

## Doing More with HR Connection

You can now do more to manage your benefits online through HR Connection. On May 8, new features were introduced to the system that will make it easier to process benefits changes due to life events and to continue coverage for children attending college.

### Student Certification Module

Children of employees may be covered under our medical benefits until their 19th birthday. However, that coverage may be extended up to age 23 for children who are full-time students.

Each August and December, parents must certify that their child will continue to be a full-time student for the upcoming semester.

If you apply for tuition benefits for your child, your child will

automatically be certified as a student. If you are not applying for tuition benefits for the child, then you need to complete the Student Certification process.

The student certification process has been simplified. You will now receive automatic email reminders for children age 19 through 23. You can now certify your child's full-time student status online. Just select the Dependent Student Certification module from the HR Connection home page to start the process.

### Document Upload

In order to process many benefit requests, the Benefits Office needs to receive a copy of supporting documentation. For example, to add a child to your coverage when s/he is born mid-year, we need a copy of the birth certificate. Benefits for a

college-aged child requires the tuition invoice or course schedule.

Now you can upload those documents electronically through HR Connection. When you complete a transaction that requires supporting documentation, you will be prompted to upload it. Or you can log on at another time to electronically send a document to us.

### HR Connection - Keeps Getting Better

The HRIT group works hard to develop new functionality for HR Connection users. They are currently working on automating the tuition benefits request process and other enhancements.

Call the HRIT Systems Help Desk at [hrit@andrew.cmu.edu](mailto:hrit@andrew.cmu.edu) or 412-268-3487 with any questions about using HR Connection.

## Getting Advice for Your Retirement Planning

Several enhanced resources are available to faculty and staff to assist them in their financial planning for retirement.

### One-on-One Counseling

TIAA-CREF and Vanguard both bring consultants to campus to provide you with personalized, in-person financial consulting. See [http://www.cmu.edu/hr/benefits/benefit\\_programs/retirement/education.html](http://www.cmu.edu/hr/benefits/benefit_programs/retirement/education.html) to register online for the free counseling sessions.

### Education Resources from Vanguard

Vanguard has numerous educational resources available on their website that is available to all faculty and staff. (You do not need to be a Vanguard participant to use this application.)

Check out their Planning & Education section from <http://personal.vanguard.com/us/planningeducation>. You can subscribe to email newsletters, view videos or participate in podcasts. Read informational articles and use many online financial tools. Stay in the know.

### TIAA-CREF Web Enhancements

The TIAA CREF website now includes a new section with comprehensive information to help you better understand the implications of an uncertain economy on your retirement savings - and to make informed decisions about your financial future. Just click on the "Questions on Your Retirement Accounts" banner on the home page (<http://www.tiaa-cref.org/>) to access these resources.

## Tuition Grant for Children of Staff in 2009-2010

The grant for children of staff attending an institution other than Carnegie Mellon will remain at **\$6,500 for the 2009-2010 academic year** (up to \$3,250 per semester).

A new application for benefits must be submitted for each semester in which you wish to receive benefits. ***The Application for Undergraduate Tuition Benefits for Children must be received by July 1 for the Fall 2009.***

See [http://www.cmu.edu/hr/benefits/benefit\\_programs/tuition/children.html](http://www.cmu.edu/hr/benefits/benefit_programs/tuition/children.html) for more information about tuition benefits for children, including the benefit amount, eligibility requirements and application process.

## 2008 Spending Account Claims Due by June 30

Claims for health care and dependent care expenses incurred in 2008 must be postmarked by June 30, 2009. You may submit claims for multiple expenses on each claim form.

The EBDS claim form is online at [http://www.cmu.edu/hr/benefits/benefit\\_programs/forms/EBDSclaim.pdf](http://www.cmu.edu/hr/benefits/benefit_programs/forms/EBDSclaim.pdf). It has the most current Account Service Center address and fax number listed. *If you are using old copies of the form, be sure to download the most current version.*

The fastest and easiest way to submit your claim is by using EBDS's MedSave web application. You can also fax the form and supporting documentation to: 412-586-3422.

Claims can be mailed to: Account Service Center, PO Box 22130, Pittsburgh, PA 15222-0158. Any receipts substantiating your claim that are smaller than 8 ½ x 11 must be copied onto 8 ½ x 11 paper and be attached to your claim.

If you have any questions about your Health Care Account and/or Dependent Care Account, contact the Benefits Office at 412-268-2047 or [HRhelp@andrew.cmu.edu](mailto:HRhelp@andrew.cmu.edu).

## Cyert Center Sliding Scale Form Due June 1

Full-time faculty and staff whose children attend the Cyert Center for Early Childhood Education are eligible to apply for the Sliding Scale benefit. This benefit, which is based on family income, can reduce Cyert fees by up to \$5,000 per year. The application for the 2009-2010 program year is due by June 1. See [http://www.cmu.edu/hr/benefits/benefit\\_programs/child\\_care/cyert.html](http://www.cmu.edu/hr/benefits/benefit_programs/child_care/cyert.html) for the application.

## Let LifeWorks Help You

LifeWorks, our 24/7 employee assistance program, has many resources available. Log in from [http://www.cmu.edu/hr/benefits/healthy\\_living/eap/](http://www.cmu.edu/hr/benefits/healthy_living/eap/). All employees and their families can use the service.

### Find the Perfect Summer Camp

Among the many tools available from the LifeWorks website is the summer camp locator. It's not too late to find a great summer overnight or day camp.

### Raise Safe & Responsible Kids

LifeWorks can help you equip your children with the skills and knowledge they need to make the best decisions they can when you're not there to help. Request a free safety packet for young kids or a CD focusing on Positive Discipline, or participate in a podcast on Raising Safe Kids.

### Swine Flu Information

LifeWorks has resources to help you take precautions to protect your health and know what to do if you get sick in the event of a swine flu outbreak in your community.

## Highmark Adds MinuteClinic to Network

Effective April 1, 2009, Minute Clinic, the in-store health clinics located in many CVS pharmacies, is part of the Highmark Blue Cross-Blue Shield network. Minute Clinic can be a less costly alternative to an ER visit for treatment of common illnesses and skin conditions, as well as for wellness and vaccine services. They are open 7 days a week and no appointment is necessary - there are 8 locations within 20 miles of the university. When using MinuteClinic for care, present your Highmark ID card to receive the In-Network co-pay.

## Making Retirement Contributions While on Short-Term Disability

Individuals receiving short-term disability (STD) benefits can now continue to make Supplemental Retirement Account contributions to their TIAA-CREF or Vanguard accounts. The contributions that you have elected will continue to be deducted from your STD benefit check each month you are on STD, unless you change/halt your retirement contributions.

## Summer Month Off Leave Option Not Offered

After investigating the feasibility of offering a Summer Month Off program, university leadership has determined that it does not meet the university's operational needs at this time. Therefore, this option will not be offered during the summer of 2009. Comments or questions may be directed to Human Resources at [HRhelp@andrew.cmu.edu](mailto:HRhelp@andrew.cmu.edu).

## Get Well Room Closed June - August

Many of our faculty and staff utilize the Get Well Room when their child is suffering from moderate illnesses that prevent him/her from attending school or daycare. Carnegie Mellon employees get a discounted rate at the center, which is staffed by registered nurses and is conveniently located on Craft Avenue in Oakland.

*Please be aware that the Get Well Room closes over the summer (June - August). It reopens in September. See [http://www.cmu.edu/hr/benefits/benefit\\_programs/child\\_care/](http://www.cmu.edu/hr/benefits/benefit_programs/child_care/) for more information.*