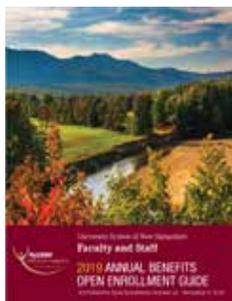




# Human Resources Bulletin

## USNH Benefits Open Enrollment is Coming!

This year, Benefits Open Enrollment is October 22 – November 9 for coverage starting January 1, 2019. As in previous years, enrollment is active, meaning you must enroll to have medical coverage in 2019. Benefits Open Enrollment is the one time each year you can make changes to your USNH benefit elections, unless you have a qualified change of status during the year (such as marriage, divorce or the birth/adoption of a child).



### Learn More at an Open Enrollment Benefits Fair

- **UNH-Manchester:** Monday, October 22, 11:30 a.m. – 1:00 p.m., 88 Commercial Street
- **GSC-Concord:** Tuesday, October 23, 10:00 a.m. – 3:00 p.m., 25 Hall Street
- **UNH-Durham:** Wednesday, October 24, 10:30 a.m. – 1:30 p.m., Memorial Union Building, Granite State Room
- **PSU:** Thursday, October 25, 10:00 a.m. – 2:00 p.m., Hartman Union Building, Hage Room
- **KSC:** Friday, October 26, 9:00 a.m. – 1:00 p.m., Young Student Center, Mountain View Room

## Important News About 2019 Benefits

- **No changes to your Medical, Dental and Vision Plan coverage.**
- **2019 premiums will rise due to an increase in 2018 high-cost claims.**
- **Introducing our new, easy-to-use benefits enrollment website,** provided by Benefit Express, available at [MyBenefits.USNH.edu](http://MyBenefits.USNH.edu). See *Get Ready to Enroll* for details (next page).
- **\$10,000 coverage level for Life and AD&D Insurance (“buy-down” option) will be eliminated.** If you are currently enrolled in this option, you will be enrolled automatically in the USNH-paid level—1.5 times your regular annual budgeted salary, rounded to the next higher \$1,000.
- **50% buy-down level for Long Term Disability Insurance will be eliminated.** If you are currently enrolled in this option, you will be enrolled automatically in the USNH-paid level—60% of your regular annual budgeted salary, up to \$5,000 per month.
- **NEW! Direct reimbursement for fitness memberships.** You will have the flexibility to choose a fitness facility and be reimbursed for your membership, up to \$500 per year (taxable). Submit your paid receipt(s) to Cigna with a completed *USNH 2019 Fitness Reimbursement Program Form* and you will receive up to \$500 through payroll.



### Benefits Open Enrollment is Active.

**You must enroll** if you want medical coverage starting January 1, 2019.

Beginning October 22, log on to [MyBenefits.USNH.edu](http://MyBenefits.USNH.edu) to enroll. **If you do not enroll, you will not have medical coverage for 2019.** If you previously waived coverage for 2018 and don't make elections for 2019, your coverage will continue to be waived.

**October 22 – November 9, 2018**



### Be on the lookout for your 2019 Benefits Open Enrollment packet.

The packet contains an Enrollment Guide and Medical Plan Comparison Chart. Use them to make an informed decision about your 2019 health care coverage, other benefit options and any potential costs. For information and to enroll in your 2019 benefits, go to [MyBenefits.USNH.edu](http://MyBenefits.USNH.edu) anytime from October 22 through November 9.



## Get Ready to Enroll Using Our New Enrollment Website

Benefit Express will provide a new enrollment platform for our 2019 Benefits Open Enrollment. This means you will see a new look when you log in to make your elections. Explore the new site when it goes live on October 22—review your 2018 coverage and follow the simple enrollment steps included in your Open Enrollment Guide.



## Enhance Your Financial Security with Voluntary Benefits

Voluntary benefits are a valuable way to enhance your and your family's financial security. USNH offers a variety of voluntary benefits that you can enroll in during Benefits Open Enrollment.

Benefit	Information
<b>Voluntary Short Term Disability Insurance</b>	Replaces 60% of weekly income for up to 26 weeks after you've been unable to work for one day because of a non-work-related accident, or seven days because of a non-work-related illness
<b>Voluntary Hospital Indemnity Insurance</b>	<ul style="list-style-type: none"> <li>• Helps ease the financial impact of a hospitalization</li> <li>• Provides monetary benefit to help pay for out-of-pocket expenses that result from a hospital stay</li> </ul>

## Payroll Cycle Change

As previously announced, starting in January 2019, USNH will transition to a single payroll cycle with a common pay date for exempt (salary) and non-exempt (hourly) employees. Exempt employees will move to the non-exempt payroll cycle.

All employees should have received an email about the change from their campus president or chancellor. If you are an exempt employee, you will also receive an informational email about how the change will affect you. As a reminder, during this process you will continue to receive your normal bi-weekly pay amount. If you are a non-exempt employee, this change will not affect you.

For more information, the new [USNH SharePoint site](#) will be updated with answers to payroll cycle change questions you may have (FAQs).

## New USNH HR Website and SharePoint Site: Now Available!

USNH launched a [new Human Resources website](#) that will provide you with a more engaging, user-friendly information experience. The redesigned Human Resources page on the site—now available at [www.usnh.edu/human-resources](http://www.usnh.edu/human-resources)—will feature an updated look and feel, and easier navigation. On the Human Resources page, you can customize your site experience by choosing the applicable employee category—for example, current employee, new employee or prospective employee.

One of the goals of the USNH site redesign was to separate internal and external information. Accordingly, USNH's [public site](#) no longer includes information such as tax-withholding and other payroll forms. For this information and more, visit the new [USNH SharePoint intranet site](#). [Login instructions](#) are available if you need assistance. For questions about or issues with accessing the site, email [usnh.intranet.support@usnh.edu](mailto:usnh.intranet.support@usnh.edu).

### SUGGESTIONS/COMMENTS?

Email [myusnh.hr@usnh.edu](mailto:myusnh.hr@usnh.edu) to provide feedback or suggestions for future articles.

