Employee Benefits
• A presentation for new employees

Agenda
• Your 2017 Benefit Plan Options
• Making Your Decisions
• Preparing to Enroll Online
  – NetID and Password
• Contact Information for the Benefits Division

Benefit Plan Options

<table>
<thead>
<tr>
<th>Health and Welfare</th>
<th>Financial Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care Plans</td>
<td>Long Term Disability</td>
</tr>
<tr>
<td>Prescription Drug Plans</td>
<td>Basic Life Insurance</td>
</tr>
<tr>
<td>Dental Plans</td>
<td>Supplemental Life Insurance</td>
</tr>
<tr>
<td>Vision Plan</td>
<td>Family Life Insurance</td>
</tr>
<tr>
<td>Flexible Spending Accounts (FSA)</td>
<td>Voluntary Savings Plan (VSP)</td>
</tr>
<tr>
<td>Health Savings Account (HSA)</td>
<td>Retirement Savings Plans</td>
</tr>
<tr>
<td>Dependent Care FSA</td>
<td>Travel Accident Insurance</td>
</tr>
</tbody>
</table>
Verifying Your Dependents

- The more dependents you add to the plan, the more your premium increases, however once you add one child then adding additional children does not increase premium cost
- Proof of dependency must be provided for anyone added to the plan
- Submit via e-mail, mail, fax, or in person

<table>
<thead>
<tr>
<th>Document relationship to spouse</th>
<th>Document relationship to dependents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marriage or Civil Union Certificate</td>
<td>Birth Certificate</td>
</tr>
<tr>
<td>Proof of Joint Ownership, such as Federal Tax Return</td>
<td>Adoption Certificate</td>
</tr>
<tr>
<td>Bank or Credit Card Statement, Lease Agreement</td>
<td>Foster Care Paperwork</td>
</tr>
<tr>
<td>J-2 or H-4 Visa (foreign nationals only)</td>
<td>Court Ordered Document of Legal Custody</td>
</tr>
</tbody>
</table>

Health Care Plans

Two types of health care plans are offered, both by BlueCross BlueShield.

- HMO
- PPO

Finding Your Doctor

Blue Cross PPO, HMO IL plans www.bcbsil.com
Selecting Your Primary Care Physician

- Click on the physician
- At the bottom of the page note the Medical Group/IPA #
- Enter this number during the enrollment process.
- You do not need to enter the PCP number

Health Maintenance Organization (HMO)

- Primary Care Physician (PCP) is first contact
- In-network PCP required for coverage
- Referrals required from PCP to see specialists
- Lower costs at point of service and predictable charges
- Preventive care covered at 100%
- Vision care discount plan

HMO Illinois Coverage

<table>
<thead>
<tr>
<th>Copays:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25 PCP / $35 Specialist / $100 ER Visit</td>
</tr>
<tr>
<td>Outpatient Event = $250</td>
</tr>
<tr>
<td>Inpatient Event  = $500</td>
</tr>
<tr>
<td>Coinsurance = None</td>
</tr>
</tbody>
</table>

- Annual Out of Pocket Maximum:
  - Coverage Type “You Only” = $1500
  - All Other Coverage Types = $3000
Health Maintenance Organization (HMO)

- HMO-IL is one of the state’s largest networks of primary care physicians (PCPs) and hospitals.
  - Advanced Unified Physicians Network
  - Advocate Lutheran General Hospital
  - NorthShore University HealthSystem
  - Ravenswood Physician Associates
  - Presence Saint Francis Hospital
- And More

Preferred Provider Organization (PPO)

- BCBSIL is the administrator of plans
- Freedom to choose any doctor or specialist
- Coverage at 80% or 90% depending on choice of plan
- Co-pays count toward total out-of-pocket maximum
- No exclusion of pre-existing conditions
- Preventive care is covered at 100%
- Offers a vision care discount plan

Preferred Provider Organization (PPO)

- Primary and immediate care facilities are available
- Find participating hospitals at www.nm.org.
  - Northwestern Memorial Hospital
  - Lake Forest Hospital
  - Prentice Women’s Hospital
- The list of participating physicians is updated monthly.
- Not all Northwestern Medicine physicians participate
Preferred Provider Organization (PPO)

<table>
<thead>
<tr>
<th></th>
<th>In Network</th>
<th>Out of Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deductible</td>
<td>Single: $1,400</td>
<td>Family: $2,800</td>
</tr>
<tr>
<td>Co-insurance</td>
<td>20% of total cost</td>
<td>20% of total cost</td>
</tr>
<tr>
<td>Office Visit</td>
<td>$100 per visit</td>
<td>$100 per visit</td>
</tr>
<tr>
<td>Urgent Care</td>
<td>$150 per visit</td>
<td>$150 per visit</td>
</tr>
<tr>
<td>Emergency Hospital</td>
<td>$500 per visit</td>
<td>$500 per visit</td>
</tr>
</tbody>
</table>

Health Savings Account (HSA)

- Available only to Value PPO participants
- Pre-tax contributions through payroll deduction
- For qualified health, dental, and vision care expenses
- Value PPO deductibles – Single $1,400/Family $2,800
- IRS HSA Limits – Single $3,400/Family $6,750
- Unused funds rollover and are portable

University matches up to ½ the annual maximum

<table>
<thead>
<tr>
<th>Coverage Tier</th>
<th>If you contribute</th>
<th>Northwestern contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>You only</td>
<td>$700</td>
<td>$700</td>
</tr>
<tr>
<td>You + Spouse and/or Children</td>
<td>$1,400</td>
<td>$1,400 (annual maximum)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$2,800 (annual maximum)</td>
</tr>
</tbody>
</table>

*Higher IRS maximums are accessible via personal check to PayFlex.
Prescription Drug Plans

<table>
<thead>
<tr>
<th>Premier PPO</th>
<th>Select PPO</th>
<th>HMO IL</th>
<th>Value PPO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copayment 30-day supply Total</td>
<td>Generic $10, Preferred Brand $30, Non-Preferred Brand $90, Specialty $90 (if managed by Express Scripts 80%)</td>
<td>20% after deductible (if managed by Express Scripts 80%)</td>
<td></td>
</tr>
<tr>
<td>Copayment 140-day supply Mail</td>
<td>Generic $20, Preferred Brand $90, Non-Preferred Brand $120, Specialty $140 (if managed by Express Scripts 80%)</td>
<td>20% after deductible (if managed by Express Scripts 80%)</td>
<td></td>
</tr>
<tr>
<td>Annual Out-of-Pocket Maximum</td>
<td>$1,600 per person, Express Scripts (if managed by Express Scripts 80%)</td>
<td>Included in Value PPO, Out-of-Pocket Maximum</td>
<td></td>
</tr>
</tbody>
</table>

Prescription Drug Plans

- Choosing a more expensive brand over generic?
  - Generics preferred plan
- Pay half the difference in addition to copayment.

Dental Plans

<table>
<thead>
<tr>
<th>First Commonwealth DHMO</th>
<th>Dearborn National PPO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must select a dentist from participating dental groups – 6 digit ID</td>
<td>Flexibility to choose your own dentist</td>
</tr>
<tr>
<td>No dental implant coverage</td>
<td>Dental implant coverage - $6000 In Network per person, $18000 Out of Network</td>
</tr>
<tr>
<td>Adult and child orthodontia</td>
<td>Orthodontia for child dependents only ($3000 maximum lifetime)</td>
</tr>
<tr>
<td>No deductibles</td>
<td>$50 calendar year deductible ($150 family maximum)</td>
</tr>
<tr>
<td>Preventative Care Covered at 100%</td>
<td>Preventative Care Covered at 100%</td>
</tr>
<tr>
<td>Unlimited benefit</td>
<td>Annual Benefit Limit - $3000 person</td>
</tr>
<tr>
<td>Lower costs at point of service</td>
<td>Higher costs at point of service</td>
</tr>
</tbody>
</table>
Vision Plan

EyeMed Vision Care is a standalone plan
• Coverage for annual exams with $10 copayment
• Coverage on frames, lenses, treatments, contacts, etc.
• Used instead of HMO/PPO vision discount

Flexible Spending Accounts (FSA)

• Set aside pretax earnings (in amounts you determine) via payroll deduction
• Minimum $240, maximum $2550 per year
• Pay expenses related to health and family care
• Unused funds will be forfeited

Spending Accounts

Four types of spending accounts are offered at Northwestern

<table>
<thead>
<tr>
<th>Traditional FSA</th>
<th>Dependent Care FSA</th>
<th>Health Savings Account (HSA)</th>
<th>Limited-Use FSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available to all employees (except Value PPO participants)</td>
<td>Available to full-time employees with eligible dependents. Spouses must be working full-time or full-time students</td>
<td>Available to Value PPO participants only</td>
<td>Available to Value PPO participants with an HSA</td>
</tr>
<tr>
<td>No match</td>
<td>Matching for qualified employees</td>
<td>Matching for all participants</td>
<td>No match</td>
</tr>
<tr>
<td>“Use it or lose it” Unused funds are forfeited</td>
<td>“Use it or lose it” Unused funds are forfeited</td>
<td>“Use it or lose it” Unused funds are forfeited</td>
<td>“Use it or lose it” Unused funds are forfeited</td>
</tr>
</tbody>
</table>

Unused funds are portable and roll over
Spending Accounts

PayFlex is the FSA Claims Administrator.

- IRS compliance
- Participation of vendors
- Payment and claims processing
- [www.payflex.com](http://www.payflex.com)

Spending Accounts

- Option to pay with debit card
  - Merchants must meet IRS data requirements
  - Many doctors, hospitals, dentists, pharmacies, etc.
  - Wal-Mart, Walgreens, Target, CVS, and others

Spending Accounts

- Option to submit paper claim form with itemized receipts
Spending Accounts

- Find a list of eligible expenses at www.payflex.com.
- Keep receipts of all purchases, even with the debit card.
- PayFlex may request receipts to demonstrate compliance.
- Grace period deadline for 2017 claims is March 15, 2018
- All claims MUST be submitted by March 31st. NO EXCEPTIONS.

Dependent Care FSA

- Available to full-time employees with eligible dependent(s). Spouse must be working or a student full-time.
- Annual contribution Minimum $240 | Maximum $5,000
  - $2,500 per employee if both parents are participating
  - Match applies if annual income is less than 130K

Dependent Care FSA

- Qualifying dependents
  - Children through the age of 12
  - Persons incapable of self-care (spouse, parent, in-law, sibling, or child over age 13)
  - Must be claimed as dependent on your tax return
Dependent Care FSA

Employee elects to contribute $5,000

<table>
<thead>
<tr>
<th>If your household earnings are:</th>
<th>Percent of election matched by NU:</th>
<th>Maximum NU match:*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $60,000</td>
<td>80%</td>
<td>$4,000</td>
</tr>
<tr>
<td>$60,001 - $75,000</td>
<td>60%</td>
<td>$3,000</td>
</tr>
<tr>
<td>$75,001 - $100,000</td>
<td>40%</td>
<td>$2,000</td>
</tr>
<tr>
<td>$100,001 - $130,000</td>
<td>20%</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

* Your most recent IRS 1040 and the Dep Care Match form are required to enroll and verify income for the NU Match. The University Match is prorated during the calendar year. Your spouse must also work full-time or be a full-time student.

Dependent Care FSA

- Used for qualifying dependent care expenses
  - For medical, nursing, nursing home care, and personal assistance
  - For children under 13, day care, camp, and summer school
- Not regular grammar or middle-school tuition
- Paper claim form required

Extended Sick Time Program

- Benefit starts after accruing 6 months of Northwestern service
- Pays 100% of monthly salary
- There is a 7 calendar day waiting period
- Receive up to 180 days coverage (6 months minus 7 days)
- Incidental Sick Time, Vacation and Personal Floating Holiday time can be use to cover the 7 calendar waiting period.
Long Term Disability Plan

- Benefit coverage starts on Benefits Effective date
- Basic Plan pays 50% of last working salary up to a max of $11,500/month – 100% Northwestern University paid
- Buy Up Plan pays 60% of last working salary up to a max of $13,800/month – Northwestern and Employee paid
- Begins 180 days after disability (6 months)
- Pre-existing conditions in first year of employment apply

Life Insurance – Employee

<table>
<thead>
<tr>
<th>Basic</th>
<th>Supplemental</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Paid for by Northwestern University</td>
<td>• May elect up to 3 times salary without Evidence of Insurability (EOI) at hire</td>
</tr>
<tr>
<td>• Coverage 2.5 times annual</td>
<td>• Multiple of annual salary up to 5 times/$2,000,000 maximum</td>
</tr>
<tr>
<td></td>
<td>• EOI required for any amount above 3 times salary or more than $1M</td>
</tr>
<tr>
<td></td>
<td>• Premiums based on age and amount of coverage, fully employee paid</td>
</tr>
<tr>
<td></td>
<td>• Administered by Dearborn National</td>
</tr>
</tbody>
</table>

Life Insurance – Family

<table>
<thead>
<tr>
<th>Spouse</th>
<th>Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse Life</td>
<td>Children Life</td>
</tr>
<tr>
<td>• $10,000 increments</td>
<td>• $5,000 increments</td>
</tr>
<tr>
<td>• Maximum of:</td>
<td>• Maximum of $25,000</td>
</tr>
<tr>
<td>o 100% of Employee Basic + Supplemental Life</td>
<td>• Premiums are $0.128 per $5,000 of coverage</td>
</tr>
<tr>
<td>OR</td>
<td>• Under age 26</td>
</tr>
<tr>
<td>o $500,000 whichever comes first</td>
<td>• No EOI required</td>
</tr>
<tr>
<td>• Evidence of Insurability (EOI) if greater than $30k</td>
<td>• Premiums based on age and amount of coverage</td>
</tr>
</tbody>
</table>
Travel Accident

• Administered by Reliance Standard
• Fully paid by Northwestern
• Covered when travelling on University business
  – Excludes commute to and from work
• Coverage is 3 times employee’s base pay
  – Minimum of $100,000
  – Maximum of $250,000

403(b) Retirement Plan Eligibility

• Employees must be 24 years old with 1 year of service
• Service can be waived if you have prior plan participation at:
  – A tax-exempt educational or research organization
  – A state educational organization
  – Received employer contributions for 1 year within 31 days of joining Northwestern University

Voluntary Retirement Savings Plan (VSP)

• VSP offers two options – Fidelity and TIAA
  – Available to employees who are ineligible for Retirement Match Plans
  – Have not met age and/or service requirements
  – Did not qualify for waiver of service requirement
• Great way to start saving
403(b) Retirement Plan Options

- Call for a 1-hour appointment to discuss plans in depth
- All funds provided by each vendor are available to you
- Sign-up when eligible (don’t wait for open enrollment)
- Move money within funds at any time
- If you do not specify a vendor, TIAA defaults

403(b) Retirement Plan Contributions

- University Contribution (Unmatched)
  - 5% of your salary is automatically contributed
- Matched Contribution
  - Up to 5% of eligible pay (choose 1, 2, 3, 4, or 5%)
- Supplemental Contribution
  - If you choose the maximum matched (5%), you can then contribute supplemental amounts.
- IRS annual limit is $18,000 ($24,000 if age 50 or older).
  - Matched and supplemental employee contributions count toward the limit.

403(b) Retirement Plan Contributions

<table>
<thead>
<tr>
<th>Unmatched</th>
<th>Matched</th>
<th>Employee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>5%</td>
<td>1%</td>
<td>1%</td>
<td>7%</td>
</tr>
<tr>
<td>5%</td>
<td>2%</td>
<td>2%</td>
<td>9%</td>
</tr>
<tr>
<td>5%</td>
<td>3%</td>
<td>3%</td>
<td>11%</td>
</tr>
<tr>
<td>5%</td>
<td>4%</td>
<td>4%</td>
<td>13%</td>
</tr>
<tr>
<td>5%</td>
<td>5%</td>
<td>5%</td>
<td>15%</td>
</tr>
</tbody>
</table>

*Immediate Vesting - If you leave Northwestern, all contributions are yours*
Employee Tuition Benefits

For Employees:
- Employee Reduced Tuition Benefit (at Northwestern)
- Employee Certificate Tuition Benefit (at Northwestern)
- Employee Portable Tuition Benefit (elsewhere)

More detailed information is available:
http://www.northwestern.edu/hr/benefits/educational-assistance/index.html
Apply through myHR (myHR.northwestern.edu)

Employee Reduced Tuition Benefits

Eligibility
- Only full-time employees are eligible from the beginning of the first full term. Requires online submission of application via myHR for the rebate to apply to your Student Account

Undergraduate, Professional Development and Graduate Study
- 85% discount for School of Professional Studies (SPS) undergraduate and professional development programs
- 75% discount for other NU undergraduate programs
- 75% discount for graduate programs and certificates of advanced graduate study

Maximum benefit $12,000 per calendar year, any educational assistance above $5,250 and paid by Northwestern is taxable income

Employee Portable/Certificate Tuition Benefits

- Full-time employees are eligible after completion of 1 year of full-time service (must be full-time at the beginning and completion of course)
- Undergraduate, graduate courses taken by employees at schools other than Northwestern University or for non-SPS Certificate Programs at Northwestern
- 100% reimbursement of tuition and mandatory fees – up to $12,000 per calendar year
- Applied towards $12,000 maximum annual educational assistance benefit (if used with Educational Assistance)
- Requires an application each semester/quarter
Reduced Tuition Benefit

- **Reduced Tuition for Spouses and Children**
  - Available for spouses and children of full-time employees.
  - After 6 months of service, 85% off undergraduates classes at the School of Professional Studies.
  - After 5 years of continuous service, 50% reduction in tuition at Northwestern’s undergraduate programs.

- **Portable Tuition for Children**
  - After 3 continuous years of service, dependent children under the age of 26 for undergraduate study only.
  - Benefit is 50% of billed tuition at accredited colleges or universities.
  - Limited to 8 full-time semesters or 12 full-time quarters.

Preview Enrollment

- **Northwestern**
  - Online Passport: You may sign on to University systems.
  - User Name
  - Password
  - Login
  - Logging Off: This page should not be bookmarked.

Preview Enrollment

- Employee Self Service
  - Personal Details
  - Benefits
  - Learning

- Pay

- Last Printed 08/30/2016
Coverage Effective Dates

Health, Dental, Vision, Life, Long Term Disability, and Flexible Spending Accounts
- First of the month following your hire date, or
- First of the month (if hired on the first of any month)

403(b) Plans
- Retirement Plan: first of next month after accruing one year of Northwestern service and age 24 for Unmatched and Matching Plans
- Voluntary Savings Plan (VSP): first of the month following your online application

Commuter Benefits
- Pre-tax transit with CTA, Metra, Pace, RTA benefits, as well as Commuter parking
- Sign up via Payflex at: www.payflex.com
  - It will take 2-3 weeks for your information to be loaded into the PayFlex system
  - When registering, use your employee ID number, not your SSN#
- Must enroll by the 5th day of the month prior to month of use
  - After the 5th of the month, all orders placed are final and no refunds will be issued.

Enrollment Opportunities
- New hires must enroll within 31 days of hire date
- Open Enrollment begins in October/November each year
  - Re-enrollment required for FSA and HSA each year
  - Coverage begins January 1 of the next year
- For qualifying events, you must enroll no later than 31 days from the event for Health, Dental, Vision & FSA
  - Qualifying events are: marriage, birth, loss of coverage, certain changes in employment status, and divorce
  - You can find additional information on qualifying events and the required documentation here: http://www.northwestern.edu/hr/benefits/changes/index.html
After You Enroll

- **This is what you need to do:**
  - View your elections online using myHR.
  - Provide proof of dependency for any dependents in order to enroll them in the plans you elected (can be scanned to benefits@northwestern.edu).
- **You will receive:**
  - New ID cards will be distributed within two weeks of enrollment.
  - If you enroll in the Value PPO Plan and the HSA, PayFlex will send an HSA Welcome Email with instructions on how to establish your account within ten days of enrollment.

New Employee Orientation Online

- Vacation, Sick, PFH, paid Holidays
- Campus resources
- Ethics, safety and security policies
- Record completion at end of online module

Contact Information

- You have 31 days from your date of hire to enroll in benefits and to finalize your benefits elections.
- **Questions and Appointments**
  - Main Number: 847-491-7513
  - Email: benefits@northwestern.edu
  - Website: northwestern.edu/hr/benefits
- **Counselors are in Evanston and Chicago**
  - Ruthann Cameron 847 491-4019 Evanston
    - r-cameron@northwestern.edu
  - Chris Forman 312 503-0150 Chicago
    - christopher.forman@northwestern.edu