

Augsburg Employee Benefits Guide to Changes

As a result of the COVID-19 pandemic, employees may find themselves in need of changing their benefits due to a qualifying event or for other reasons. This guide will provide general information and links to forms and websites that will assist you in making those changes. Changes due to a qualifying event must be made within 30 days, so please make sure to submit your forms as quickly as possible. If you have any questions, please contact hr@augsborg.edu

Please note: Forms must be sent to hr@augsborg.edu by 12pm (NOON) on the 2nd Friday of the pay period for changes to be reflected on the next pay date.

Benefit & Information:	Changes Allowed?	Action Required:			
<p>Medical/Dental/Vision: 2020 Benefits Resource Guide, page 2, for details on all offered medical, dental and vision plans.</p> <table border="1" data-bbox="99 562 768 716"> <tr> <td data-bbox="99 562 342 716"> Medical: Grp #3396 HealthPartners: 952-883-5000 or 800-883-2177 www.healthpartners.com </td> <td data-bbox="342 562 574 716"> Dental: Grp #50627 Delta Dental: 651-406-5916 or 800-553-9536 www.deltadentalmn.org </td> <td data-bbox="574 562 768 716"> Vision: Grp #1008622 EyeMed: 888-203-7437 www.eyemed.com </td> </tr> </table>	Medical: Grp #3396 HealthPartners: 952-883-5000 or 800-883-2177 www.healthpartners.com	Dental: Grp #50627 Delta Dental: 651-406-5916 or 800-553-9536 www.deltadentalmn.org	Vision: Grp #1008622 EyeMed: 888-203-7437 www.eyemed.com	<p>Yes. Benefits-eligible faculty and staff members at Augsburg may add a spouse/partner and/or child(ren) within 30 days of a “qualifying life event,” such as if the spouse/partner loses coverage due to changes in their employment. Coverage is effective immediately.</p>	<p>Please complete the Universal Enrollment Form and return to Human Resources.</p> <p>Please include documentation of the employment change (i.e., letter of separation) and last date of spouse’s coverage.</p>
Medical: Grp #3396 HealthPartners: 952-883-5000 or 800-883-2177 www.healthpartners.com	Dental: Grp #50627 Delta Dental: 651-406-5916 or 800-553-9536 www.deltadentalmn.org	Vision: Grp #1008622 EyeMed: 888-203-7437 www.eyemed.com			
<p>Health Spending Account (HSA): 2020 Benefits Resource Guide, page 7, for details on the Health Savings Account</p> <p>HRSimplified Member Svcs: 888-318-7472 Option 1 www.hrsimplified.com Login: your SSN. Augsburg Acct: HRS160102</p>	<p>Yes. Changes can be made anytime to payroll deduction amounts for existing HSA accounts and do not require a qualifying event.</p>	<p>To make changes to your payroll deduction amounts for your HSA please complete the HSA Contribution Change Form and return to hr@augsborg.edu</p>			
<p>FSA Dependent Care Account: 2020 Benefits Resource Guide, page 7, for details on the Dependent Care Account</p> <p>HRSimplified Member Services: 888-318-7472 Option 1 www.hrsimplified.com Login: your SSN. Augsburg Acct: HRS160102</p>	<p>Yes. Changes in your dependent care deductions may be made if your expenses change due to COVID-19 or any qualifying event. You may increase deductions up to the IRS allowable maximum, or reduce/cancel deductions.</p>	<p>To make changes to your payroll deduction amounts for your FSA account, please complete the FSA Change Form and return to hr@augsborg.edu.</p> <p>For more information, click here: Flexible Spending Accounts (FSA) FAQs</p>			
<p>403(b) Retirement Savings Account: TIAA Member Svcs: 800-842-2252. www.tiaa.org</p>	<p>Yes. Changes to your retirement contributions amounts can be changed at any time.</p>	<p>Please complete and return the Salary Reduction Agreement to HR: Faculty and Staff Form or Adjunct Form</p>			
<p>Pet Insurance: Nationwide: 1-800-540-2016 or www.petinsurance.com/augsburg.</p>	<p>Yes. Employees may enroll, update or cancel at any time.</p>	<p>Employees contact Nationwide directly and updates are sent to Augsburg monthly for payroll deductions or cancelations.</p>			
<p>Employee Assistance Program (EAP) & Work/Life Balance Services: Unum: 1-800-854-1446 (multi-lingual) www.unum.com/lifebalance</p>	<p>All employees are encouraged to access the free, confidential resources offered 24/7/365.</p>	<p>More information: Employee Assistance Program</p>			
<p>MetroPass card: payroll@augsborg.edu</p>	<p>Yes. Employees can cancel or suspend their MetroPass card if needed.</p>	<p>Please email payroll@augsborg.edu to cancel or suspend payroll deductions; it can be reactivated at a later date.</p>			