

UNC New Hire Benefits Overview – Module 1 – 01/25/23

Slide 1 Hi and welcome to the University of North Carolina System!

From Western Carolina University and University of North Carolina at Asheville in the west to East Carolina University and Elizabeth City State University in the east to the 13 institutions in between – we're glad you're here.

Slide 2 Like the beautiful North Carolina Mountains-to-Sea Trail, there's a lot of ground to cover. In this video, we'll get our journey started by introducing you to your benefit offerings, highlighting basic information you should know like who's eligible and how to enroll.

Let's start with an at-a-glance look at your benefit offerings. As a University employee, you receive a comprehensive package of benefits. As you can see, we've grouped offerings into five main categories:

- Retirement Programs
- State Health Plan
- Income Protection Benefits
- NCFlex Benefits, and
- Work/Life Programs

To help guide you through your benefits journey, we've created separate video modules for each of these benefit categories, which map out the benefits available to you.

Slide 3 Just as you'd likely make a list of what to bring if you were trekking along the 1,150 miles of the Mountains-to-Sea Trail, you probably want a list of what you need to do to make the most of your benefits.

Reviewing the benefit video modules I just mentioned is a great place to start. Think of these videos as a benefits GPS that will help you avoid getting lost.

Next up, be sure to keep in mind that there may be specific policies, programs or benefits offered by each university in addition to the ones described in these videos. Review all orientation materials and institution-based HR and benefits websites that were provided to you upon hire.

Then you should complete any tax forms and your direct deposit form and enroll in the benefits you want.

Keep in mind that online enrollment for benefits **must be made within 30 calendar days of your hire date.**

We'll walk through how to enroll in a minute but first let's see who's eligible for this adventure.

Slide 4 Permanent employees who work 30 or more hours per week are benefit eligible.

In addition, permanent part-time employees who work 20 to 29 hours per week are eligible for many benefit programs, but usually without employer contributions.

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Slide 5 What about your family? You need to make sure they are covered on this excursion, too.

Your spouse is eligible for all benefit plans where dependent coverage is offered. Some plans allow domestic partner coverage as well. In addition, any children, up to age 26 are eligible for benefit plans where dependent coverage is offered. This includes any children for whom you, as the employee, have legal guardianship, including stepchildren.

Additionally, children over the age of 26 who are physically or mentally disabled, to the extent that they are incapable of earning a living, are also eligible for benefits.

Slide 6 So, how do you enroll?

As a University employee, there are two enrollment platforms you will use to enroll. The enrollment platform you use will depend on which benefit you are enrolling in.

- You will use **UNC (Empyrean)** to enroll in:
 - Mandatory Retirement
 - UNC Voluntary Life Insurance
 - UNC Voluntary Accidental Death & Dismemberment (AD&D)
 - UNC Supplemental Disability
 - Dental
 - Vision
 - Flexible Spending Accounts
 - Cancer and Specified Disease
 - Critical Illness
 - Accident and
 - TRICARE Supplement coverage
- You will use **eBenefits (BenefitFocus)** to enroll in Health through the State Health Plan. In addition, you will go here to answer your tobacco attestation if you elect to enroll for health coverage under the State Health Plan for 2024 and want to receive the wellness premium credit. See *Module 3: State Health Plan Benefits* for details about the credit.

Slide 7 All institutions have single sign-on for both online enrollment platforms.

- Visit Benefits Enrollment Central for a link to the enrollment platforms (the url will be provided at the end of this video).
- Once you select the appropriate platform for your institution, log in by entering your institution login credentials.
- Follow all prompts to complete your enrollments in the individual platforms.
- After you have made your benefits enrollment choices, make sure you scroll down and click "Submit My Elections" on UNC (Empyrean) or "Save Changes" on eBenefits (Benefitfocus). Don't forget to print a copy of your Confirmation Statement before logging out. Don't overlook this critical step!

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Slide 8 To enroll in one of the supplemental retirement plans, you will need to complete a form or agreement as shown here.

Visit Benefits Enrollment Central for links to learn more and enroll in the supplemental retirement plans. As mentioned previously, the url for Benefits Enrollment Central will be provided at the end of this video. Please check with your institution's Benefits Office if you are thinking of enrolling in one of these plans.

Slide 9 When will my coverage become effective?

Review this chart to see when you're covered.

Slide 10 You can make changes to your benefits during enrollment or if you experience a qualifying life event such as:

- Marriage;
- Divorce;
- Birth or adoption of a child;
- Death of a spouse or dependent; or
- Gain or lose access to other coverage.

Changes are made using the same process as when you enrolled - either online or through paper election forms.

Don't let time pass you by! You typically have 30 days from the day you experience the qualified life event in order to change your benefits. If you miss the deadline, you will have to wait until the next enrollment period.

Please note if you are enrolling a dependent in health coverage, dependent verification documentation is required for all dependents, including your spouse. You are able to upload these documents in eBenefits (Benefitfocus), the State Health Plan's enrollment system.

Slide 11 The UNC System is here to support you through every step in your journey.

Slide 12 For more information about your benefit offerings, be sure to watch the other benefit video modules listed here, which are all available on Benefits Enrollment Central.

Benefits Enrollment Central is your one-stop-shop for new hire benefits information, providing everything you need to know, including links to enroll. The url for Benefits Enrollment Central is shown here.

Welcome to the UNC System family.