



# ***Welcome to Fresno State Benefits Orientation***

*Presented by Human Resources  
Joyal Administration, Room 211  
Phone (559) 278-2032  
Fax (559) 278-4275*

Benefits Team:

Sarah Confer, Benefits Manager  
Debra Penner, Benefits Analyst  
Rosie Ricca, Benefits Analyst

# Agenda

**Please let me know if you came from another CSU campus.**

**Dependents and Family Status Changes**

**Medical Plans**

**Dental Benefits and Vision Benefits**

**Tax Advantage Premium Plan (TAPP) & FlexCash**

**Health Care Reimbursement/Dependent Care Reimbursement Accounts**

**Employer Paid Life Insurance/AD&D and Long-Term Disability (LTD)**

**Medical Leaves and Other Programs**

**Voluntary Plans**

**Reciprocity Self Certification Form/CalPERS Retirement**

**Payroll Services and Employee Self Services**





# Benefits

Health >

Open Enrollment >

Employer Paid Life Insurance & LTD >

Fee Waiver >

Flex Cash >

Flexible Spending Accounts  
(HCRA/DCRA) >

Pre-Tax Savings >



# Benefits



Administration and Finance / Human Resources / Benefits

# Provider List

## Provider

[Anthem Blue Cross Select HMO California](#)

[Anthem Blue Cross Traditional HMO California](#)

[Blue Shield Access + HMO](#)

[Health Net Smart Care California HMO](#)

[Kaiser Permanente HMO](#)

[PERS Platinum and PERS Gold Anthem Blue Cross PPO](#)

# Dependents

## Eligible Dependents & Required Documents

**Social Security numbers are required for all dependents (spouse, domestic partners, children)**

- **Spouse (opposite-sex and same-sex) - Copy of Marriage Certificate**
- **Domestic Partner (Same-sex or opposite sex partner. Employee and partner must be over age 18) - Certificate of Domestic Partnership. Benefits Subject to imputed taxes.**
- **Natural children, stepchildren or adopted children under the age of 26 - Birth Certificate, adoption documents**
- **Certified disabled dependent children 26 years or older (contact Human Resources for paperwork).**
- **Parent child relationship (contact Human Resources for paperwork).**

# Medical Plan Options

**PLEASE LET ME KNOW IF YOU LIVED OUTSIDE OF FRESNO/CLOVIS OR WILL BE MOVING TO THIS AREA.**

- **Five Health Maintenance Organizations (HMO)**

- Anthem Blue Cross Traditional and Anthem Blue Cross Select HMO
- Blue Shield Access+
- Kaiser Permanente
- United HealthCare Alliance HMO

- **Two Preferred Provider Organization (PPO)**

- PERS Platinum
- PERS Gold
- \*Peace Officers Research Association of California (PORAC)

**Hearing aids are covered 100% in both ears every 36 months when medically necessary to treat speech and language development delay due to hearing loss.**

**Hearing aids- Discounts through Delta Dental and VSP Vision.**



# Medical Plans

## HMO PLANS

Less out-of-pocket expenses

No deductibles

You must obtain services from the plan's network of providers (Medical Group)

Must obtain referrals to specialist

Co-payments

Limited coverage areas – Fresno/Clovis area

## PPO PLANS – Anthem Blue Cross

More out-of-pocket expenses

Annual deductible amounts must be met before some benefits apply

Can obtain services from any doctor in-network for maximum coverage (the plan pays more of the cost for preferred providers – Anthem Blue Cross)

Do not need referrals – prefer provider Anthem Blue Cross

Co-payments

## **Nationwide coverage Pers Platinum/PORAC**

**Note: PERS Gold has fewer preferred providers in-network and is limited to California providers.**

New medical cards are mailed annually between the end of December and early January reflecting coverage for new year. No new cards are sent to Kaiser members. If move, contact provider for new cards.

# HMO Plans

- **No charge for authorized hospitalization/surgeries**
- **\$15.00 co-pay for doctor's visits**
- **Emergency room - \$50 co-pay**
  - **Waived, if admitted to the hospital**
- **Retail Pharmacy prescriptions**
  - **Retail Pharmacy ( 30 day or less supply)**
  - **Mail Order Pharmacy (90 day supply)**
    - **United Health, Anthem Select & Traditional: Prescription administered by Optum RX - Walgreens**
    - **Kaiser: Kaiser pharmacy – Use your Kaiser account**
    - **Blue Shield Access + – CVS/ Target**

**Please refer to the Evidence of Coverage (EOC) for full details on these plans.**



# HMO- Medical Plans

- **Services provided by Medical Group**
- **Select a Primary Care Physician (PCP)**
- **Each family member chooses their own PCP from the plan directory within the medical group**
- **Kaiser participants select from Kaiser Directory Treatment/services must be referred by PCP**
- **Out of area coverage is for life threatening emergencies only. Call the phone number on the back of the medical card you will be receiving.**





# PPO- Medical Plans

## Anthem Blue Cross Network

**No referrals required. Select doctors/specialist and hospital within Anthem network. You manage your own health care for covered services.**

### **PERS Platinum (Traditional 90/10 Plan)**

- **\$500 deductible per person/\$1,000 per family**
- **After deductible is met, there is a maximum calendar year co-pay**
- **Individual \$2,000 and Family \$4,000**

### **PERS Gold (Only in California) (80/20 Plan)**

- **\$1,000 deductible per person and \$2,000 per family –After deductible is met, there is a maximum calendar year co-pay**
- **Individual \$3,000 and Family \$6,000**
- **Refer to EOC--Incentives available to reduce individual deductible to max. Incentives include getting a biometric screening , receiving a flu shot, getting a non-smoking certification, getting a virtual second opinion, and getting a condition care certification.**



# PPO Plans

- **Primary Care Office visit \$20 Copay**
- **Co-pays are not applied to deductibles**
- **Urgent Care / Specialist Visit \$35**
- **Hospital deductible of \$250 for PERS Platinum**
- **Emergency room - \$50 co-pay**
  - **Waived, if admitted to the hospital**

**Non-PPO coverage \*(60/40) - Doctors and services outside of Anthem Blue Cross network are subject to 60% of allowable amount (Refer to Evidence of Coverage [EOC] for details.**

**Prescription administered by OptumRx [www.optumrx.com](http://www.optumrx.com)**

**Retail Pharmacy prescriptions**

- **Retail Pharmacy – 30 day or less supply**
- **Mail Order Pharmacy - 90 day supply**

**Please refer to the Evidence of Coverage (EOC) for full details on these plans.**

Plans	Fresno Medical Group (HMO) or Network (PPO)	Pharmacy	Phone/online medical advice	Co-pay for Office visits
<b>Anthem Blue CROSS Select HMO</b> 855-839-4524	<b>Central Valley Medical Group</b>	<b>Optum RX</b>	<ul style="list-style-type: none"> <li>• 24/7 Nurse line 1-800-700-9185</li> <li>• 24/7 LiveHealth Online co-pay \$20 <a href="http://livehealthonline.com">livehealthonline.com</a> or download app</li> </ul>	\$15.00
<b>Anthem Blue Cross Traditional HMO</b> 855-839-4524	<b>Santé Community Physicians</b>	<b>Optum RX</b>		\$15.00
<b>Blue Shield Access + of California HMO</b> 800-334-5847	<b>Santé Community Physicians</b> <b>Central Valley Medical Group</b>	<b>CVS</b> <b>Caremark</b>	<b>Teladoc co-pay \$5</b> 1-800-Teladoc <a href="http://www.teladoc.com/bsc">www.teladoc.com/bsc</a>	\$15.00
<b>Kaiser Permanente California HMO</b> 800-464-4000	<b>Northern California &amp; Southern California</b>	<b>Kaiser pharmacy</b>	<b>Advice Nurse/Dr. call back, email doctor co-pay \$0</b>	\$15.00
<b>United Healthcare Alliance HMO</b> 877-359-3714	<b>Sante Community Physicians</b> <b>Community Health Partners</b>	<b>Optum RX</b>	<b>AmWell: or Doctorndemand.com</b>	\$15.00
<b>PERS Gold PPO</b> (877) 737-7776	<b>Anthem Blue Cross – restricted to 63% of network (smaller network)</b>	<b>Optum RX</b>	<ul style="list-style-type: none"> <li>• 24/7 Nurse line 1-800-700-9185</li> <li>• 24/7 LiveHealth Online co-pay \$20 <a href="http://livehealthonline.com">livehealthonline.com</a> or download app</li> </ul>	\$20.00 Primary \$35.00 Specialist and Urgent Care
<b>PERS Platinum PPO</b> (877) 737-7776	<b>Anthem Blue Cross Network – Nationwide</b>			

# Chiropractic and Acupuncture Services

## HMO

American Specialty Health Plans of California,  
Inc. (ASH Plans)

**(800) 678-9133** [www.ashcompanies.com](http://www.ashcompanies.com)

- Anthem Blue Cross Traditional & Select
- Blue Shield Access+
- Kaiser

OptumHealth Physical Health of California

**(800) 428-6337**

[www.myoptumhealthphysicalhealthofca.com](http://www.myoptumhealthphysicalhealthofca.com)

- UnitedHealth Care

## PPO

Anthem Blue Cross Network **877-737-7776**

[www.anthem.com/ca/calpers](http://www.anthem.com/ca/calpers)

- PERS Gold
- PERS Platinum
- PORAC (Unit 8 Police – SUPA members)



# Dental Plans

Employer-paid premium -

## DeltaCare USA (HMO) Plan

- **Identification Card will be mailed by the HMO plan with assigned Dentist.**
- **Plan restricted to provider listing**
- **Each family member may choose a different Dentist**
- **Must contact DeltaCare HMO to change Dentists or request emergency referral**
- **Orthodontic benefit**
- **No claim form required**
- **No deductible**
- **No maximum limit on benefit**



## Delta Dental (PPO) Plan

- **No Identification card is provided.**
- **Delta Dental Network (Nationwide)**
- **Each family member may choose a different Dentist**
- **Plan pays percent (%) of services based on usual, customary and reasonable (UCR)**
- **Orthodontic benefit**
- **No claim form required**
- **Deductible for Basic and Prosthetic dentistry**
  - **\$50 individual/\$150 family**
- **\$1,500 - \$2,000 max benefit per calendar year per person**

*Please refer to the Evidence of Coverage (EOC) for full details on these plans.*

# Vision Service Plan (VSP) Basic Plan or Premier Plan

The CSU provides two levels of vision plans. There is no premium cost to the employee for the BASIC plan and enrollment is **automatic**. You have an option to enroll in VSP Premier, an enhancement to the BASIC vision insurance plan, at a COST. The VSP Premier plan offers a higher level of benefits for lenses, contacts and frames. Please review summary.

## Monthly Plan Rates

	Basic Plan-Group #	2024 Premier Plan
Employee Only	\$0.00	<b>\$4.03</b>
Employee + One	\$0.00	<b>\$15.01</b>
Employee + Family	\$0.00	<b>\$28.41</b>

- Choose a VSP doctor at or call (800) 877-7195—Nationwide Coverage
- Make an appointment and tell the provider you are a VSP member.
  - Eye wear for employee and eligible dependents
  - Video Display Terminal (computer glasses) benefits for employee only
  - No cards are provided.
  - **2024 Employees can use benefit to purchase non-prescription sunglasses/blue light filtering**

If services are provided by Out-of-Network provider, an *Out-of-Network Reimbursement form* is submitted to VSP (refer to EOC for amounts) *Please refer to the VSP website for coverage information.*

## \*How to Enroll in the VSP Premier Plan

Please fill-out Premier form and return it to HR. Please note, this plan will begin on a prospective basis and will begin after your Basic Vision plan deduction is reflected on your pay warrant. The effective date is not retroactive. Questions, please contact VSP at (800) 400-4569. All dependents must be in Basic or Premier-Cannot split them.

**NOTE regarding dependents: Only the dependents listed on the ENROLLMENT Premier plan will be covered in a vision plan. You can only disenroll in the Premier and return to the Basic Plan OR add/delete dependents during an Open Enrollment (Mid-September) period with a January 1st effective date.**

# TAPP and FLEX CASH

## TAX ADVANTAGE PREMIUM PLAN (TAPP)

- Allows you to pay your medical premium, on a pre-tax basis.
- TAPP fee is .17 cents and enrollment is automatic

## FLEXCASH

### Money in lieu of medical and/or dental insurance

- Waive Medical - Receive \$128 per month
- Waive Dental - Receive \$12 per month
- Waive both Medical & Dental - Receive \$140 per month

### Requirements:

- ✓ Proof of other coverage is required (identification card)
- ✓ Cannot be enrolled in another CSU plan
- ✓ Must be enrolled in another GROUP plan
- ✓ Cannot be enrolled in individual medical coverage, Covered California, Medicare, Medi-Cal, CalViva, or Tri-Care

# Benefits Worksheet Form

Name and Address where health plan cards will be sent should match address and legal name reported to Payroll Services.

- **Event: Hire date: \_\_\_\_\_**
- **Selection of Health Benefits -- The health plans (medical, dental, & vision) are effective on the first day of the following month (must enroll within 60 days of hire) and based on the date the *Benefits Worksheet* form is submitted to Human Resources.**
- **Selection of FlexCash Medical/Dental - Effective Date is determined when Benefits Worksheet and FlexCash enrollment form are provided to Human Resources with appropriate documentation of non-CSU alternate coverage. If received before the 10<sup>th</sup> of the month, effective date is 1<sup>st</sup> of next month. If received after 10<sup>th</sup>, then effective 2<sup>nd</sup> following month. If you miss 60-day then enroll at Open Enrollment.**
- **If the 60-day eligibility deadline is missed, employees may enroll in health & dental insurance, but are subject to a 90-day waiting period under the Health Care Portability and Accountability Act (HIPPA) OR may enroll during the Annual Open Enrollment period (mid-September to 1<sup>st</sup> week in October) for an effective date of January 1<sup>st</sup> of the following year.**



# Eligible Family Status Changes and Change of Beneficiaries

Qualifying permitting events allow you to make changes outside of the Open Enrollment period (Enroll within 60 days):

- **Marriage (Add dependent);**
- **Establish Registered Domestic Partnership (Add dependent);**
- **Adding a dependent child, includes natural, stepchild, adopted or Parent Child Relationship dependents—(enroll within 30 days of event);**
- **Eligible dependent moves out (Delete dependent);**
- **Loss or gain of medical coverage (Enroll in healthcare, add dependents);**
- **Divorce, Legal Separation, Death (dependents will be deleted 1<sup>st</sup> of the month following event)**
- **Move/Change of Address (Change Healthcare carrier)**

**BENEFICIARIES** - When changes are made, please review your beneficiaries for last pay warrant, employer-paid life and CalPERS retirement.



## Voluntary Flexible Spending Accounts (Pre-tax) Within 60 Days of Hire or Open Enrollment

### Health Care Reimbursement Account (HCRA)

- Pay eligible healthcare expenses with pre-tax dollars (i.e. doctor/dentist visits, co-pays, over-the-counter drugs)
- Medically necessary expenses incurred by you and/or your eligible dependents
- Contribute a minimum of \$20 maximum \$254.16 mo/\$3,050 yr.
- New enroll get FSA Visa Debit Card at no cost.

**Enrollment form received prior to 10<sup>th</sup> of month will be effective next month; after 10<sup>th</sup> effective 1<sup>st</sup> of following month**

### Dependent Care Reimbursement Account (DCRA)

- Child or children under the age of 13
- Adult day care
- Contribute a minimum of \$20 to maximum of \$416.66 a month = \$5,000/ year (\$2,500 if married, filing separate)

***Must enroll every year into program(s) during Open Enrollment***

# Employer Paid Life/LTD Benefits

Administered by The Standard [www.standard.com/mybenefits/csu](http://www.standard.com/mybenefits/csu)

## Life and Accident Death and Dismemberment

Premiums are paid by the CSU for the following bargaining units:

- R01 (Physicians)
- R02 (Healthcare Support), R05 (Operations Support Services, Custodial and Grounds), R07 (Clerical/Administrative Support Services), R09 (Technical Support)
- R03 (Faculty)
- R04 (Academic Support)
- R08 (State University Police)
- C99 (Confidential Employees)
- M80, M98 (Management)



Coverage varies according to bargaining unit. Remember to update **Beneficiary** information whenever you have a family status change (Request packet from HR).

## Long Term Disability Insurance

Premiums are paid by the CSU for the following bargaining units:

- R01 (Physicians)
- R03 (Coach – California Faculty Association)
- R04 (Academic Support)
- M80, M98 (Management)

\* 66 2/3% of the first \$15,000 of your Pre-disability Earnings, reduced by Deductible Income. Minimum LTD Benefit - \$100, 180 day waiting period.

If your bargaining unit is not listed, may choose to purchase *voluntary* coverage at your cost. If you apply within 60 days of your date of hire you can apply without medical disclosure.

# Voluntary Plans

## Enroll Within 60 Days

- **Voluntary Standard Life Insurance** [sard.com/mybenefits/csu](http://sard.com/mybenefits/csu)
- **Must apply within 60 days of hire/eligibility for Guarantee Issuance of \$150,000 without medical questionnaire**
- Premium has a 5-year band (premium will increase every 5 years – Age 30, 35, 40...)
  - Guarantee Issuance: Employee 150K, Spouse 50K, child 20K
  - Voluntary Accidental Death & Dismemberment
  - Enroll at [standard.benselect.com/csu](http://standard.benselect.com/csu)
- **ARAG – Legal Plan** or call 1-800-247-4184 [wetlife.com/mybenefits](http://wetlife.com/mybenefits)
  - Must apply within 60 days of hire OR may enroll/dis-enroll during the Annual Open Enrollment period
  - Premium is \$16.95 per month
  - [ARAGlegal.com/CSU](http://ARAGlegal.com/CSU)
- **The Standard** [www.standard.com/mybenefits/csu](http://www.standard.com/mybenefits/csu) or call (800) 378-5745
  - Accident Insurance-Covers out-of-pocket medical expenses
  - Critical Illness Insurance-Lump-sum to cover out-of-pocket medical

# Medical Leaves & Other Programs

Please contact Human Resources:

- If a medical leave exceeds 5 workdays for self or to care for an eligible family member
- Full-time leave, Partial leave (reduction in workload), Intermittent (sporadic).
- Parental Leave

## PROGRAMS

- CSU Family Medical Leave Program: after 12 months of employment
  - Self or eligible family member per FMLA guidelines (paid/unpaid based on available leave accruals (sick leave, personal holiday)
  - Non-Industrial Disability Insurance Program \*
  - Catastrophic Leave Donation Program
  - Parental Leave Program (Maternity/Paternity/Adoption/Foster Care Leave) \*
  - Organ Donor Program
  - Bereavement \*

**\* Paid leave per Collective Bargaining Agreement (CBA). Contact Human Resources for program details.**

- Personal Leave, Professional Leave or Sabbatical– please contact Faculty Affairs (559) 278-3027.

Please contact Sarah Confer, Interim Confidential Leave Coordinator at (559) 278-2032 for additional information or to schedule a meeting.

# Fee Waivers

Eligible (Check CBU):

- Faculty
- Staff
- Management

Reduces Fees for CSU General Fund Courses.

Employee can transfer to a dependent if not using.

Up to 7 units or top 2-unit classes

Can be used at any California State University

Must apply each semester or quarter

Contact Fee Waiver Coordinator to review eligibility before sending form to manager for signature.

Fee Waiver Coordinators: 559.278.2032

Employees with last name ending A – L: Debra Penner

Employees with last name ending M–Z: Esmeralda Cruz

# Voluntary Plans-Year Round

[www.fresnostate.edu/adminserv/hr/benefits/savings/index.html](http://www.fresnostate.edu/adminserv/hr/benefits/savings/index.html)

Supplement your CalPERS retirement with a pre-tax plan.

- Employee contribution only
  - CSU 403(b) Supplemental Retirement Plan (SRP)
    - Administered through Fidelity
    - Contribute minimum \$15/ month up to max. annual of \$23,000
  - 457 Deferred Compensation Plan
    - Administered through Savings Plus Program
    - Contribute min \$50/month up to max. annual \$23,000; over the age of 50 can defer up to \$6,500 over the normal deferral limit
    - [www.savingsplusnow.com](http://www.savingsplusnow.com)  
[www.savingsplusnow.com](http://www.savingsplusnow.com)
  - 401k Thrift Plan
    - Administered through Savings Plus Program
    - Contribute min \$50/month up to max. annual \$23,000; over the age of 50 can defer up to \$6,500 over the normal deferral limit
    - [www.savingsplusnow.com](http://www.savingsplusnow.com)    [ngsplusnow.com](http://ngsplusnow.com)
- **Optional Benefit Plan**
  - Nationwide my pet protection with wellness [www.calpers.ca.gov](http://www.calpers.ca.gov)
  - California Casualty Auto & Home Insurance [www.calcas.com](http://www.calcas.com)
  - Scholar Share College Savings plan – 529 plan [www.scholarshare.com](http://www.scholarshare.com)
  - The Standard-Life Insurance, Long-Term Disability, Accidental Death and Dismemberment Insurance Plans.

# CalPERS Retirement Benefit Formulas

Your pre-tax contribution & formula for CalPERS retirement is determined by your CalPERS eligibility date.

## **Employees hired on or AFTER January 1, 2013: Benefits Formula 2% at 62 Police 2.5% at 57**

- This formula is subject to a 36-month consecutive highest average compensation.
- The CalPERS Compensation Limit for 2024 is \$151,446 (Public Safety \$181,734)
- Minimum age for retirement is 52.
- Employee contribution is 8% of gross pay as of 7/1/2022 (subject to change per Pension Reform).
- **This Pension plan is a defined benefits [401(a)] with calculation based on:**
  - Years of CalPERS Service Credit (earned per fiscal year July – June)
  - Benefits Factor (age factor) on date of retirement based on Benefit Formula
  - Final Compensation – per Benefit Formula

## Retirement Vesting

- 5 Years of Full-time or \*vested through a reciprocal retirement system.  
\*Special vesting rules may apply, please refer to CalPERS Publication 16  
*“When you Change Retirement Systems”*
- Unused Sick Leave is converted into additional Service Credit

## Benefits Vesting

- **10-year vesting for benefits eligibility--retiree will be eligible for CSU contribution for medical, Retiree dental, and a voluntary vision plan.**
- **If you retire within 120 days of separation and are benefits eligible, you will receive**
- CSU contribution amount toward medical and basic coverage for dental benefits
- Opportunity to enroll in a CSU Voluntary employee-paid retiree vision plan



# California Public Employees Retirement (CalPERS)



State of California  
California Public Employees' Retirement System

[www.calpers.ca.gov](http://www.calpers.ca.gov)

## Reciprocal Self-Certification Form

Complete the following information and return this form to your employer within 10 business days to determine your eligibility for benefits in CalPERS. To ensure this form is completed correctly, please reference the enclosed **List of Qualifying Reciprocal Retirement Systems in California**.

### Section 1: Member Information

<input type="text"/>	<input type="text"/>	<input type="text"/>
Member Name (Last)	(First)	(Middle)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	CalPERS ID	Enrollment Date with this Employer

Are you a member of CalPERS with funds on deposit?  Yes  No

Are you a member of the defined benefit plan of one of the retirement systems listed on the attached **List of Qualifying Reciprocal Retirement Systems in California**?  Yes  No If yes, complete Section 2 with membership information for each qualifying reciprocal retirement system. Do not provide CalPERS data on this form. If no, skip to Section 3.

### Section 2: Qualifying Reciprocal Membership Information

# Pay Warrant

## Pay Warrant

- Social Security = 6.2% Police do not pay Social Security
  - Medicare = 1.45%
  - Tax Advantage Premium Program fee = .17 cents
  - Union (if an active member)
  - Federal and State Taxes
  - Retirement - Employee contribution
- \* Gross x 8% = \_\_\_\_\_ Employee Contribution
- \* Pre-Tax Parking Deduction – Automatic but can opt out; amount is determined by CBU Agreement.
- \* Medical Premium \$ \_\_\_\_\_
- Dental and Basic Vision Premiums \$ -0- (employer-paid)
  - Life/ADD & Long-Term Disability Premiums \$ -0- (employer-paid per CBA)
- \* pre-taxed deduction



# HR/Payroll Services

- Enroll in Direct Deposit. Payroll Services, Frequently Used Forms.
- Credit Unions: EECU, Golden 1, Greater Valley and Valley First.
- Report lost or stolen pay warrants to Payroll *immediately*.
- Change withholding allowance (Federal & State taxes)
- Report name changes with a valid Social Security card.
- Change of address needs to be done on-line through *myFresnoState* self-service
  - W-2 mailed to employee's mailing address by State Controller's at the end of January
  - Payroll Services – Employee Action Request form. Information transferred to CalPERS, then CalPERS transmits to medical carrier.
- Update Beneficiary for -- last pay warrant PST or CalPERS, Emergency contact, Employer-paid Life due to marriage, divorce, or death of beneficiary



→ DON'T FORGET!

# Employee Self Service



\*Reporting your time on a monthly basis (Time Reporting)

**If you have no absences, then report “No Time Taken”**

\*Changing your address (Personal Information Summary)

\*Viewing your Paycheck (Payroll and Compensation)

\*Viewing your Benefits (Benefits)

\*Enrolling in workshops (Learning and Development)

\*Viewing your sick leave balance (Employee Balance Inquiry)

## Leave Accruals - per qualifying month

- Sick Leave – Full-time 8 hours/part-time pro-rated
- Personal Holiday – One day per calendar year (cannot be carried over to next calendar year)
- Vacation

Thank you for participating.

Questions ?

