

WELCOME TO THE USA FAMILY

New Faculty Orientation



UNIVERSITY OF
SOUTH ALABAMA

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SUBMISSION OF I-9

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport that contains a temporary I-561 stamp or temporary I-551 printed notation on a machine-readable immigrant visa Employment Authorization Document that contains a photograph (Form I-765) For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> Foreign passport; and Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> The same name as the passport and An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	<ol style="list-style-type: none"> Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address School ID card with a photograph Voter's registration card U.S. Military card or draft record Military dependent's ID card U.S. Coast Guard Merchant Mariner Card Native American tribal document Driver's license issued by a Canadian government authority <p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> School record or report card Clinic, doctor, or hospital record Day-care or nursery school record 	<ol style="list-style-type: none"> A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> NOT VALID FOR EMPLOYMENT VALID FOR WORK ONLY WITH INS AUTHORIZATION VALID FOR WORK ONLY WITH DHS AUTHORIZATION Certification of Birth Abroad issued by the Department of State (Form FS-546) Certification of Report of Birth issued by the Department of State (Form DS-1350) Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal Native American tribal document U.S. Citizen ID Card (Form I-197) Identification Card for Use of Resident Citizen in the United States (Form I-179) Employment authorization document issued by the Department of Homeland Security



University of South Alabama

FACULTY BENEFITS

UNIVERSITY BENEFITS

Health & Dental Insurance Benefits

USA Health & Dental Plan/BCBS of Alabama

USA VIVA Health & Dental Plan

UNIVERSITY BENEFITS

USA Health & Dental Plan

Eligible employees with an FTE of .75 or above may elect to enroll in the USA Health & Dental Plan . The plan provides:

Services received within network of [Blue Cross Blue Shield AL](#) PPO providers.

[USA Health System](#), a network of hospitals, physicians, outpatient clinics and other providers affiliated with the University of South Alabama allows members to receive medical care at a lower cost to both the Plan and the member.

Outside state of Alabama, Blue Cross Blue Shield providers are members of the Blue Card PPO Network.

UNIVERSITY BENEFITS

USA Health & Dental Plan Wellness Incentive

The University of South Alabama encourages all employees to adopt healthy lifestyle choices.

Employees and their spouses who declare that they do not use tobacco products (and have not for at least six months) will be eligible for **\$50 per month wellness incentive** (one per family).

University Benefits

USA Health & Dental Plan

NOTE: Insurance premiums are paid 1 month ahead

Premium Conversion:

USA Health & Dental Plan premiums are deducted before any federal, state or social security taxes are withheld

Result: Increases your take-home pay. Your gross income is reduced by the amount of your premiums and therefore you pay less taxes.

Employee Cost: NON-TOBACCO USERS

Single	\$128 per month
Family	\$418 per month

University Cost

Single	\$426 per month
Family	\$870 per month

University Benefits

USA Health & Dental Plan

NOTE: Insurance premiums are paid 1 month ahead

Premium Conversion:

USA Health & Dental Plan premiums are deducted before any federal, state or social security taxes are withheld

Result: Increases your take-home pay. Your gross income is reduced by the amount of your premiums and therefore you pay less taxes.

Employee Cost: TOBACCO USERS

Single	\$178 per month
Family	\$468 per month

University Cost

Single	\$426 per month
Family	\$870 per month

UNIVERSITY BENEFITS

USA Health & Dental Plan Pharmacy Benefit

- ✓ Convenient home delivery services through the Express Scripts Pharmacy.
- ✓ A network of more than 60,000 participating retail pharmacies throughout the United States and U.S. Territories.
- ✓ Helpful resources on the Express Scripts website.

Express-Scripts.com/USAJAGS

- ✓ Tracking with the help of the Express Scripts App.

UNIVERSITY BENEFITS

USA Health & Dental Plan Pharmacy Benefit

- ✓ Express Scripts Member Services representatives, available 24 hours a day, 7 days a week to assist with questions about your benefit orders.
- ✓ Specialist Pharmacists can answer your questions about how your medications work with each other and how to make them work best for you.

You will receive a welcome package that explains your benefit and offers simple instructions on how to take full advantage of all the prescription services available to you. **Your Express Scripts prescription drug ID cards will also be included. Please be sure to present your prescription drug ID card to your pharmacist when filling prescriptions.**

UNIVERSITY BENEFITS

USA Health & Dental Plan

- ✓ Dependent children age 19 – 26 are eligible for coverage regardless of their employment, marital or student status.
- ✓ Cannot make changes in your enrollment or end your participation **during the year** *unless* you have a change in your family status.
- ✓ Annual enrollment for the USA Health & Dental Plan is held in November for coverage effective January 1 of the following year.

UNIVERSITY BENEFITS

USA Health & Dental Plan Tobacco Cessation Wellness Program

Freeing yourself from Tobacco Workshops

Counseling

Nicotine Replacement Therapy

Toll Free Quit line Access



Blue Cross Blue Shield Quit For Life Program
Toll free number 1-888-768-7848

UNIVERSITY BENEFITS

USA VIVA Health & Dental Plan

Eligible employees with an FTE of .75 or above may elect to enroll in the USA Health & Dental Plan . The plan provides:

This plan is a **limited network** design based on USA Health medical providers and select providers from the VIVA network.

To supplement primary care, a Telehealth program is included, providing telephone and internet access to a physician for minor medical concerns.

UNIVERSITY BENEFITS

USA VIVA Health & Dental Plan Wellness Incentive

The University of South Alabama encourages all employees to adopt healthy lifestyle choices.

Employees and their spouses who declare that they do not use tobacco products (and have not for at least six months) will be eligible for **\$50 per month wellness incentive** (one per family).

University Benefits

USA VIVA Health & Dental Plan

NOTE: Insurance premiums are paid 1 month ahead

Premium Conversion:

USA VIVA Health & Dental Plan premiums are deducted before any federal, state or social security taxes are withheld

Result: Increases your take-home pay. Your gross income is reduced by the amount of your premiums and therefore you pay less taxes.

Employee Cost: (NON-TOBACCO USERS)

Single	\$108 per month
Family	\$ 350 per month

University Cost

Single	\$363 per month
Family	\$745 per month

University & HCM Benefits

USA VIVA Health & Dental Plan

NOTE: Insurance premiums are paid 1 month ahead

Premium Conversion:

USA VIVA Health & Dental Plan premiums are deducted before any federal, state or social security taxes are withheld

Result: Increases your take-home pay. Your gross income is reduced by the amount of your premiums and therefore you pay less taxes.

Employee Cost: TOBACCO USERS

Single	\$158 per month
Family	\$400 per month

University Cost

Single	\$363 per month
Family	\$745 per month

UNIVERSITY BENEFITS

USA VIVA Health & Dental Plan Tobacco Cessation Wellness Program

No cost to the employees and covered dependents

2 visits per year with \$0 copay with a PCP
specialist

Tobacco cessation products without prior
authorization



VIVA Health Customer Service
1-800-294-7780

UNIVERSITY BENEFITS

USA VIVA Health & Dental Plan

Pharmacy Benefits: Express Scripts, Inc.

Dental Benefits: Southland Benefit Solutions, Inc.

Flexible Spending Accounts: Discovery Benefits
Enrollment form

UNIVERSITY BENEFITS

USA VIVA Health & Dental Plan

- ✓ The employee must reside in the state of Alabama
- ✓ Employees enrolled are required to remain in this plan until next Open Enrollment.
- ✓ Dependent children age 19 – 26 are eligible for coverage regardless of their employment, marital or student status.
- ✓ Annual enrollment for the USA VIVA Health & Dental Plan is held in November for coverage effective January 1 of the following year.

UNIVERSITY BENEFITS



Flexible Spending Accounts **SOUTHFLEX**

Health Care Dependent Care

Enrollment in one of the Health insurance plans is not required for SouthFlex enrollment. However for those enrolled with the USA Health & Dental Plan the Southflex account manager is HealthEquity. For those enrolled with the USA VIVA Plan the Southflex provider is Discovery Benefits. If not enrolled in any of the health plans the employee may choose between HealthEquity and Discovery Benefits.

UNIVERSITY BENEFITS

SOUTHFLEX: Flexible Spending Account (FSA)

FSA's are used to tax shelter money for qualified medical, dental, & child care expenses which provides savings on federal, state, and FICA taxes.

You must determine how much out-of-pocket medical, dental, or childcare expenses you will have for the year.

You may still participate in SouthFlex even if you do not have the USA Health & Dental Plan or USA VIVA.

UNIVERSITY BENEFITS

SOUTHFLEX: Flexible Spending Account (FSA)

Health Care Expenses – This account reimburses you for most expenses not covered by your health or dental insurance. Money from this account is best used for regular, predictable health expenses. **Maximum benefit = \$2,600.**

Dependent Care Expenses – This account reimburses you for expenses associated with the care of your children while you (and your spouse) work or attend school full-time. **Maximum benefit = \$5,000 (or \$2,500 for married filing separately).**

**Enroll within 30 days of employment OR
during Open Enrollment.**

UNIVERSITY BENEFITS

SOUTHFLEX: Flexible Spending Account (FSA)

Money remaining in the *Health Care FSA* at end of calendar year may be carried over and used to cover eligible expenses incurred through **March 15** of the next calendar year.

You have until **April 15** of the following calendar year to submit expenses.

Childcare expenses must be used by **December 31** of each calendar year but filed by **April 15**.

Use it or lose it policy.

UNIVERSITY BENEFITS

SOUTHFLEX: Flexible Spending Account (FSA)

Cannot make changes in your deposits or end your participation **during the year** *unless* you have a change in your family status.

New employees who elect not to enroll during the **first 30 days** of employment must wait until open enrollment.

An FSA is simple

[HealthEquity Enrollment form](#)

[Discovery Enrollment form](#)

UNIVERSITY BENEFITS

SOUTHFLEX: Flexible Spending Account (FSA)

SouthFlex is now offering a Reimbursement Account Debit Card with both HealthEquity and Discovery. When a participant incurs a qualified medical expense, they will be able to pay with the debit card or submit the expense through the online tools and mobile apps. **Only applicable to medical expenses. Dependent care expenses must be submitted through the online tools and mobile apps for reimbursement.**

The debit card can be used for provider copays, deductibles, prescription copays, etc. – for any qualified out of pocket medical expense. It is important participants remember to save all receipts as these will be needed for reimbursements and to possibly validate expenses charged to the Visa card.

UNIVERSITY OF SOUTH ALABAMA

EMPLOYEE ASSISTANCE PROGRAM (EAP)



Counseling Consultation

Referrals Education

Personal and/or Occupational Stress Management

Emotional Concerns (e.g. Depression, Anxiety)

Traumatic Incident Debriefing

Alcohol and Drugs Misuse/Abuse

Anger Management

Grief Counseling

**For additional information or to schedule an appointment,
please call 251-461-1346**



UNIVERSITY OF SOUTH ALABAMA

GROUP LIFE INSURANCE

Eligible employees with an FTE of .75 (working 30 hours or more) are eligible for the Standard Life Insurance Program.

Basic coverage is provided in accordance with the following schedule:

Annual Base Salary	* Amount of Basic Term Life Insurance
\$12,500 or less	\$25,000
12,501 - 15,000	26,500
15,001 - 17,500	28,000
17,501 - 20,000	32,000
20,001 - 22,500	36,000
22,501 - 25,000	38,000
25,001 - 30,000	42,000
30,001 - 35,000	45,000
35,001 - 38,500	48,000
38,501 and over	125% of salary maximum \$100,000

Cost:

Total cost of basic coverage is paid in full by the University.

- ✓ Includes matching amount of accidental death and dismemberment and \$5,000 benefit for Spouse and eligible Dependents.





UNIVERSITY OF SOUTH ALABAMA

GROUP LIFE INSURANCE

Additional coverage equal to 1, 2, or 3 times the basic coverage is available to employees at group rates.

Employees applying for optional coverage must be medically underwritten.

Additional coverage for spouse and dependent child is available.

NOTE: If your spouse is an employee of the University, additional coverage is limited.



UNIVERSITY OF SOUTH ALABAMA

GROUP LIFE INSURANCE

During first 30 days of employment, an eligible employee may purchase an additional 1X the basic coverage **WITHOUT** medical underwriting.

- ❖ If employee elects this 1X basic coverage during first 30 days, he/she may also elect additional spouse and additional child coverage without medical underwriting.
 - ❖ Employee must elect optional coverage for self in order to elect optional dependent coverage.
- Additional spouse coverage of \$25,000 is **\$6.50/month**
 - Additional child coverage of \$10,000 each is **\$3.00/month**

NOTE: Child coverage is a flat \$3.00/month—not per child

UNIVERSITY OF SOUTH ALABAMA

Travel Insurance



Service available for benefits eligible employees and family members traveling more than 100 miles from home or international trips of 180 days.

Group number: 9061

Group Name: University of South Alabama

UNIVERSITY OF SOUTH ALABAMA

United HealthCare Global Services:

Pre-Trip Assistance including passport, visa, currency exchange information, health hazards advice and inoculation requirements

Medical Assistance Services including locating medical care providers, and interpreter services.

Travel Assistance Services including emergency ticket, credit card, and passport replacement assistance, fund transfer and missing baggage assistance.

Legal Assistance Services including locating a local attorney, consular office or bail bond services.

Emergency Transportation Services including arranging and paying for emergency evacuation to the nearest adequate medical facility and medically necessary repatriation to the employees home.

Personal Security Services including evacuation and logistical arrangements in the event of political unrest, social instability, weather conditions, health or environmental hazards.



UNIVERSITY OF SOUTH ALABAMA

LONG TERM DISABILITY INSURANCE

Eligible employees with an **FTE of .75 (working 30 hours or more)** are eligible for the Long Term Disability Insurance.

After a **90-day period of disability**, **60%** of employee's base salary will be paid for permanent or temporary total disability up to a maximum benefit of \$10,000 a month.

Two-Year “Own Occupation” Provision

Cost: Total cost of long term disability coverage is paid in full by the university.

Partial benefits also available.

Effective 1st of month following date of employment.

UNIVERSITY OF SOUTH ALABAMA

RETIREMENT PROGRAMS



UNIVERSITY OF SOUTH ALABAMA

TEACHERS' RETIREMENT SYSTEM (TRS)

Employees vest in TRS after 10 years of service credit.

Employees with **at least** 10 years of credit service may receive benefits at age 62.

Participation is required under state law for **non-temporary employees appointed half-time (.50 FTE) or above** and earning at least minimum wages.

Each employee currently contributes **6.00 %** of annual salary. State Certified Law Enforcement Officers contribute 7.00 %.

Employee contributions are sheltered from federal income tax until retirement benefits are received or the separated member withdraws from the system.



UNIVERSITY OF SOUTH ALABAMA TEACHERS' RETIREMENT SYSTEM (TRS)

University contributes an amount as determined by independent actuaries.

University currently contributes **10.82%**--this amount subject to change annually.

Upon retirement, retirees are eligible for health insurance through PEEHIP (Public Education Employees' Health Insurance Plan).



UNIVERSITY OF SOUTH ALABAMA

TEACHERS' RETIREMENT SYSTEM (TRS)

Death benefits payable varies with age, service credit and circumstances of death.

TRS provides \$15,000 of free term life insurance coverage to full-time active members.

Part-time member's insurance is prorated based on FTE.

After one year of employment, life insurance amount includes prior year's salary + \$15,000.



UNIVERSITY OF SOUTH ALABAMA

TEACHERS' RETIREMENT SYSTEM (TRS)

Upon vesting, up to **ten years** of service for employment in public education outside the state of Alabama **may** be purchased for credit as TRS.

During your **first year** of participation in TRS, up to **four years** of prior military service **may** be purchased for credit toward your retirement.

There are no provisions for the conversion of sick leave for retirement purposes for Tier II members. Grandfathered Tier I members (prior TRS/ERS service) may convert unused sick leave to service credit for retirement purposes—maximum credit for sick hours cannot exceed one eight-hour day for each month of service .



UNIVERSITY OF SOUTH ALABAMA

TEACHERS' RETIREMENT SYSTEM (TRS)

Formula to Compute TRS Retirement Benefit

Average Final Salary	X	Years/Months of Service	X	1.65%	/ 12 =	Maximum Monthly Benefit
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\$42,000 Average Final Salary	X	27.5 Years/Months of Service	X	.0165	/ 12 =	\$1,588.13 Maximum Monthly Benefit
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RSA-1

UNIVERSITY OF SOUTH ALABAMA

OPTIONAL RETIREMENT BENEFITS

(Pre-tax) 403(b) – TIAA / VALIC
(Pre-tax) 457(b) – TIAA / VALIC/ RSA 1

(Post-tax) ROTH 403(b) - TIAA / VALIC
(Post-tax) ROTH 457(b) - TIAA

Eligible employees may reduce their state and federal taxable income by contributing up to \$18,000 (\$24,000 if over age 50 by the end of the year) a year to an approved 403(b) and/or 457(b) tax-sheltered annuity.

Contributions are tax sheltered from federal & state taxes until retirement benefits are received or contributions are withdrawn for 403 (b) & 457(b) Plans.

Normal retirement age is 59 ½.

10% penalty for early withdrawal does not apply to the 457(b) plan.

ADDITIONAL UNIVERSITY BENEFITS

UNIVERSITY BENEFITS

SICK LEAVE



Provided to protect employees:

Against loss of income due to illness or injury,

When health related professional services cannot be obtained outside regular work hours, or

When the employee must care for a seriously ill member of the immediate family for not more than three days per occurrence.



spouse, son, daughter,
mother & father

Accrued at rate of eight hours (one day) per month, 9 days annually for full-time 9 month faculty and 12 days annually for full-time 12 month faculty, with unlimited accumulation.

UNIVERSITY BENEFITS

Employee Educational Benefit

- ✓ Regular, full-time employees
- ✓ Successful **completion of six-month probationary period.**
- ✓ Tuition credit (plus registration fees) for up to **five credit hours per semester** at the University.
- ✓ Tuition credit limited to a **“flat rate”** and credited at the lowest tuition rate for undergraduate and graduate courses.

Admitted by the Office of Admissions

Maintain at least a 2.0 undergraduate/3.0 graduate grade point average.



UNIVERSITY BENEFITS

Spouse and Dependents Educational Benefit



- ✓ *Regular, full-time employee.*
- ✓ *Successful completion of six-month probationary period.*
- ✓ *Spouses & dependent children*
- ✓ *50% Tuition credit at the University.*
- ✓ *Tuition credit limited to a “flat rate” and credited at the lowest tuition rate for undergraduate and graduate courses.*

Admitted by the Office of Admissions

Maintain at least a 2.0 undergraduate/3.0 graduate grade point average.

UNIVERSITY BENEFITS

Spouse and Dependents Educational Benefit

In accordance with current Internal Revenue Service regulations, **educational benefits received by an individual classified as a graduate student, including medical students, who is a dependent of a University employee are almost always treated as taxable income to the employee.** Educational benefits received for a child of an employee who is not the employee's dependent for purposes of the federal income tax dependent's exemption will be taxable to the employee. For those benefits which are taxable, Federal, State and Social Security taxes will be withheld from the employee's payroll check prior to the end of the calendar quarter in which the semester began for each semester the eligible dependent was enrolled and received the educational benefit.

UNIVERSITY BENEFITS

Spouse and Dependents Educational Benefit

*Employee must complete a required annual **Education Benefit Certification form** and submit the form to **Human Resources** as early as the first day of registration for the applicable semester and **no later than the first day of classes** per the Academic Calendar each academic year.*



UNIVERSITY BENEFITS

Spouse and Dependents Educational Benefit

USA issued tuition scholarships and the employee/dependent educational benefit will be applied up to a **maximum of \$16,962** per academic year. If the total amount of the USA issued tuition scholarship and the employee educational benefit exceeds this amount, the employee educational benefit will be reduced by the excess amount.

Employees and eligible spouses and dependent children who have applied for financial aid (included student loans) must disclose educational benefits as a resource. Failure to include this in your financial aid application could result in required repayment of Federal Financial Aid grants and loans.

UNIVERSITY BENEFITS

Use of University facilities (Library, Student Recreation Center, swimming pool, Counseling Services)

Speech and Hearing Clinic

Free admission to athletic events (excluding Football & Tournaments)

DISCOUNTS

USA Bookstore (10%)

USAMC and USA Children's and Women's group
(25% after group insurance has paid)

Continuing Education Non-Credit Courses and Certificate Programs (10%)

USA Special Courses (except online) (10%)

Local Restaurants Discounts:



UNIVERSITY REQUIREMENTS

Required Online Courses:

1. Preventing Workplace Harassment:
 - a. Workplace Harassment Prevention
 - b. Campus Save Act

2. State-Mandated Ethics Training

WE ARE SOUTH
