**

### **Reporting Time Worked:**

Employees report time worked daily. Employees are required to submit times supervisors can approve hours worked by noon on Tuesday. Time off can be requested in advance through the time off request process or directly on the timesheet. Work time is rounded to the nearest  $\frac{1}{4}$  hour increment and paid time off can be taken in increments of  $\frac{1}{4}$  hour increments.

## **Salaried Paid Employees**

### **Reporting Paid Time Off:**

Employees should report their paid time off by noon on Tuesday following the time worked. Time off can be reported in advance through the time off request process directly on the timesheet. Paid time off can be taken in a minimum of  $\frac{1}{2}$  hour



# Workforce Time Training

## Workforce Time Training Slides

- Hourly, Sec/Clerical & Temporary Staff ★
- Public Safety Employees ★
- Public Safety Managers ★
- Salaried Staff ★
- Student Employees ★
- Supervisors of Staff ★
- Supervisors of Students ★

## Workforce Time Training Videos

- Hourly, Sec/Clerical & Temporary Staff: ★
- Salaried Employees ★
- Supervisors of Students ★

## Workforce Time - Quick Tips for Key Tasks

- Access Time from a Mobile Device ★
- Becoming a Student Employee ★
- High Level Overview ★
- How to Approve Timesheets ★
- How to Correct Time in the Past - Amending Timesheet ★
- How to type time on your Timesheet ★
- Using the Time Off Request Function ★

## Quick Video Tutorials for Students

- How to access timesheet ★
- How to amend a timesheet ★
- How to leave comments on a timesheet ★
- How to properly clock in when working multiple positions ★
- How to recall a timesheet ★
- What are red/yellow pins and how to address them ★
- What documents do you need to work and how to submit them ★



# Public Safety



## Office of Public Safety

Director's Welcome

Communication

Personal Safety & Crime Prevention

Vehicles on Campus

Clery Compliance

Emergency Preparedness

Commitment Statement

Commendation and Complaint Form

Campus Security Authority Incident Form

Meet the team, Public Safety

Shelter in Place

Parking Improvement Recommendations

Emergency Planning and Procedures

Emergency Planning and Procedures

## Welcome to the Office of Public Safety

These Web Pages published by The Office of Public Safety, address many areas of interest regarding maintaining a safe environment on the Wesleyan campus. Among the many topics covered in these pages are [Campus Crime Statistics](#), [Drug & Alcohol Policy](#), [Blue Light Phones and Locations](#) and [Sexual Assault Awareness](#). Please feel more than welcome to contact us with any questions or concerns either by phone or by e-mail.

**The Office of Public Safety is located at 208 High Street**

For Life Threatening Emergencies call: 911

All Other Emergencies call:  or dial x3333 from a campus extension

For Non-Emergencies call:  or dial x2345 from a campus extension



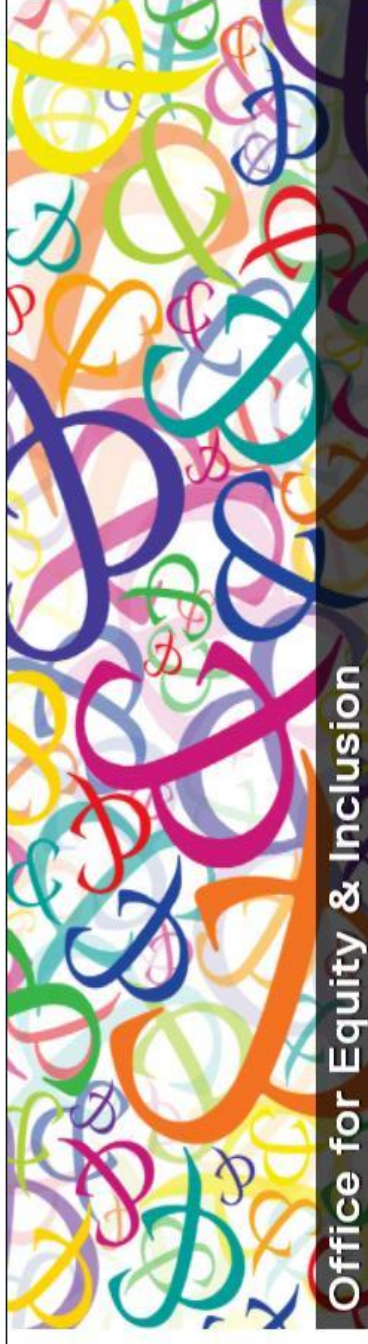
Messages from the Director  
There are no messages at this time.

### Related Links

- [Campus Fire Safety](#)
- [WesCard](#)
- [Transportation Services](#)
- [Woodframe Party Registration](#)
- [Social Event Policy](#)
- [Zip Car](#)
- [Middletown Police Department Counseling and Psychological Services \(CAPS\)](#)
- [Davison Health Center](#)
- [Opioid Response Policy](#)
- [Physical Plant](#)



# Equity & Inclusion



Welcome  Select Language | ▼

Who We Are

What We Do

Who We Serve

Discrimination, Harassment and Sexual Misconduct

Pathways to Inclusive Education (PIE)

The Resource Center

Resources for Antiracists

Office for Equity & Inclusion

North College, 3rd Floor

237 High Street

Middletown, CT 06459

T-860-665-4771

## Welcome to the Office for Equity & Inclusion

The Office for Equity & Inclusion provides leadership and guidance to address systemic inequities for all members of the Wesleyan community. Our culture of inquiry approach to enhancing the educational living and learning experience is designed to promote a healthy, thriving campus climate and a community of excellence predicated on respect for others.

## Of Note

- Wesleyan's actions toward [building an antiracist community](#)
- Check out the list of [Resources for Antiracists](#).

## Upcoming Events

There are no events at this time.



Pathways to Inclusive Education (PIE)



Resource Center

The center's areas of focus include



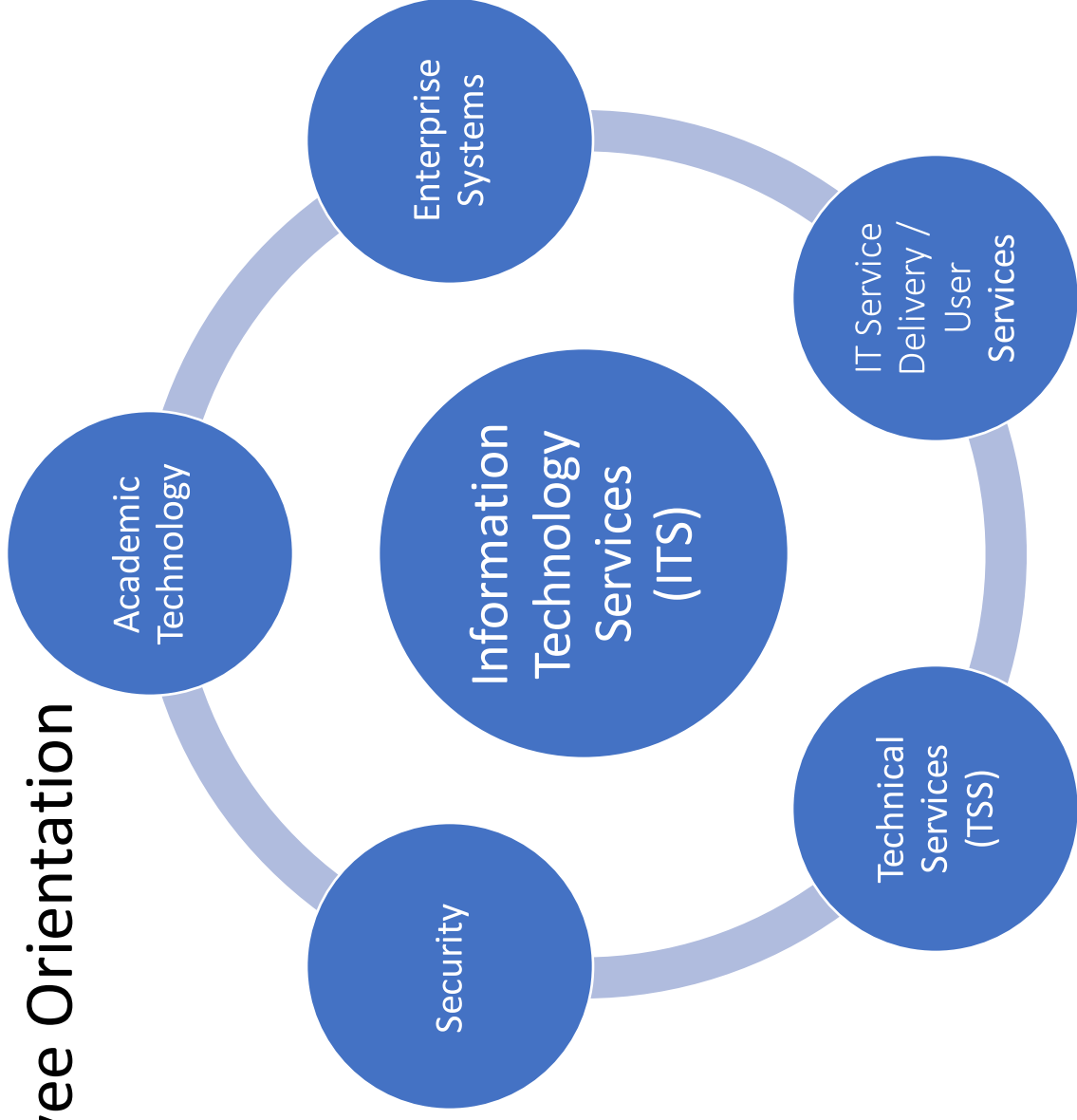
Discrimination, Harassment, and Sexual

# Information Technology Services



# Wesleyan University

## ITS - New Employee Orientation



Division 1: Arts and Humanities	Division 2: Social Sciences	Division 3: Natural Sciences and Math	Administrative Offices:
<p><b>Julian Goldfield</b></p> <ul style="list-style-type: none"> <li>• African American Studies</li> <li>• Art and Art History</li> <li>• Center for the Arts</li> <li>• Center for East Asian Studies</li> <li>• Center for Global Studies</li> <li>• Center for the Humanities</li> <li>• Cinema Archives</li> <li>• Dance</li> <li>• Davison Art Center</li> <li>• Eastern European Studies</li> <li>• Film Studies</li> <li>• German</li> <li>• Music</li> <li>• Philosophy</li> <li>• RLL</li> <li>• Theater</li> </ul>	<p><b>Zeyad Abdulkareem</b></p> <ul style="list-style-type: none"> <li>• Anthropology</li> <li>• Archaeology</li> <li>• Center for the Americas</li> <li>• Center for Jewish Studies</li> <li>• Center for the Study of Public Life</li> <li>• Classical Studies</li> <li>• College of the Environment</li> <li>• College of Letters</li> <li>• College of Social Studies</li> <li>• Economics</li> <li>• English</li> <li>• FGSS</li> <li>• Government</li> <li>• History</li> <li>• History and Theory</li> <li>• Medieval Studies</li> <li>• Religion</li> <li>• Science in Society</li> <li>• Sociology</li> <li>• Writing Program</li> </ul>	<p><b>Rob Stickle</b></p> <ul style="list-style-type: none"> <li>• Astronomy</li> <li>• Biology</li> <li>• Chemistry</li> <li>• E&amp;ES</li> <li>• Math and Computer Science</li> <li>• MB&amp;B</li> <li>• Physics</li> <li>• President's Cabinet</li> <li>• Psychology</li> </ul>	<p><b>Keith Stebbins and Michael Stielau</b></p> <ul style="list-style-type: none"> <li>• Administrative Offices</li> <li>• Center for Creative Youth</li> <li>• Freeman Athletic Center</li> <li>• Green Street Arts Center</li> <li>• Olin Library / Science Library</li> <li>• Physical Education</li> <li>• Upward Bound</li> <li>• Wasch Center</li> </ul>



**Wesleyan University**

ITS - New Employee Orientation

<https://webapps.wesleyan.edu/portal>



**Wesleyan University**

About Admission & Aid Academics Life @ Wesleyan

VISIT

NEWS & EVENTS

ATHLETICS

GIVING

**WesPortal**

**Wesleyan University**



**Wesleyan University**

## ITS - New Employee Orientation

- **Wes Account and Security**
- **ITS Software and Training/Instructional Resources**
- **ITS Assistance and Help**



## ITS – Wes Account and Security

Most ITS delivered services are accessible via Single Sign-on (SSO) with your W [username@wesleyan.edu](mailto:username@wesleyan.edu) and your associated password

Now that Duo Multi-Factor Authentication (MFA) is used by all staff and faculty password changes are not required

- Duo new cell phone – \*contact ITS before you switch phones





**Wesleyan University**

## **ITS – Wes Account and Security**


**If you ever receive an email which you are suspicious about, please forward it to [security@wesleyan.edu](mailto:security@wesleyan.edu)**



# Wesleyan University

## ITS – Wes Account and Security



**WesPortal**  











Wesleyan University Welcome, E...

[CORONAVIRUS \(COVID-19\) RESOURCES](#)

**Favorites** ★ **Edit**

Academic Calendar

- Directory
- Drive
- EMS
- Email
- ITS Help
- Library
- LinkedIn Learning
- Moodle
- Office365
- Zoom

[About](#)
[ITS](#)
[Cha](#)
[Sett](#)
[Log](#)



## ITS – Wes Account and Security

Wesleyan University

Enter a new password that meets the following criteria:

- be at least 8 characters in length
- contain at least one numeral (0-9) and at least one alpha or special character ( !, \$, #, %, @ )
- cannot use the character '|'

OR:

- be at least 14 characters in length
- cannot use the character '|'

**Current Password**



**New Password**

**Repeat New Password**

Change Password

## ITS – Wes Account and Security

ITS Help ▾

My Information ▾

- Alternate Email ★ 
- ATTrack ★
- Benefit, HR & Payroll Forms ★
- Capital Computer Status ★
- Change Password ★

Search WesPortal

**WesPortal**

Wesleyan University

[Return to Personal Profile](#)

Quimby,Erik

Use this application to update your alternate email. As needed going forward, you will be able to use this alternate email to reset your password. If you are unable to use this alternate email, you will be able to use this alternate email to reset your password.


Alternate Email:

[Save](#)



# ITS – Wes Account and Security



Single Sign-On 

Username (include @wesleyan.edu):

Password:

-  [Forgot your password?](#)
-  [Click here for Moodle guest access](#)

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

Enter your Wesleyan username and an email will be sent to the alternate email we have on file, this email will contain a verification code. If you do not have an alternate email on file or lost access to your alternate email account you can contact help desk in order to have your password reset.

**NOTE:** Be sure check for the verification code within your alternate email's junk/spam folder.

Wesleyan Username

If you do not have an alternate email on file or lost access to your alternate email account you can contact help desk in order to have your password reset.

Telephone Support (860) 685-4000: Mon. - Thur. 8:00AM - 6:00PM; Fri. 8:00AM - 10:00PM; Sat. Closed; Sun. 6:00PM - 9:00PM  
Walk-in Support, Exley Science Center 1st Floor Lobby: Mon. - Thur. 8:00AM - 10:00PM; Fri. 8:00AM - 9:00PM; Sat. Closed; Sun. Closed



## VPN – Global Protect

### What Requires VPN:

**\*Any time you are on an open or public network**

**\*Password change when off campus**

- Student Time Reporting
- Temp Employee Processing
- HRMS Database
- Employee Change Form
- Job/Compensation Summary



\*note "Lock" symbol in [WesPortal](#)

- Annual Compensation Recommendation
- Success at Wes
- Self Service Direct Deposit
- Employee Training
- Self Service Federal W-4
- Self Service CT W-4

**The page you are trying to access requires you to be connected to the VPN or physically on campus.** Connect to Wesleyan's VPN and then click on the Proceed button below to continue to the application. A link to the VPN instructions is provided below, assistance with setting up VPN services can be provided by your Desktop Support Specialist.

[VPN Instructions](#)

[Proceed to Success at Wes](#)



# Wesleyan University

## ITS – Software and Training/Instructional Resources



Directory



EMS



Email



Google Drive



ITS Help



Library



LinkedIn Learning



Microsoft 365



Zoom




- Wesleyan ITS knowledge Base
- WesPortal > ITS Help > Request IT Support
- ITS Service Desk x4000 (860-685-4000)





# Graduate Liberal Studies



# Graduate Liberal Studies

[Welcome](#)

[Admission](#)

[Tuition and Aid](#)

[Degree Programs](#)

[Study Options](#)

[Courses](#)

[Student Resources](#)

[Teachers](#)

[Contact Us](#)

[Calendar](#)

**Graduate Liberal Studies**

[Wesleyan University](#)

Middletown, CT 06459

[860-685-2900](#)

**Office Hours:**

Mon-Fri, 8:30 A.M. - 5:00 P.M.

[Request Information.](#)

[Schedule a personalized advising meeting.](#)

[New Scholarships available](#)

**Ready to Design Your Own Future?**

**You Belong at Wesleyan. [Apply now.](#)**

Wesleyan's Graduate Liberal Studies program offers you the freedom to define your own **fully-customizable** course of study with Wesleyan's world-class faculty.

Pursue a Master of Arts in Liberal Studies, a Master of Philosophy in Liberal Arts, or non-degree study options on a flexible schedule (summer, fall and spring terms, including one-week immersion courses). Choose from one of five concentrations: arts, sciences, social science, humanities, or education and human development. We offer a flexible enrollment process, financial aid, and a supportive community of curious individuals like you.

Your future awaits, what are you waiting for? Attend a virtual info session for a free consultation on how you can customize a liberal studies program to meet your career goals. Do you have more questions right now? Contact GLS Student Advisor Glenn Knight at [masters@wesleyan.edu](mailto:masters@wesleyan.edu) or [860-685-3345](tel:860-685-3345) so we can work with you to devise a plan to help you meet your career goals.

The Graduate Liberal Studies program is a part-time program, primarily offering evening courses for working adults. Information about residential, full-time graduate programs in the Sciences and Music can be found on the [Graduate Studies website](#).

[Request more information.](#)

[Sign up for information session.](#)

[Meet our advisor 1x1.](#)

[Apply!](#)

# Benefits

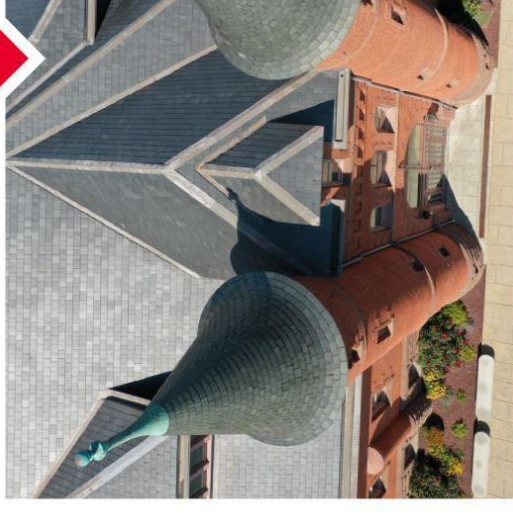
# 2023 Annual Benefits

## New Hire Presentation



# Topics

- Benefit Eligibility
- Medical Plans
- Health Savings Plan (HSA)
- Flexible Spending Account (FSA)
- Dental Plan
- Vision Plan
- Supplemental Life Insurance/Travel Assistance/Expatriate Programs
- Wellness Program
- Retirement Savings Plans
- Next Steps!



## 2023 Benefits Eligibility

---

- Employee benefits eligibility is defined as follows:
  - Faculty members who work at least half-time (0.5 FTE or more)
  - Administrative staff members, librarians, secretarial and clerical employees, physical plant employees and public safety employees who work at least half-time (0.5 FTE or more)
- Dependent eligibility is defined as follows:
  - Spouse
  - Domestic Partner
    - Mutual residence of six months is required as well as mutual financial support
  - Children
    - Including stepchildren, child(ren) adopted or placed for adoption and children that you are legally required to support
    - Children are covered up to age 26, coverage terminates at the end of the month following 26<sup>th</sup> birthday.

**Benefits will remain in effect until December 31, 2023, unless you experience a “Qualified Life Event”.**

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# *Medical Plans*



## Medical Plans

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- Wesleyan offers 3 health plans through Cigna
  - Open Access Plan - OAP
  - Open Access In-Network Plan - OAPIN
  - High-Deductible Health Plan with an HSA option - HDHP
    - Employee choice
    - Tax preferred opportunity to save for future healthcare needs
    - More employee control over health care expenditures
    - Portability
- Telemedicine
  - Behavioral health options continue to be available.
- Dependents are covered up to age 26, coverage terminates at the end of the month following 26<sup>th</sup> birthday.

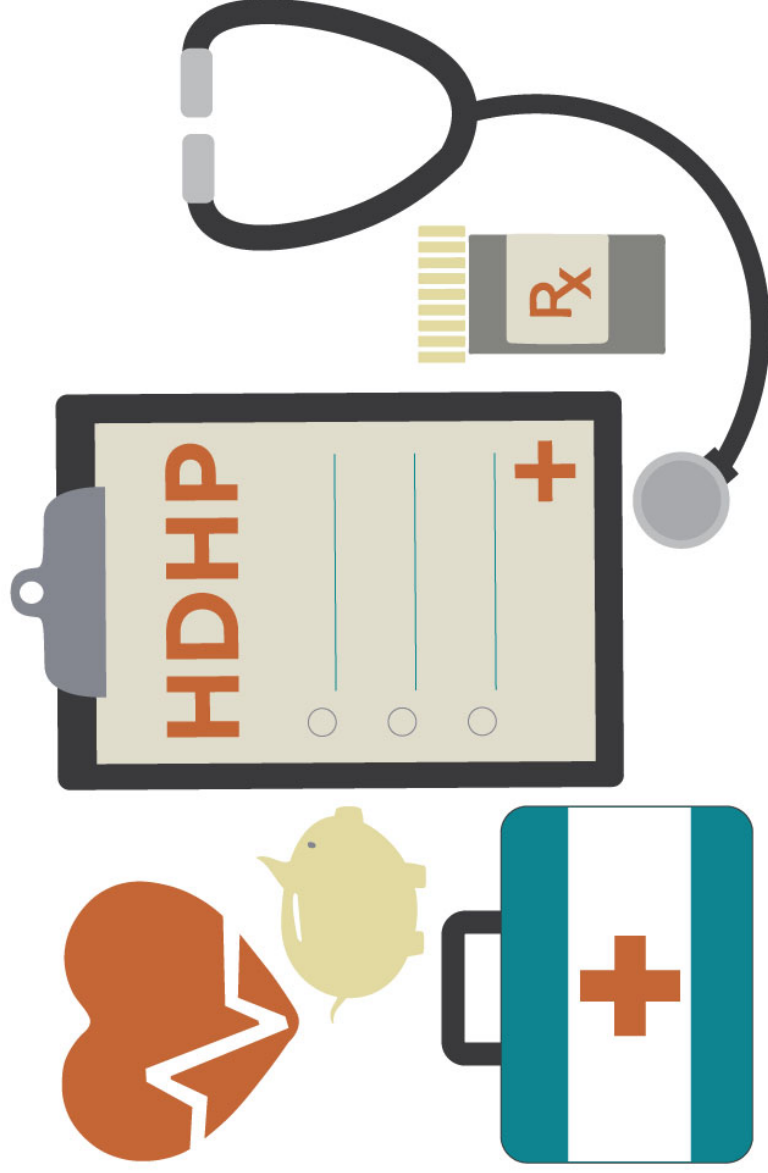


# Wesleyan Medical Plan Design Review

	OAPIN	OAP	HDHP
Deductible Format	Individual / Family	Individual / Family	Individual / Family
In-Network Deductible	\$500 / \$1,000	\$500 / \$1,000	\$1,500 / \$3,000
Out-Of-Pocket Maximum	\$1,500 / \$3,000	\$1,500 / \$3,000	\$3,000 / \$6,000
Matching HSA Contribution (100% match up to the limits shown)	N/A	N/A	\$500 Individual / \$1,000 Family
Coinsurance (In-Network/Out-of-Network)	100%	100% / 70%	100% / 80%
Office/Specialist/Urgent Care Copays	\$25 / \$35 / \$40	\$25 / \$35 / \$40	Deductible
Inpatient	Deductible	Deductible	Deductible
Outpatient	Deductible	Deductible	Deductible
Emergency Room	\$200	\$200	Deductible
Preventive Care	Healthcare Reform Schedule	Healthcare Reform Schedule	Healthcare Reform Schedule

# Wesleyan Medical Plan Design Review

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# Wesleyan Pharmacy Plan Design Review

	OAPIN	OAP	HDHP (after deductible has been meet)
	<ul style="list-style-type: none"> <li>Retail limited to 30-day supply - 90-day supply available at select pharmacies who participate in the Cigna 90 Day Now program</li> <li>Home Delivery – up to 90-day supply including speciality drugs</li> <li>Pre-authorization for speciality drugs</li> </ul>		
Retail 30-day:			20% - min. \$ 5, max. \$50 25% - min. \$15, max. \$50 25% - min. \$20, max. \$50
	Generic: Preferred Brand: Non-Preferred Brand:		
Retail & Home Delivery 90-day:			20% - min. \$10, max. \$100 25% - min. \$30, max. \$100 25% - min. \$40, max. \$100
	Generic: Preferred Brand: Non-Preferred Brand:		

# Clinical Management Programs

---

## Comprehensive Oncology Program

- Member assistance for members diagnosed with cancer

## Healthy Pregnancy/Healthy Babies Program

- Information and support for expectant mothers

## Patient Assurance Program

- Out-of-pocket cost protection for certain diabetes medications

## These programs join our **Cigna Health Matters** Care Management Program

- Nurse advocates help manage your care by bringing together the right resources and people (social workers, pharmacists and behavioral professionals).
- They will explain coverage, coordinate referrals, identify resources and provide support and more!

## Programs to Support Emotional Health

- Cigna Total Behavioral Health Program\*
  - Dedicated support, lifestyle coaching and online tools to help you manage life events
- Virtual Behavioral Care\*
  - Ginger\*
  - Behavioral health coaching via text, self-guided content and if needed, video-based therapy and psychiatry
- TalkSpace\*
  - Online therapy services via private messaging or live video with a dedicated, licensed therapist
- IPrevail
  - Free on-demand peer coaching, available 24/7, that includes interactive lessons and tools, support communities focused on helping to alleviate stress, anxiety, depression and more
- Happify
  - A free app with science-based games and activities designed to help you gain confidence, reduce stress and anxiety, increase mindfulness and emotional well-being and boost health and performance
- CignaResilience.com
  - A free resource to help you understand and learn more about resilience, take an online questionnaire to assess your resilience and learn about tools to build it

\*Cost sharing applies.

## LifeStyle Management Programs

On-line or phone-based support with a Cigna Health Coach to help you reach your goals to lose weight, quit tobacco or lower your stress levels

- Weight Management - Create a personal healthy-living plan that will help you build confidence, be more active and eat healthier.
- Tobacco Cessation - Create a personal quit plan with a realistic quit date, support to quit the habit for good and free over-the-counter nicotine replacement therapy (patch or gum).
- Stress Management - Learn what causes you stress in your life and develop a personal stress management plan, get the support you need to help cope with stressful situations.



**Healthy Lifestyles**

## Program Contacts

---

See the **2023 Benefits Guide** for more details and instructions on how to access all Cigna programs.



myCigna.com and Cigna customer service group  
at 800-Cigna24 are also great resources!

# 2023 Monthly Medical Employee Premiums

Tier	OAPIN	OAP	HDHP
Employee	\$249.25	\$294.57	\$186.17
Employee + Child(ren)	\$474.71	\$560.51	\$354.36
Employee + Spouse/Domestic Partner	\$601.75	\$710.33	\$449.45
Family Including Spouse/Domestic Partner	\$748.78	\$883.94	\$559.29

2023 Premium Subsidy Eligibility: Employees whose annualized full-time base salary is less than or equal to **\$68,666**  
 Subsidy credits are applied to the employee paycheck based on pay frequency.

Tier	Monthly Subsidy
Employee	\$69.24
Employee + Child(ren)	\$149.03
Employee + Spouse/Domestic Partner	\$183.69



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# *Health Savings Account (HSA)*



## Health Savings Account (HSA)

- An HSA is an individually owned bank account that allows you to set aside pre-tax dollars pay for qualified out of pocket expenses.
- The employer and employee can make tax-free deposits into an HSA.
- Any unused funds roll over year to year.
- You decide how and when to use the money available in the account.
- HSAs can be used to cover:
  - Insurance deductibles, copays and coinsurance
  - Qualified health care expenses (including dental & vision)
- 2023 HSA contribution limit is a flat dollar amount
  - \$3,850 for Individual
  - \$7,750 for Family
- Wesleyan HSA contributions for employee plus child(ren), employee plus spouse and family will increase to \$1,000. Employee only will remain at \$500.
- Those age 55 or over can contribute an additional \$1,000 annually.
- Please view our [HDHP Medical Plan and HSA presentation](#) for important plan details.



## Who Is Eligible For An HSA?

	Eligible	Ineligible
Enrolled in High-Deductible Health Plan	✔	
Enrolled in non-HDHP plan, such as OAPIN/OAP		✔
Enrolled in Medicare (Parts A, B, C or D) or TRICARE		✔
Received VA or Indian Health Services benefits in last 3 months		✔
Enrolled in a full Flexible Spending Account (FSA), or covered under spouse/partner's FSA		✔
Individual or spouse/partner participating in HRA		✔
Claimed as dependent on another's tax return		✔
Children over the age of 19 (or 23 if full-time student), but must open own HSA account, cannot use parents	✔	

You can't use HSA funds for a domestic partner, unless they are an IRS qualified dependent.

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# *Flexible Savings Account (FSA)*



# Flexible Spending Accounts

## Group Dynamic Inc. (GDI) - Plan Administrator

### Medical Expense Reimbursement Account (MERA)

This plan allows you to pay for eligible out-of-pocket expenses with pre-tax dollars. Eligible expenses include plan deductibles, copays, coinsurance, and other non-covered medical, dental and vision healthcare expenses for you and your dependents.

The 2023 maximum annual MERA limit is \$3,050 (IRS may update the contribution limit)

### Dependent Care Account

This plan allows you to pay for eligible out-of-pocket dependent care expenses with pre-tax dollars. Eligible expenses may include daycare center, pre-school, in-home childcare, and before or after-school care for your dependent children under age 13 (other individuals may qualify if they are incapable of self-care and are considered your taxable dependents).

The 2023 maximum annual Dependent Care limit is \$5,000 (\$2,500 if married and filing separately).

# HSA vs FSA

	Health Savings Account (HSA)	Flexible Spending Account (FSA)
Medical Plan Design	Must meet federal design mandates	No plan design requirements
2023 Contribution Limits	Employee + employer contribution limits of <b>\$3,850 single</b> and <b>\$7,750 family</b> , plus \$1,000 employee catch-up contribution if age 55+	Set by employer, but no more than <b>\$3,050</b>
Source of Contributions	Employee and/or Employer	Employee
Employer Contribution	<b>\$500</b> for Employee contribution <b>\$1,000</b> for Family contribution	None
Ability to Change Payroll Deductions	Unrestricted; limit to monthly changes	Annual election; change allowed w/ Qualified Life Event only*
Year End Account Balance	Contributions & earnings carryover	Use or Lose
Portability of Account	Yes	None
Investment of Contributions	Available after HSA balance reaches \$1,000	NA
Tax-Free Reimbursement or Distributions	Qualified health expenses. Also allows payment of premiums for COBRA and Medicare	Qualified health expenses. Payment premiums not allowed
Taxable Distributions	If reimbursed for other than qualified healthcare expense prior to age 65	NA

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# *Dental Plan*



## Delta Dental Plan

Plan Features	Delta Dental PPO Plus Premier “Core Plan”	Delta Dental PPO Plus Premier “Buy-Up Plan”
Annual Deductible	Individual \$50 Family \$150	Individual \$50 Family \$150
Preventive Care	100% (No deductible & <b>not included</b> in annual allowance)	100% (No deductible & <b>not included</b> in annual allowance)
Basic Services	80%	80%
Major Services	50%	60%
Annual Maximum Benefit	\$1,200	\$2,000
Orthodontia	50%	50%
Orthodontia Lifetime Maximum	\$1,500 (Adults & Dependent Children)	\$2,000 (Adults & Dependent Children)
Dependent Coverage	Dependents will be covered up to age 26 (coverage will terminate at the end of the month following 26 <sup>th</sup> birthday)	



## Delta Dental

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Carryover Maximum - allows you to carryover unused benefits into subsequent plan years! Preventive care does not count towards maximum.

### Requirements:

- You must enroll for the entire plan year.
- Use no more than 50% of the standard annual maximum during the benefit year.
- See a dentist during the benefit year for an exam or cleaning. (claim must be submitted). If preventive care is not received, ALL accumulated carryover maximum benefit is lost.

# Delta Dental - Carryover Benefit

Benefit Year	Standard Annual Maximum	Claims Used During Year (if less than <\$600/year, qualify for rollover limit)	Annual Benefit Remaining	Carryover Benefit – 25% of Annual Benefit Remaining (\$300 maximum)	Total Benefit Maximum Plan Year
2023	\$1,200	Cleaning/Exam + \$80 Other Services	\$1,120	\$1,120 X 25% = \$280	\$1,200
2023	\$1,200	Cleaning/Exam + \$380 Other Services	\$820	\$820 X 25% = \$205	\$1,200 + \$280 = \$1,480
2024	\$1,200	No Cleaning or Exam + \$0 Other Services	\$1,200	\$0 Carries forward to 2024 and all extra carryover is lost	\$1,480 + \$205 = \$1,685
2025	\$1,200	...	...	...	\$1,200

## 2023 Monthly Dental Employee Premiums

Tier	Delta Dental Core Plan	Delta Dental Buy-Up Plan
Employee	\$14.73	\$20.33
Employee + Child(ren)	\$27.98	\$38.62
Employee + Spouse/Domestic Partner	\$35.34	\$48.78
Family Including Spouse/Domestic Partner	\$44.21	\$61.03

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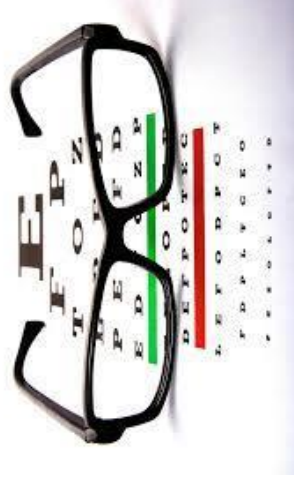
# *Vision Plan*



## EyeMed

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- Voluntary vision plan through EyeMed
- Hardware only - lenses/frames/contact lenses
- Eye exams are covered under the Cigna medical plans.
- EyeMed Vision plan is 100% employee funded.



# EyeMed Plan

Plan Features	EyeMed
<b>Frames</b>	\$0 copay, \$150 allowance: 20% off balance over \$150
<b>Standard Corrective Lenses</b> <ul style="list-style-type: none"> <li>• Single Vision</li> <li>• Bifocal</li> <li>• Trifocal</li> </ul>	\$20 \$20 \$20
<b>Premium Lenses</b> <ul style="list-style-type: none"> <li>• Stand Progressive</li> <li>• Premium Progressive</li> </ul>	\$85 80% of charge less \$35 allowance
<b>Contact Lenses</b> <ul style="list-style-type: none"> <li>• Medically Necessary</li> <li>• Elective</li> </ul>	\$0 copay, \$150 allowance: 15% off balance over \$150 \$150 allowance: 15% off balance over \$150
<b>Frequency</b> <ul style="list-style-type: none"> <li>• Frames</li> <li>• Standard Plastic Lenses or Contacts</li> </ul>	Once every 24 months Once every 12 months

# 2023 Monthly Vision Employee Premiums

Tier	EyeMed
Employee	\$4.71
Employee + Children	\$9.42
Employee + Spouse	\$8.95
Family	\$13.85

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# *Supplemental Life Insurance*





# Unum Supplemental Life Insurance Plans

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Unum administers our supplemental life insurance plans

- Supplemental Employee Life: Can be purchased up to 5 times annual salary not to exceed \$750,000.
- Supplemental Spouse Life: Can be purchased up to \$100,000.
- Supplemental Child Life: \$5,000
- Evidence of Insurability (EOI) application is required and must be approved by Unum.



# Unum Personal Travel Assist Program (Assist America)

Employees covered by Wesleyan's basic life insurance have access to personal travel emergency assistance services whenever traveling more than 100 miles from home or in another country, for less than 90 days.

- Medical Services: Assist America offers immediate medical consultation, referrals, prompt admission to a qualified hospital and much more.
- Non-Medical Services: Assist America takes care of problems when you most need the help, whether it's replacing prescriptions that have been left behind or arranging a compassionate visit by a loved one while hospitalized.

## **Important:**

Assist America's services are a supplement to your existing health insurance. They don't charge members for services, but once you are safely in the care of a qualified physician, your health insurance should cover the costs of your actual treatment and hospitalization.

# Unum New Expatriate Extended Program (Assist America)

J-1 Visa Compliant Coverage is available through Assist America's Expatriate/Extended Program. Travel services will extend beyond 90 consecutive days by enrolling in the employee-paid Expatriate/Extended Program.

## Requirements:

- Must be eligible for Wesleyan's Basic Life Insurance
- **Must be activated** before you leave on your extended trip
- Annual fee - \$80 per individual or \$120 per family (spouse and/or dependent children must be covered on your medical insurance)

## Additional Details:

- Fee is not prorated for partial year coverage.
- To register, complete enrollment form located at [www.assistamerica.com/Expatriate](http://www.assistamerica.com/Expatriate)
- **Application** and enter your Assist America reference number.
- If you have questions, call **1-800-872-1414**.

## Business Travel Assist Program

While out of the U.S. on business, the following coverage is provided through ISOS America.

(Limits apply, contact the Benefits Team for more information.)

Benefits	
Travel Medical	Sickness & Accidental Medical Expense Emergency Dental (Accident & Pain Alleviation)
AD&D	Accidental Death & Disability
Evacuation	Medical, Security or Natural Disaster Evacuation
Repatriation of Remains	Due to Death
Travel Benefits	Trip Interruption, Lost Baggage

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# *Wellness Incentive Points Program & Employee Assistance Program (EAP)*



## Wellness Incentive Points Program

Wesleyan's Wellness Incentive Points Program rewards individuals dedicated to improving their health and well-being. You can earn points by actively participating in health improvement programs and activities that can then be redeemed for cash payments. Benefit eligible faculty, staff, spouses and partners are eligible to participate and earn points (up to \$150/each on a semi-annual basis).

Wellness points are entered through the Wellness Points Tool which is available under "My Information" in WesPortal.



**Note:** To add or change a spouse/domestic partner, please click the Spouse/Partner link at the top of the screen.

Cardinal Fit Program & Lunch-N-Learns

# Unum's Employee Assistance Program (EAP)

Unum's EAP through Health Advocate provides Work/Life programs and gives employees access to licensed professional counselors and services for help with personal, family or work issues. Assistance is available

- Stress, depression, anxiety
- Relationship issues
- Job stress, work conflicts
- Addiction, eating disorders, mental illness
- Child/Elder care services
- Eldercare services
- Financial/Legal



## Key Features

- Medical Bill Saver – service that can help negotiate out-of-pocket medical and dental expenses over \$400
- 24/7 access to master's level staff clinicians for information, assessment, short-term problem resolution and referrals
- Up to 3 face-to-face counseling sessions
- In lieu of face to face sessions, Health Advocate offers HIPAA compliant video counseling sessions.
- Health Advocate provides access to a national network of over 60,000 licensed EAP affiliates.

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# *Retirement Plan*





# The Wesleyan University Retirement Plan

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## **Employee Contributions**

You decide how much to save, from 1% to 85% of your annual earnings up to the plan limits (\$20,500 for 2022, with higher limits for those age 50+ or with 15 years of qualified service). You can save pre-tax or after-tax (Roth).

## **Eligibility**

All staff and faculty may contribute, except student workers. Bargaining unit members should refer to their contract.

## **Roth Contributions**

Roth contributions are made after-tax, therefore withdrawals, including earnings are made tax free subject to certain parameters.

## **Starting or Changing Pre-tax or Roth Contributions**

Visit the Retirement@Work site on WesPortal under My Information

## **Vesting of Pre-Tax or Roth Contributions**

You are always 100% vested in your employee contributions.

# The Wesleyan University Retirement Plan

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## **Employer-Funded Match**

For every \$1.00 you contribute up to 6% of eligible earnings, Wesleyan will contribute \$0.50 or 3%. The match is made every paycheck that you are actively contributing to the plan.

## **Employer-Funded Contributions**

### **Eligibility**

Faculty and staff scheduled to work at 50% or more of full-time equivalent or more than 1,000 Hours of Service per year. Faculty and post doctorate staff members who are expected to be employed for less than one year are excluded.

### **Benefit:**

Seven percent of base salary (up to \$80,500), then 10% of base salary. Contributions to the basic retirement plan are tax deferred until paid as retirement income.

### **Vesting of Matching and Employer Contributions**

Three-year vesting schedule, you are credited with a year of vesting for every plan year you are credited with 910 hours of service.

# The Wesleyan University Retirement Plan Loans

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## Loans

Eligible employees can take loans from both TIAA and Fidelity, up to a combined maximum of three (3) loans. Only employee contributions are available for loans.

The IRS limits the **amount to 50% of your vested account balance** or \$50,000, whichever is smaller and a minimum loan amount of \$1,000. The loan amount may be used for any reason, including the purchase of a home.

# The Wesleyan University Retirement Plan

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## Investment Options and Providers

You decide how to invest from among Wesleyan's menu of investment options through either TIAA or Fidelity.

Link to the [Quick Start Guide](#) for details on how to enroll.

RETIREMENT@work<sup>®</sup>

## Quick Start Guide

Everything for your Wesleyan University Retirement Plan.  
In one location.

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# *Next Steps!*



# Enrollment Instructions for Newly Eligible Employees

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## Be Informed...

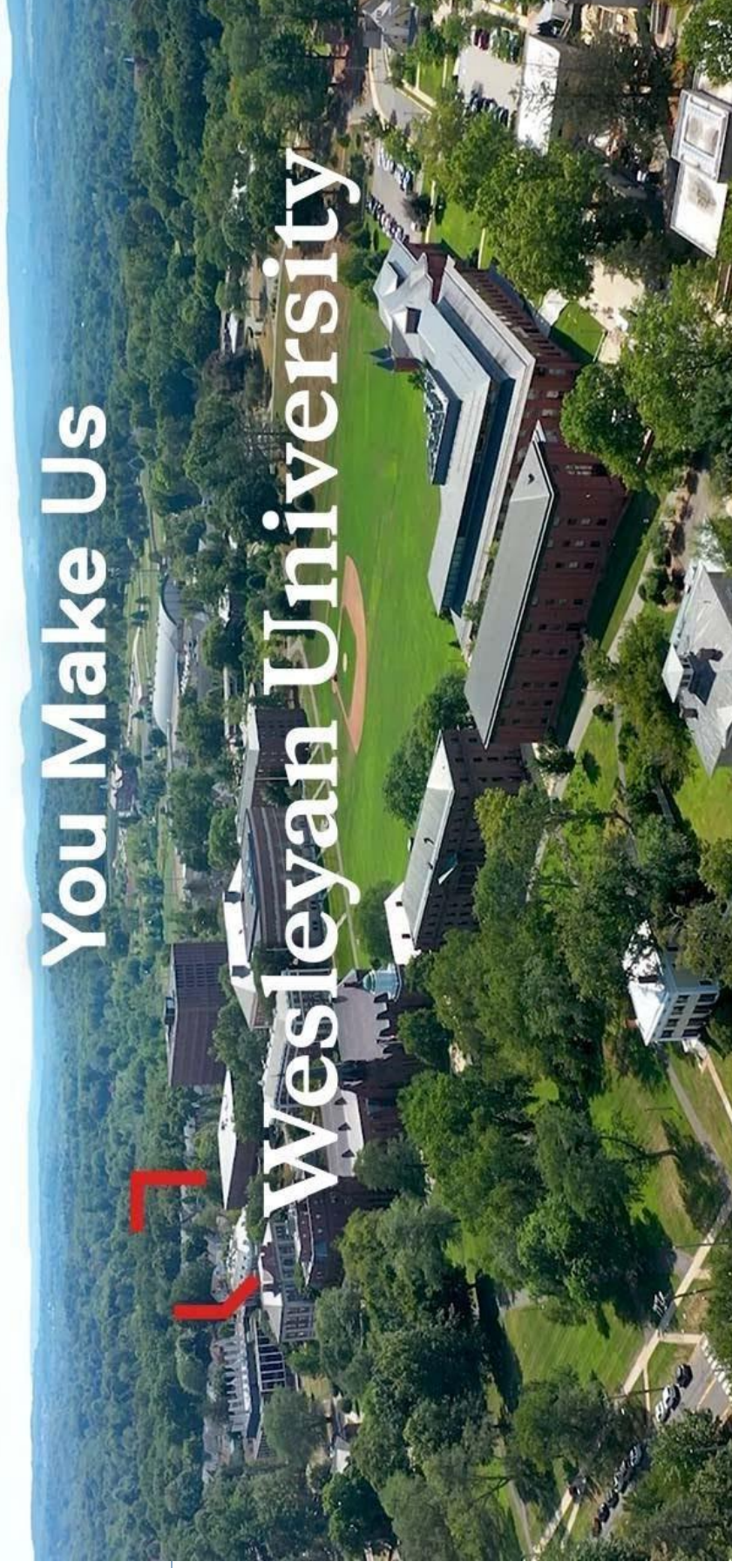
- Review this presentation, the Enrollment Guide and the Benefits at [Wesleyan New Employee Enrollment page](#) of the Wesleyan website.
- Contact [benefits@wesleyan.edu](mailto:benefits@wesleyan.edu) with any questions.

## Take Action...

- New employees have 31 days from their date of hire to enroll in benefits. Please note, your benefits and contributions are effective on your date of hire.
- Complete your [enrollment form](#)
- If you are electing not to participate in the Wesleyan benefit plans, please complete the benefit enrollment form and select waive for each benefit.
- Upload your completed form to the [secure benefits lock box](#).

You Make Us

Wesleyan University



Again,  
Welcome to Wesleyan!