ALL ELECTIONS MUST BE MADE THROUGH BANNER SELF-SERVICE AT BANNER.SLU.EDU BETWEEN NOV. 1 ~ NOV. 17, 2017. THESE CHANGES WILL BECOME EFFECTIVE JAN. 1, 2018.

SAINT LOUIS UNIVERSITY OPEN ENROLLMENT CHECKLIST

MEDICAL

- Medical premiums will increase for the 2018 plan year
- Dependent Verification – Documents submitted no later than Nov. 17, 2017
- Subsidy – Employees earning $37,740/yr or less, if electing Plus plan
- Log on to www.myuhc.com to access temporary ID cards & more. (Group #712924)
- Spousal coverage requires completion of a Spousal Healthcare Coverage Affidavit
- *MUST COMPLETE BETWEEN NOV. 1 and NOV. 17, 2017

VITALITY WELLNESS PROGRAM

- 2 REQUIREMENTS – Vitality Check (VC) AND online Vitality Health Review (VHR)
- Vitality Check Screening – Fax or email completed form to Vitality
- Complete the Vitality Health Review online at www.powerofvitality.com
- SPOUSES- Must complete both requirements if covered on medical insurance
- To schedule your free Vitality screening with SLU Hospital, call 314-685-3398
- If using your personal physician, the VC form can be found at powerofvitality.com.
- *MUST COMPLETE BETWEEN OCT. 1 and NOV. 17, 2017

DENTAL

- Dental premiums will remain the same in the 2018 plan year
- Voluntary, employee paid benefit independent of medical coverage
- Action required only if changing plans or dependent coverage
- *MUST COMPLETE BETWEEN NOV. 1 and NOV. 17, 2017

FLEXIBLE SPENDING ACCOUNTS (FSA), HEALTH SAVINGS ACCOUNTS (HSA) & DEPENDENT CARE

- FSAs, HSAs, & Dependent Care – Must reenroll during open enrollment to be effective for the 2018 plan year
- FSA & Dependent Care – Must submit claims for 2017 plan year by March 31, 2018
- Health Savings Account – Must maintain enrollment in the High Deductible Plan
- *MUST COMPLETE BETWEEN NOV. 1 and NOV. 17, 2017

VOLUNTARY BENEFITS

- VISION - Through VSP (Vision Service Plan)
- VISION - Covers exams, frames, lenses, contacts and various discounts
- ACCIDENT - Through Voya, and assists with expenses incurred from an accident
- ACCIDENT - Expenses can include (but not limited to) hospital care, emergencies, etc.
- Action required only if changing plans or dependent coverage
- *MUST COMPLETE BETWEEN NOV. 1 and NOV. 17, 2017

Please continue to next page ➔

SAINT LOUIS UNIVERSITY OPEN ENROLLMENT CHECKLIST

For more information, please contact the Benefits office:
PHONE (314) 977-2595, FAX (314) 977-1785, EMAIL benefits@slu.edu, or visit our website at https://www.slu.edu/human-resources-home/benefits/open-enrollment
ALL ELECTIONS MUST BE MADE THROUGH BANNER SELF-SERVICE AT BANNER.SLU.EDU BETWEEN NOV. 1 ~ NOV. 17, 2017. THESE CHANGES WILL BECOME EFFECTIVE JAN. 1, 2018.

### 403(B) Retirement Plan

- Not necessary to re-elect per year; may increase/decrease contribution at any time
- Online enrollment only via TIAA (www.tiaa.org/slu)
- Employer Contribution – eligible after one year AND 1,000 hours worked
- Once eligible for the employer match, always eligible for employer match
- Changes can be made at any time through TIAA’s website

### Life Insurance

- Verify “I elect” or “I decline” on all optional choices on Enrollment form
- Not necessary to re-elect per year; may increase/decrease coverage at any time
- If increasing coverage, Statement of Health form is also required with Enrollment form
- Document beneficiaries on Enrollment form
- Update Beneficiaries upon life events (marriage, death, divorce, etc.)
- To change or update beneficiaries, submit new Beneficiary Designation Form

### Miscellaneous Benefits

- Long-Term Disability (LTD) – auto-enrolled after one year of full-time employment
- LTD – complete certificate of previous coverage for immediate coverage
- Dependent Tuition Remission – eligible after 3 years of full-time employment

---

For more information, please contact the Benefits office:

PHONE (314) 977-2595, FAX (314) 977-1785, EMAIL benefits@slu.edu, or visit our website at https://www.slu.edu/human-resources-home/benefits/open-enrollment