

## 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](mailto:hr@augsborg.edu)

**Please note:** Forms must be sent to [hr@augsborg.edu](mailto: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><b>Medical/Dental/Vision:</b>  <a href="#">Benefits Resource Guide</a>, 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"> <p><b>Medical: Grp #3396</b>  <b>HealthPartners:</b>                      952-883-5000 or                      800-883-2177  <a href="http://www.healthpartners.com">www.healthpartners.com</a></p> </td> <td data-bbox="342 562 574 716"> <p><b>Dental: Grp #50627</b>  <b>Delta Dental:</b>                      651-406-5916 or                      800-553-9536  <a href="http://www.deltadentalmn.org">www.deltadentalmn.org</a></p> </td> <td data-bbox="574 562 768 716"> <p><b>Vision: Grp #1008622</b>  <b>EyeMed:</b>                      888-203-7437  <a href="http://www.eyemed.com">www.eyemed.com</a></p> </td> </tr> </table>	<p><b>Medical: Grp #3396</b>  <b>HealthPartners:</b>                      952-883-5000 or                      800-883-2177  <a href="http://www.healthpartners.com">www.healthpartners.com</a></p>	<p><b>Dental: Grp #50627</b>  <b>Delta Dental:</b>                      651-406-5916 or                      800-553-9536  <a href="http://www.deltadentalmn.org">www.deltadentalmn.org</a></p>	<p><b>Vision: Grp #1008622</b>  <b>EyeMed:</b>                      888-203-7437  <a href="http://www.eyemed.com">www.eyemed.com</a></p>	<p><b>Yes.</b> 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 <a href="#">Universal Enrollment Form</a> and upload to <a href="https://augsborg.leapfile.net">https://augsborg.leapfile.net</a></p> <p>Please include documentation of the employment change (i.e., letter of separation) and last date of spouse’s coverage.</p>
<p><b>Medical: Grp #3396</b>  <b>HealthPartners:</b>                      952-883-5000 or                      800-883-2177  <a href="http://www.healthpartners.com">www.healthpartners.com</a></p>	<p><b>Dental: Grp #50627</b>  <b>Delta Dental:</b>                      651-406-5916 or                      800-553-9536  <a href="http://www.deltadentalmn.org">www.deltadentalmn.org</a></p>	<p><b>Vision: Grp #1008622</b>  <b>EyeMed:</b>                      888-203-7437  <a href="http://www.eyemed.com">www.eyemed.com</a></p>			
<p><b>Health Spending Account (HSA):</b>  <a href="#">Benefits Resource Guide</a>, page 7, for details on the Health Savings Account</p> <p>HRSimplified Member Svcs: 888-318-7472 Option 1  <a href="http://www.hrsimplified.com">www.hrsimplified.com</a>                      Login: your SSN. Augsburg Acct: HRS160102</p>	<p><b>Yes.</b> 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 <a href="#">HSA Contribution Change Form</a></p>			
<p><b>FSA Dependent Care Account:</b>  <a href="#">Benefits Resource Guide</a>, page 7, for details on the Dependent Care Account</p> <p>HRSimplified Member Services: 888-318-7472 Option 1  <a href="http://www.hrsimplified.com">www.hrsimplified.com</a>                      Login: your SSN. Augsburg Acct: HRS160102</p>	<p><b>Yes.</b> 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 <a href="#">FSA Change Form</a></p> <p>For more information, click here: <a href="#">Flexible Spending Accounts (FSA) FAQs</a></p>			
<p><b>403(b) Retirement Savings Account:</b>                      TIAA Member Svcs: 800-842-2252.  <a href="http://www.tiaa.org">www.tiaa.org</a></p>	<p><b>Yes.</b> Changes to your retirement contributions amounts can be changed at any time.</p>	<p>Please complete and return the Salary Reduction Agreement to HR:  <a href="#">Faculty and Staff Form</a> or <a href="#">Adjunct Form</a></p>			
<p><b>Pet Insurance:</b>                      Nationwide: 1-800-540-2016 or  <a href="http://www.petinsurance.com/augsburg">www.petinsurance.com/augsburg</a>.</p>	<p><b>Yes.</b> 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><b>Employee Assistance Program (EAP) &amp; Work/Life Balance Services:</b>                      Unum: 1-800-854-1446 (multi-lingual)  <a href="http://www.unum.com/lifebalance">www.unum.com/lifebalance</a></p>	<p>All employees are encouraged to access the free, confidential resources offered 24/7/365.</p>	<p>More information: <a href="#">Employee Assistance Program</a></p>			
<p><b>MetroPass card:</b></p>	<p><b>Yes.</b> Employees can cancel or suspend their MetroPass card if needed.</p>	<p>Enroll or cancel at <a href="http://go.augsburg.edu/metropass">http://go.augsburg.edu/metropass</a></p>			