

# U-M Benefits Orientation



HEALTH &  
WELL-BEING

EFFECTIVENESS  
& EFFICIENCY

CULTURE  
& CLIMATE

# INTRODUCTION TO U-M BENEFITS

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# Who Is Eligible for Benefits?

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- Benefits eligibility is based on:
  - Your job
  - The number of hours you work
  - The length of your appointment
- You may enroll in coverage for yourself as well as a spouse or other qualified adult and any dependent children (up to age 26)

[hr.umich.edu/benefits-eligibility](https://hr.umich.edu/benefits-eligibility)

# How Do I Enroll?

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- As a new hire, you will enroll online through Wolverine Access > New Hire > Benefits Self-Service for everything except flexible spending account
- Your benefits options will be shown **after 8 pm** on your date of hire or your appointment is processed by your department and entered online; whichever is later
- As a new hire, you have **30 days** to enroll
- You may enroll in or change retirement savings plans, life insurance, or long-term disability at any time

[wolverineaccess.umich.edu](https://wolverineaccess.umich.edu)

# Can I Change My Benefits Later?

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- Open Enrollment occurs annually beginning in late October with changes effective Jan. 1
- After enrolling as a new hire, you can change your health benefits during the year due to a qualifying event
  - Includes changes in legal marital status, number of dependents, employment status, residence or work site change, or domestic relations court order

# How Much Do Benefits Cost?

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- Monthly rates for certain plans are standard
  - Dental, vision and legal plans
- Others are based (in part) on your salary
  - Health, life insurance, and long-term disability plans
- U-M pays a portion of your benefits; you pay the rest through payroll deductions

# How Much Do Benefits Cost?

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- View **general** rate information on our website
- View your **personal** benefit plan rates on Wolverine Access > Benefits Self-Service

[hr.umich.edu/benefits-rates](https://hr.umich.edu/benefits-rates)

[wolverineaccess.umich.edu](https://wolverineaccess.umich.edu)

# Payroll Deductions for Benefits

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- If you are paid bi-weekly, most deductions are taken from the first two paychecks of each month (24 equal amounts)
  - There are two months with three paychecks
  - No benefit deductions from third check except retirement contributions
- If you are paid monthly, all deductions are taken from every paycheck

[payroll.umich.edu](https://payroll.umich.edu)



# Payroll Deductions for Benefits

<b>Always Pre-Tax:</b>	<b>Always After Tax:</b>
Health Plan	Life Insurance
Dental Plan	Long-Term Disability
Vision Plan	Legal Services Plan
Flexible Spending Acct	
Basic Retirement Plan	

<b>Choose Pre-Tax or After Tax (Roth):</b>
403(b) SRA and 457(b) Deferred Comp

# HEALTH PLANS

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# Health Plans Overview

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- Choose from 5 health plans
  - Comprehensive Major Medical (CMM)
  - Community Blue PPO
  - Consumer-Directed Health Plan (CDHP) with Health Savings Account (HSA)
  - Michigan Care (Must live in service area)
  - U-M Premier Care (Must live in service area)
- GradCare plan exclusively for grad students
- All plans include prescription drug coverage

[hr.umich.edu/health-plans](https://hr.umich.edu/health-plans)

# Before Choosing a Plan, Consider . . .

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- Whether you prefer:
  - Higher monthly premiums with lower out-of-pocket costs (copays, deductibles, coinsurance)
  - Lower monthly premiums with higher out-of-pocket costs
- Access to your preferred doctors and hospitals
- Residency requirements for you and your dependents
- Anticipated health needs over the next year

# Comparing Health Plans

<b>CDHP</b>	<ul style="list-style-type: none"><li>• Lowest premium cost, higher deductible and out-of-pocket limit</li><li>• \$1,600 individual/\$3,200 family deductible</li><li>• Flexibility to see any provider</li><li>• When you enroll in the CDHP, you're automatically enrolled into an HSA</li></ul>
<b>CMM</b>	<ul style="list-style-type: none"><li>• Low monthly cost, high out-of-pocket</li><li>• \$500 individual/\$1,000 family deductible</li><li>• Flexibility to see any provider</li></ul>
<b>PPO</b>	<ul style="list-style-type: none"><li>• Higher monthly cost, low copays in network</li><li>• Flexibility to see out-of-network providers</li></ul>
<b>MiCare</b>	<ul style="list-style-type: none"><li>• Moderate monthly cost, low copays</li><li>• Primary care physician (PCP) required, referral needed for specialist</li><li>• Narrow provider network, must live in service area</li></ul>
<b>UMPC</b>	<ul style="list-style-type: none"><li>• Moderate monthly cost, low copays</li><li>• PCP required, referral needed for specialist</li><li>• Local provider network, statewide option</li></ul>

# Benefits Mentor Online Decision Support Tool

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- Benefits Mentor can help you compare U-M's Health Plans to select the one that fits your individual needs
- Benefits Mentor:
  - Is a free, online, interactive tool
  - Uses benchmark data to help you compare U-M Health Plans
  - Analyzes info you list as important – such as cost, physician network and specific benefits – to help support your selection of a Health Plan

[hr.umich.edu/benefits-mentor](https://hr.umich.edu/benefits-mentor)

# Health Plan Resources

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- Health plan resources, including a tool to compare for health services offered by the plans and participating provider directories, are available on the HR website
- [hr.umich.edu](http://hr.umich.edu) > Benefits and Wellness > Health Plans > Health Plan Forms and Documents

[hr.umich.edu/health-plan-resources](http://hr.umich.edu/health-plan-resources)

[hr.umich.edu/health-plan-forms-documents](http://hr.umich.edu/health-plan-forms-documents)

# PRESCRIPTION DRUG PLAN

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# U-M Prescription Drug Plan

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- Automatic enrollment for all participants enrolled in any U-M health plan
- Prescription drug ID card arrives from Magellan Rx
- Fill prescriptions at any pharmacy in the Magellan Rx network or by mail (Birdi)
  - Register with Birdi even before you need a prescription

[hr.umich.edu/prescription-drug-plan](https://hr.umich.edu/prescription-drug-plan)

# Prescription Drug Plan Copays

Drug Type	Copay
Preventive (Affordable Care Act)	\$0
Generic	\$10
Preferred Brand Name	\$20
Non-Preferred Brand Name	\$75*

*\*Plus possible product selection penalty*

- No annual deductible or separate premium
- Fill through mail order to save one copay every three months

# DENTAL PLAN

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# Dental Plan

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- Administered by Delta Dental of Michigan (no card)
- Choose Option 1, 2, or 3
- Three things to consider:
  - How much dental work do you think you and your family will need in the coming year?
  - Does your dentist participate with Delta Dental PPO or Premier network?
  - Monthly premium cost vs. out-of-pocket costs

[hr.umich.edu/dental-plan](https://hr.umich.edu/dental-plan)

# Diagnostic and Preventive Services

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## All three plan options cover:

- Oral exams twice per calendar year
- Cleanings twice per calendar year
- Emergency treatment to relieve pain
- Bitewing X-rays once per calendar year and full mouth X-rays once in any five-year period
- Orthodontic services at 50% for eligible dependents up to age 19

# Comparing Dental Options: Cost

	Option 1	Option 2	Option 3
Monthly Premium	University pays in full	Moderate premium	Highest premium
Deductible*	No deductible	\$50/person, \$150/family	\$50/person, \$150/family
Other out-of-pocket costs	None for preventive, highest for basic/major services	Depends on type of service and dentist (PPO = lower)	Lowest

# Comparing Dental Options: Coverage

	Option 1	Option 2	Option 3
Preventive Services	100% coverage	100% coverage	100% coverage
Basic services*	Not covered	PPO = 100% Premier = 60%	100% coverage
Major services**	Not covered	PPO = 50% Premier = 40%	50% coverage
Orthodontia	50% (up to age 19), with \$1,500 lifetime limit		

# Choosing a Dentist

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- You can choose any dentist you want
  - Greatest savings with a Delta PPO provider
  - Some savings with a Delta Premier provider
- Delta PPO and Premier participating dentists won't bill more than Delta's approved amount
- If you see a non-participating dentist, you will submit claims and pay any difference between the charges and Delta's approved amount



# VISION PLAN

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# Vision Plan

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- Administered by Davis Vision by MetLife (no card)
- One eye exam and pair of eyeglasses per year or standard, soft, daily-wear, disposable contacts in lieu of eyeglasses
- Full provider list at Davis Vision by MetLife website
  - Kellogg Eye Center is a participating provider

[hr.umich.edu/vision-plan](https://hr.umich.edu/vision-plan)

[metlife.com](https://www.metlife.com)

# FLEXIBLE SPENDING ACCOUNTS

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# Flexible Spending Accounts (FSA)

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- An FSA lets you put money aside before taxes to pay for eligible expenses
- Three types of accounts
  - Health Care FSA
  - Limited Purpose FSA: Only for those enrolled in the CDHP
  - Dependent Care FSA
- Administered by Inspira Financial
- Enroll by paper form or eForm, not Wolverine Access

[hr.umich.edu/flexible-spending-accounts](https://hr.umich.edu/flexible-spending-accounts)

# Health Care FSA

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- Set aside pre-tax dollars for out-of-pocket **health care expenses** for you and your eligible dependents
- Use like a debit card or submit claims for reimbursement – keep receipts either way!
- Your entire annual contribution amount is available to use right away

[hr.umich.edu/health-care-fsa](https://hr.umich.edu/health-care-fsa)

# Limited Purpose FSA

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- Only available to employees enrolled in the Consumer-Directed Health Plan (CDHP)
- Just like the Health Care FSA, except it **can only be used to pay for vision, dental and orthodontic expenses** such as dental implants, Invisalign orthodontics, adult braces, prescription sunglasses and LASIK surgery

[hr.umich.edu/health-care-fsa](https://hr.umich.edu/health-care-fsa)

# Dependent Care FSA

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- Set aside pre-tax dollars for out-of-pocket **dependent day care expenses** for your eligible dependents
- Must keep receipts and submit claims for reimbursement
- You can only be reimbursed up to the amount that is currently available in your account

[hr.umich.edu/dependent-care-fsa](https://hr.umich.edu/dependent-care-fsa)

# Examples of Eligible Expenses

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## Health Care FSA

Prescription copays

Lasik surgery

Dental expenses

Doctor's office copays

Hearing aids

Mental health care

## Dependent Care FSA

Daycare expenses

Private preschool

After-school care

Summer day camps

Care for disabled dependents

- Complete list available on [inspirafinancial.com](https://www.inspirafinancial.com)



# FSA Contribution Limits

## Health Care and Limited Purpose FSA

\$3,050 individual annual maximum

\$120 annual minimum

## Dependent Care FSA

\$5,000 household annual maximum

\$120 annual minimum

- You determine how much to contribute
- Provides immediate tax savings
- Dependent Care FSA limit may be affected by several factors

# FSA Example

<b>Annual Savings Example</b>	<b>Has FSA</b>	<b>No FSA</b>
Annual taxable income	\$28,000	\$28,000
Annual contribution to FSA	(\$1,500)	\$0
Resulting taxable income	\$26,500	\$28,000
Federal taxes and Social Security	(\$9,447)	(\$9,982)
After-tax spending, eligible expenses	\$0	(\$1,500)
Real spendable income	\$17,053	\$16,518
<b>Annual tax savings</b>	<b>\$535</b>	<b>\$0</b>

# FSA Considerations

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- “Use it or lose it” rule
  - Estimate your annual expenses carefully
- Contributions continue through December 31
  - FSA enrollments do not carry over
  - Must re-enroll each year if you wish to participate
- Grace period for expenses through March 15
- Submit claims by May 31
- No mid-year contribution changes without a qualified change in status

# LIFE INSURANCE

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# Life Insurance

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- One university-paid plan plus two additional options for more coverage
  - University Life Insurance Plan (automatic)
  - Optional Life Insurance
  - Dependent Life Insurance
- Administered by MetLife
- You must name beneficiaries

[hr.umich.edu/life-insurance](https://hr.umich.edu/life-insurance)

# University Life Insurance

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- \$30,000 plan for eligible faculty and staff
- Covers you only and is paid by the university at no cost to you
- You are automatically enrolled
- You must name beneficiaries

# Optional Life Insurance

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- Options for additional coverage
  - \$5,000 (minimal or no cost to you)
  - \$50,000
  - 1x salary up to 8x salary
- You must enroll to participate (not automatic)
  - 30 days to enroll without a health statement
  - Coverage of \$650,000 or more always requires a health statement
- Covers simple will preparation

[hr.umich.edu/optional-life-insurance](https://hr.umich.edu/optional-life-insurance)

# Optional Life Insurance Considerations

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- Coverage amounts and costs may increase
  - When your salary increases (if tied to salary)
  - When you move to a higher age bracket
- You may enroll or change your coverage at any time
  - Health statement may be required



# Designate Your Beneficiary

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- Any person you wish; may add or change at any time
- **Important!** Remember to update your beneficiary after life events such as marriage, divorce, birth or adoption of a child
- Make or change beneficiary designations on MetLife's website
- Separate process for designating your retirement savings plan beneficiaries (designations do not transfer between plans)

[metlife.com/mybenefits](https://www.metlife.com/mybenefits)

# Dependent Life Insurance

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- You are always the beneficiary

## **Spouse/OQA** (health statement required)

- \$10,000, \$25,000, \$50,000 or \$100,000

## **Children** (no health statement required)

- \$2,000 per child or \$5,000 per child
- One rate covers all eligible children

[hr.umich.edu/dependent-life-insurance](https://hr.umich.edu/dependent-life-insurance)

# LONG-TERM DISABILITY

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# Long-Term Disability

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- LTD coverage provides financial protection if you become disabled and can no longer work
- Plan pays up to 65% of your salary plus U-M pays to continue your benefits
- You pay the full cost for two years, then U-M pays the premium for salary up to a median annual salary indexed annually
- Enroll or change at any time. A health statement may be required
- You can elect to pay for coverage on salary above the median annual salary

[hr.umich.edu/long-term-disability](https://hr.umich.edu/long-term-disability)

# LEGAL SERVICES PLAN

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# Legal Services Plan

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- Covers wills and estate planning, real estate matters, family law matters, debt defense, defense of civil lawsuits, preparation of legal documents, identity theft protection
- Does not cover divorces, job/business-related law, or litigation against U-M
- Administered by MetLife Legal Plans

[hr.umich.edu/legal-services-plan](https://hr.umich.edu/legal-services-plan)

# RETIREMENT SAVINGS PLANS

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# Retirement Savings Plan

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## **Three savings plan options, no pension or 401k**

Enroll or change at any time:

- Basic Retirement Plan: 403(b) and 401(a) defined contribution plan
- 403(b) Supplemental Retirement Account
- 457(b) Deferred Compensation Plan

## **Two investment companies**

- TIAA
- Fidelity Investments

[hr.umich.edu/retirement-savings-plans](https://hr.umich.edu/retirement-savings-plans)



# Basic Retirement Plan

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- You contribute 5%
- U-M 10% match begins 12 months after your eligible service date, once you have enrolled
- Enroll or change your contributions at any time in Wolverine Access
- Your contributions are pre-tax

[hr.umich.edu/basic-retirement-plan](https://hr.umich.edu/basic-retirement-plan)

# Compulsory Participation

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- Basic Plan participation becomes compulsory when you are age 35 or older with 2 years of eligible service and a 100% appointment
- If you do not enroll, you will be automatically enrolled in the Reduced Benefit Option
  - U-M contributes 5%
  - You contribute nothing
- You can always choose to enroll as a regular participant and receive the full 2-for-1 match

# Access to Basic Plan Contributions

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- Cash withdrawals are not available for current employees
- Former employees may access their contributions and earnings at any age, U-M contributions and earnings at age 55 or older
  - IRS penalty for withdrawals before 59½ may apply
- Loans are not available

# 403(b) Supplemental Retirement Account (SRA)

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- Save more for retirement
  - Up to \$23,000 per year if under age 50
  - Up to \$30,500 per year if 50 or older
  - Includes 5% 403(b) contribution made to the Basic Plan
- You decide how much to contribute
  - No U-M match
  - Save on a pre-tax or after tax (Roth) basis
- Enroll or change your contribution amount at any time online in Wolverine Access

# 457(b) Deferred Compensation Plan

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- Save even more for retirement
  - Up to \$23,000 per year if under age 50
  - Up to \$30,500 per year if age 50 or older
- You decide how much to contribute
  - No U-M match
  - Save on a pre-tax or after tax (Roth) basis
- Enroll or change your contribution amount at any time online in Wolverine Access

# Access to 403(b) and 457(b) Contributions

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- 403(b) allows cash withdrawals while employed for hardship, disability or at age 59½ or older
  - Former employees may cash out at any age
  - IRS penalty for withdrawals prior to 59½ may apply
- 403(b) loans are available (with restrictions)
- 457(b) allows cash withdrawals while employed at age 59½ or older
  - Former employees may cash out at any age
- 457(b) loans are available (with restrictions)

# Investment Companies

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- Invest with TIAA or Fidelity, or both
- Allocate among a wide selection of funds
- You will receive a welcome packet from TIAA and/or Fidelity within about 30 days of enrollment
- Contact TIAA and/or Fidelity to designate your beneficiary
  - Not the same process as declaring your life insurance beneficiary

# Investment Fund Options

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- Default investment option
  - TIAA Lifecycle Index Fund
  - Fidelity Freedom Index Fund Class W
- Default funds automatically select the right mix of investments for a target retirement date, becoming more conservative over time
- Contact TIAA or Fidelity to change your investment choices



# Eligibility to Retire

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- Determined by a point system, 80 points to retire
- Points equal age plus years of continuous eligible service at U-M, need minimum 10 years of service
- Maximum university contribution for benefits after 20 years of service, pro-rationed if less than 20 years
- Health, prescription drug, dental, vision, legal, and life insurance coverage continues, if eligible; some or all of the monthly premiums are paid by the retiree

[hr.umich.edu/retirement-eligibility](https://hr.umich.edu/retirement-eligibility)

# Help with Retirement Savings

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## TIAA

- Phone counseling center: (800) 842-2252
- Local counseling appointments: (800) 732-8353

[tiaa.org/umich](https://tiaa.org/umich)

## Fidelity

- Phone counseling center: (800) 343-0860
- Local counseling appointments: (800) 642-7131

[netbenefits.com/uofm](https://netbenefits.com/uofm)

# HOW TO ENROLL IN BENEFITS

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# How to Enroll in Benefits

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You will need a uniqname and UMICH password to log in to Wolverine Access

[wolverineaccess.umich.edu](https://wolverineaccess.umich.edu)

# Wolverine Access

The screenshot shows the Wolverine Access homepage. At the top, there is a dark blue header with the 'M' logo and the text 'WOLVERINE ACCESS'. Below this, a search bar contains the text 'new hire'. Underneath the search bar, there are options to 'Browse Categories' and 'Staff'. The main content area is titled 'New Hire' and features a 'New Hire' collection tile with a person icon. Below this, there are sections for 'Links', 'Compare Medical Plans', and 'Select Benefits - Within 30 Days of Hire'. The 'Select Benefits' section includes a 'Benefits Self-Service' tile, which is highlighted with a red arrow. Other tiles include 'Compare Health Care Plans', 'Compare Dental Plans', 'View Eligible FSA Expenses', 'Additional Plans', and 'Set Up Retirement Accounts'.

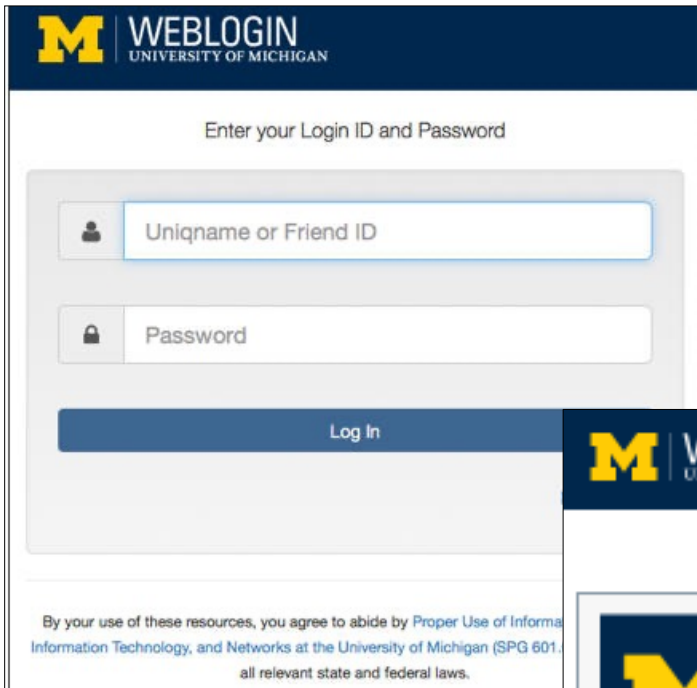
There are many ways to navigate through Wolverine Access and customize your homepage.

For quick access to benefits enrollment, enter **new hire** in the search bar, click the **New Hire** collection tile, and then click the **Benefits Self-Service** tile.

# Wolverine Access

Enter your unqname and UMICH password to log in.

If you have Duo two-factor authentication enabled, choose an authentication method.



The screenshot shows the top portion of the Weblogin page. At the top left is the University of Michigan logo (a yellow 'M') followed by the text 'WEBLOGIN UNIVERSITY OF MICHIGAN'. Below this is a dark blue header with the text 'Enter your Login ID and Password'. The main content area is light gray and contains two input fields: the first is labeled 'Unqname or Friend ID' and has a person icon to its left; the second is labeled 'Password' and has a lock icon to its left. Below the input fields is a dark blue button with the text 'Log In'. At the bottom of the page, there is a small line of text: 'By your use of these resources, you agree to abide by Proper Use of Information Technology, and Networks at the University of Michigan (SPG 601. all relevant state and federal laws.'



The screenshot shows the Two-Factor Authentication Required page. At the top left is the University of Michigan logo (a yellow 'M') followed by the text 'WEBLOGIN UNIVERSITY OF MICHIGAN'. Below this is a dark blue header with the text 'Two-Factor Authentication Required'. The main content area is light gray and contains a dark blue box with a yellow 'M' logo. To the right of this box is a 'Device:' dropdown menu with the value 'iOS (XXX-XXX-8955)'. Below the dropdown is the text 'Choose an authentication method'. There are three rows of options, each with an icon and a green button: 'Duo Push recommended' with a push notification icon and a 'Send Me a Push' button; 'Call Me' with a telephone handset icon and a 'Call Me' button; and 'Passcode' with a keypad icon and an 'Enter a Passcode' button. At the bottom left of the page, there are links: 'What is this?', 'Add a new device', 'My Settings & Devices', and 'Need help?'. At the bottom right, there is a checkbox labeled 'Remember me for 12 hours'. At the bottom left of the page, there is text: 'Powered by Duo Security'.

# Wolverine Access “New Hire Event”

The screenshot shows a grid of benefit-related tiles under the heading "Benefits". The top-left tile, "UM New Benefits Eligibility", is highlighted with a red border and a red arrow pointing to it from the left. This tile contains an icon with a cross, a house, a clock, and a dollar sign, and the number "1" in the bottom right corner. The "Open Enrollment" tile to its right contains a message: "Your Open Enrollment Event is not available. You have another event available to be processed." Below these are three rows of three tiles each. The first row includes "Benefits Summary", "Benefits Statement" (with a "2022 Confirmation Statement" label), and "Benefits Enrollment" (with a large yellow "M" logo). The second row includes "Calculate Ret. Contribution", "Dependent/Beneficiary Info", and "Display Benefit Plan Rates". The third row includes "Est. Retirement Eligibility Dt", "Form 1095 Consent" (with an "ACA" label), and "Form 1095 View" (with an "ACA" label).

Click the **UM New Benefits Eligibility** tile to begin.

# OTHER BENEFITS AND RESOURCES

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# Other Employee Benefits and Resources

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- MHealthy
- Work-Life Resource Center
- Faculty and Staff Counseling and Consultation Office (FASCCO)
- Office of Counseling and Workplace Resilience
- Mediation Services
- Emergency Hardship Program

[hr.umich.edu](https://hr.umich.edu)

# CLOSING/REMINDERS

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# Closing/Reminders

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1. Review information on the UHR website at [hr.umich.edu/benefits-wellness](https://hr.umich.edu/benefits-wellness)
2. Call the Shared Services Center at (734) 615-2000 if you have questions
3. Check your benefits summary using the Benefits Self-Service tile on Wolverine Access
4. Review your paycheck deductions

# Closing/Reminders

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5. Complete the Flexible Spending Account form and return as instructed on the form
6. Be sure to **read all** U-M communications.
7. Emails go to **uniquename@umich.edu** addresses only. If you have an email address with a prefix (such as **@med.umich.edu**), set up forwarding to **@umich.edu** through MCommunity.

# Important Reminders

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1. If you have a life event, such as marriage, divorce, or a new baby, **update your beneficiaries** with MetLife for life insurance and with TIAA and Fidelity for retirement savings plans
2. If you are a former U-M employee or student, **update your personal information** (name, address, phone numbers) with U-M
3. If you move, **update your address** with U-M, TIAA and Fidelity

# CONGRATULATIONS!

# Limitations

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The University of Michigan in its sole discretion may modify, amend, or terminate the benefits provided with respect to any individual receiving benefits, including active employees, retirees, and their dependents. Although the university has elected to provide these benefits this year, no individual has a vested right to any of the benefits provided. Nothing in these materials gives any individual the right to continued benefits beyond the time the university modifies, amends, or terminates the benefit. Anyone seeking or accepting any of the benefits provided will be deemed to have accepted the terms of the benefits programs and the university's right to modify, amend, or terminate them. Every effort has been made to ensure the accuracy of the benefits information in this site. However, if any provision on the benefits plans is unclear or ambiguous, the Benefits Office reserves the right to interpret the plan and resolve the problem. If any inconsistency exists between this site and the written plans or contracts, the actual provisions of each benefit plan will govern.

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