

# Lock Haven University of PA Benefits Newsletter



## Winter 2007

### Top 10 Most Common New Year Resolutions

1. Lose Weight
2. Stop Smoking
3. Stick to a budget
4. Save or earn more money
5. Find a better job
6. Become more organized
7. Exercise more
8. Be more patient at work/with others
9. Eat better
10. Become a better person

### Tips for Making Good New Year's Resolutions

1. **Be realistic** – The surest way to fall short of your goal is to make your goal unattainable. For instance, resolving to never eat your favorite desserts again could be a bad choice. Strive for a goal that is attainable.
2. **Outline your plan** – Decide how you will deal with the temptation to skip the exercise class, or just have one more cigarette. This could include calling on a friend for help, or practicing positive thinking and self-talk.
3. **Make a "pro" and "con" list** – It may help to see a list of items on paper to keep your motivation strong. Develop this list over time, and ask others to contribute to it. Keep your list with you and refer to it when you need help keeping your resolve.
4. **Talk about it** – Don't keep your resolution secret. Tell friends and family members who will be there to support your resolve to change yourself for the better. The best case scenario is to find yourself a buddy who shares your New Year's Resolution and motivate each other.
5. **Reward Yourself** – This doesn't mean that if your resolution is to diet you can eat an entire box of chocolates. Instead celebrate your success by treating yourself to something that you enjoy.



**HEALTH TIP: Cut Fat** – Avoid the obvious such as fried foods, burgers and other fatty meats (i.e. pork, bacon, ham, salami, ribs and sausage). Dairy products such as cheese, cottage cheese, milk and cream should be eaten in low fat versions. Nuts and sandwich meats, mayonnaise, margarine, butter and sauces should be eaten in limited amounts. Most are available in lower fat versions such as substitute butter, fat free cheeses and mayonnaise.

Please direct any inquiries to:  
Kim Powell, Benefits Coordinator  
570-484-2486 or [kpowell@lhup.edu](mailto:kpowell@lhup.edu)

## Voluntary Group Life Insurance Program (VGLIP) Change of Vendor

### **Employees Who Are Currently Enrolled**

The Pennsylvania State System of Higher Education (PASSHE) recently re-bid the voluntary group life insurance contract with the Standard Life Insurance Company. As a result of the re-bid, effective January 1, 2007 your voluntary life and personal accident insurance will be administered by CIGNA. The coverage with CIGNA is very similar to that with The Standard with some added benefits such as (but not limited to) an additional death benefit of 5 percent if death occurs in an accident in which an airbag was deployed, and a payment of 25 percent of the benefit amount if paralysis occurs as a result of an accident. These new benefits are explained more fully in the new insurance certificate which will be provided to you after January 1.

**EVEN BETTER NEWS** is that effective with the pay your receive on January 19, 2007, you will see a reduction in the amount of life and/or personal accident premiums you are paying for your and/or your spouse. CIGNA also has guaranteed that these lower rates will remain in effect for three years. Because these rates are lower, now is a good time to consider increasing the amount of coverage for you and/or spouse. If you are interested in doing so, please contact Kim Powell, Benefits Coordinator, at [kpowell@lhup.edu](mailto:kpowell@lhup.edu) or at extension 2486.

### **Employees Who are NOT Enrolled**

The Pennsylvania State System of Higher Education (PASSHE) currently offers a voluntary group life and personal accident program to all employees. This program allows employees to supplement the basic life insurance provided by PASSHE and allows employees to purchase coverage for their spouse and dependent children.

Perhaps your life situation has changed since you declined this coverage when it was first offered to you as either a new employee or during an initial open enrollment period. **Now is a good time to re-consider enrolling in this program for you and your dependents.** Effective January 1, 2007 CIGNA will administer this program and is offering significantly lower rates than the rates currently in effect. If you are interested in doing so, please contact Kim Powell, Benefits Coordinator, at [kpowell@lhup.edu](mailto:kpowell@lhup.edu) or at extension 2486. Enrollment for life insurance does require proof of good health, but you can enroll in the personal accident insurance without medical documentation.

### **VGLIP Rates Effective January 1, 2007**

<b>EMPLOYEE INSURANCE</b>		
Monthly Per \$1,000 of Employee Life Insurance		
<b>Age</b>	<b>Smoker</b>	<b>Non-Smoker</b>
Less than 20	\$0.032	\$0.020
20 to 24	\$0.043	\$0.020
25 to 29	\$0.052	\$0.024
30 to 34	\$0.059	\$0.032
35 to 39	\$0.085	\$0.036
40 to 44	\$0.100	\$0.044
45 to 49	\$0.150	\$0.074
50 to 54	\$0.230	\$0.122
55 to 59	\$0.430	\$0.195
60 to 64	\$0.594	\$0.260
65 to 69	\$1.160	\$0.501
70 to 74	\$2.060	\$0.940
75 and above	\$2.060	\$1.560
<b>Employee Personal Accident Insurance:</b> \$0.020 monthly per \$1,000 of Insurance		

<b>DEPENDENT INSURANCE*</b>		
Monthly Per \$1,000 of Spouse Life Insurance		
<b>Age</b>	<b>Smoker</b>	<b>Non-Smoker</b>
Less than 20	\$0.032	\$0.020
20 to 24	\$0.043	\$0.020
25 to 29	\$0.052	\$0.024
30 to 34	\$0.059	\$0.032
35 to 39	\$0.085	\$0.036
40 to 44	\$0.100	\$0.044
45 to 49	\$0.150	\$0.074
50 to 54	\$0.230	\$0.122
55 to 59	\$0.430	\$0.195
60 to 64	\$0.594	\$0.260
65 to 69	\$1.160	\$0.501
<b>Spouse Personal Accident Insurance:</b> \$0.020 monthly per \$1,000 of Insurance		
<b>Child Life Insurance:</b>		
\$5,000	\$0.12 monthly per Employee	
\$10,000	\$0.24 monthly per Employee	
<b>Child Personal Accident Insurance:</b>		
\$5,000	\$0.15 monthly per Employee	
\$10,000	\$0.30 monthly per Employee	
*Life and personal accident coverage for spouses stops upon reaching age 70.		

## Are your Beneficiaries Up To Date?



Imagine your spouse's reaction when he or she learns that your life insurance and/or retirement plan savings will go to your ex-spouse or an old flame from twenty years ago. Unfortunately, this scenario happens all too often.

You should review your beneficiary information once a year, perhaps on your birthday. Also, any time you have a change in status (marriage, divorce, birth or death of a family member), you should review and update your beneficiary information.

Always keep a copy of your beneficiary forms. The Human Resources office does not have a record of your beneficiaries for Group Life or Retirement Plans. However, Voluntary Group Life/Accidental Death & Dismemberment Insurance beneficiary information is maintained in the Office of Human Resources.

Beneficiary forms for Prudential Group Life are available by contacting Prudential at 1-800-893-7316. SERS beneficiary forms are available in the Human Resources Office, J205 East Campus or at the SERS Website, [www.state.sers.pa.us](http://www.state.sers.pa.us). If you wish to change your beneficiaries for Voluntary Group Life/Accidental Death & Dismemberment Insurance contact Kim Powell at extension 2486 or [kpowell@lhup.edu](mailto:kpowell@lhup.edu). If you are a member of the TIAA-CREF retirement plan, you may change beneficiaries on their website, [www.tiaa-cref.org](http://www.tiaa-cref.org). You must first create a login and password to access or change your information. If you are a member of AIG Valic, ING, or Met Life you should contact them directly.

If you have any questions, please contact Kim Powell.



PENNSYLVANIA STATE EMPLOYEES' RETIREMENT SYSTEM

### Did You Know ...

The SERS website has a custom retirement calculator? The calculator can provide estimated benefit amounts under all basic options and a special percentage survivor option. It will show estimated amounts for each option, both with and without the withdrawal of your contributions and interest. The calculator can prepare an estimate for a current or future date, as well as reductions for early retirement.

You can also view your current account and your annual statement on the SERS website. To register, go to [www.sers.state.pa.us](http://www.sers.state.pa.us) and click on Account Login.



## **PEBTF (Pennsylvania Employees Benefit Trust Fund) News:**



The following immunizations are added to PEBTF covered employees (AFSCME and SCUPA) effective January 1, 2007:

### Pediatric and Adult Immunization:

- ❖ Gardasil (Human Papillomavirus vaccine); the FDA approved Gardasil for use in girls and women ages 9 to 26. Three doses are required over a six-month period.

### Adult Immunization:

- ❖ Tetanus/Diphtheria/Pertussis booster (Tdap); coverage for Tdap, as a substitute for the Td booster, is limited to once every ten (10) years.

## **What is the Tax- Sheltered Annuity Program?**

Lock Haven University of PA offers a Tax-Sheltered Annuity (TSA) Program, which is made available under Section 403 (b) of the Internal Revenue Code. This program allows employees to contribute to a selected long-term savings plan on a pre-tax basis up to an allowable maximum. The portion of income that is deferred does not become taxable until it is later withdrawn by retirees.

There are several advantages to this program for employees: contributions are deducted through the payroll system before they are included in employee' salary, which reduces current federal income taxes; interest and earnings on contributions accumulate tax-free until received as benefits; a large number of insurance, annuity, and mutual fund companies are available and offer a variety of investment options; and, accumulations can be transferred from one insurance, annuity, or mutual company to another.

Because of the program's tax advantages, the government limits how much employees can contribute each year (**\$15,500 for the 2007 Calendar Year**). There are also other limitations; such as how often changes can be made to contributions and when money can be withdrawn without penalty. These should be fully explored before beginning a tax-sheltered savings plan.

A list of participating TSA insurance and annuity companies can be requested from Jean Nestlerode, Payroll Supervisor. To enroll in the program, employees must contact the company of their choice and complete the company's enrollment application. Employees must provide to Jean a copy of the enrollment application and complete the Pennsylvania State System of Higher Education Salary and Reduction Agreement. The University must agree that the proposed contribution is with allowable government limits. Jean Nestlerode can be contacted at [jestler@lhup.edu](mailto:jestler@lhup.edu) or at 484-2485.

## **Employee Self Service (ESS)**

ESS is a web-based service which allows employees to review their personnel information on-line. Employees can view the following data elements:

- ❖ Payroll statements (current and past)
- ❖ Benefit plans, coverage, dependents, and contributions
- ❖ Leave balances
- ❖ Banking information
- ❖ TSA and other savings plan contributions
- ❖ Addresses and other personal data (dates of hire, emergency contact)

The ability to directly view your human resource and payroll data in the PASSHE Human Resource/Payroll System (SAP) provides an excellent opportunity for you to ensure that the information is correct and kept up to date.

One of the major advantages of the ESS system and the resulting information is that the data is real-time data. In other words, when you view your information in ESS, the system pulls the most current information directly from the Human Resource/Payroll System (SAP). In comparing the information from your most recent printed pay stub to the information available in ESS, the information in ESS may be more up to date.

More information on ESS can be found on the Human Resources Web Site at: [www.lhup.edu/HR/Index.htm](http://www.lhup.edu/HR/Index.htm).