

Human Resources

Read the [2024 Benefits Guide \[pdf\]](#) for more information about benefit plan options, costs, requirements and tax implications.

<b>Employee Information</b>					<b>Please print or type.</b>				
Last Name			First Name			M.I.	Andrew ID		
Street Address									
City			State	Zip		Work Phone		Home Phone	
Employee Type: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Campus Police					Email address				

**Health Savings Account Participation (High Deductible PPO w/HSA Enrollees Only)**

<p><b>Health Savings Account Contribution:</b></p> <p><b>\$</b> _____</p> <p><input type="checkbox"/> Per month (if paid bi-weekly, amount will be split)</p> <p><input type="checkbox"/> Per year</p>	<p>*IRS limits \$4,150 for individuals/\$8,300 for families in 2024. This limit includes the CMU contribution. CMU will contribute up to \$250/\$500 for Single/Family enrollees, prorated according to the number of months enrolled during the year. # months enrolled x \$20.83 (single)/ \$41.67 (family). If you are 55 years or older, you can make “catchup” contributions above the IRS limits (up to \$1,000 in 2024). In the event your deferral reaches the applicable annual maximum, it will cease for the remainder of the calendar year and resume with the new calendar year.</p>
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**Employee Signature**

I acknowledge and agree that the benefits I have elected are subject to the provisions of the Carnegie Mellon University Benefit Plan and the terms and conditions of each feature under that Plan. I agree that my compensation will be reduced by the amount of any required contributions for the benefits that I have elected under the Plan and that such salary reductions will continue for each pay period until my election is amended or terminated as permitted under the Plan. I acknowledge that I have access to the Plan documents through Carnegie Mellon’s Human Resources website. I affirmatively represent that all information provided is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Return to:** Human Resources Service Center at [hr-help@andrew.cmu.edu](mailto:hr-help@andrew.cmu.edu)

**Questions?** Submit a help ticket to the HR Service Center at

<https://www.cmu.edu/hr/service-center/help/index.html>