

# HRNAVIGATOR

## BENEFITS

### WHEN IS OPEN ENROLLMENT?

Open Enrollment occurs in late fall for a January 1 effective date. HRM will be sure to communicate important dates and events related to Open Enrollment, including our Annual Benefits Fair, prior to the Open Enrollment start date.

### WHAT IS A QUALIFYING EVENT?

Federal regulations and Northeastern define a qualifying event as a change in family status, coverage eligibility, or dependent eligibility, as outlined below:

- A family status change is defined as marriage, divorce, birth, adoption or death.
- A coverage eligibility status change is defined as either you, your spouse, or same-sex spousal equivalent losing or gaining insurance coverage.
- A dependent eligibility status change is defined as an eligible dependent becoming an ineligible dependent.

If you or one of your covered dependents has a qualifying event, you must contact the HRM Benefits Office within 30 days of the event to change your coverage. The coverage effective date will be the date the qualifying event took place. If you do not change your coverage within 30 days of the event, you will not be able to change your coverage until the Annual Open Enrollment period.

### WHAT IS THE DIFFERENCE BETWEEN THE SUPPLEMENTAL AND BASIC RETIREMENT PLAN?

The **Supplemental Retirement Plan** is available to all Northeastern University employees (with the exception of student employees) and it has distribution options unavailable with the Basic Retirement Plan. There are no length of service requirements to participate in the Supplemental Retirement Plan; it is funded 100% by the employee. There is no university contribution to the fund.

The **Basic Retirement Plan** is available to all benefits-eligible Northeastern employees, once they have completed two years of benefits-eligible service and are at least 21 years of age. Once enrolled in the Basic Retirement Plan, Northeastern will contribute 10 percent of eligible pay as long as the employee contributes 5 percent of their eligible pay.

Benefits eligible service with another institution of higher education immediately preceding employment at Northeastern may also be counted toward the two years of service requirement. Please see the [HRM website](#) for more information

#### **WHAT IS THE MAXIMUM I MAY CONTRIBUTE TO MY RETIREMENT PLAN?**

Per the Internal Revenue Service (IRS) the most an employee can contribute to a 403(b) account, out of salary, is \$18,000 in 2015. Employees who are age 50 or older at the end of the calendar year can also make additional “catch-up” contributions \$6000, for a total of \$24,000.

#### **HOW DO I SET UP A MEETING WITH OUR RETIREMENT PLAN REPRESENTATIVES?**

Fidelity and TIAA CREF representatives, both Certified Financial Planners, are available to meet with Northeastern University employees several times throughout the year. To schedule an appointment, please [click here](#).

#### **Fidelity**

1.800.642.7131

[www.fidelity.com/atwork/reservations](http://www.fidelity.com/atwork/reservations)

TTY/TDD: 1.800.259.9743

#### **TIAA-CREF**

1.800.732.8353

[www.tiaa-cref.org/moc](http://www.tiaa-cref.org/moc)

TTY/TDD: 1.800.842.2755

#### **HOW DOES THE TUITION BENEFIT WORK?**

For complete details about the tuition benefit, please [click here](#).

#### **DOES THE TUITION WAIVER BENEFIT COVER ONLINE CLASSES?**

Online courses are covered for faculty and staff as well as their dependents consistent with the current eligibility and benefit provisions. As is the practice for all tuition benefits, online courses are covered provided they do not include financial payments to an outside organization. As such, the online MBA and the School of Nursing’s RN to BSN online programs are not covered under the tuition waiver program. New programs will be evaluated against the policy as they become available.

#### **WHEN I LEAVE NORTHEASTERN, WHEN DO MY HEALTH AND DENTAL COVERAGE END?**

Your Health and Dental insurance will end on the last day of the month in which you leave Northeastern. As of the first day of the following month, you will have the option of continuing your coverage through COBRA. COBRA information, including rates and enrollment information will be mailed to your home address from Benefits Concepts, our third party administrator.

## PERSONAL INFORMATION

### HOW CAN I UPDATE MY HOME ADDRESS AND TELEPHONE NUMBER?

Employees can update their home address and telephone number by visiting Employee Self Service via myNEU. Once you are in Employee Self Service, simply click on the Personal Information Tab. You will be able to update all the personal information listed, with the exception of Marital Status. To update your marital status, you must complete a [Personal Information Form](#) and submit it to HRM with legal documentation of your marriage.

The following information can be updated in Employee Self Service:

- Address
- E-mail
- Ethnicity and Race
- Preferred First Name
- Emergency Contact
- Campus Maildrop (for Interoffice Mail)
- Phone Numbers
- Veterans Classification
- Disability Status

We encourage all employees to keep this information current.

## PAYROLL

### HOW CAN I UPDATE MY DIRECT DEPOSIT INFORMATION?

Employees can update their direct deposit information by completing the [Direct Deposit Authorization Form](#). Once the authorization form is complete, please attach a voided check or pre-printed deposit ticket and submit it to HRM at 250 CP.

### HOW CAN I VIEW MY PAYCHECK ONLINE?

Employees can view their pay statements online by visiting Employee Self-Service via myNEU. Once you are in Employee Self Service, simply click on the Employee tab, and then the Pay Information tab. While in the Employee Self Service Employee tab, you can also:

- Update your federal and state tax exemptions (Update Tax Information)
- Consent for an electronic W-2

- View your W-2
- View your Annual Benefits Statement
- View your Jobs Summary

#### I HAVE AN “OASDI” DEDUCTION ON MY PAYCHECK, WHAT DOES THIS MEAN?

OASDI stands for Old Age, Survivor and Disability Insurance and is commonly referred to as “Social Security”.

#### I AM PAID SEMI-MONTHLY, WHEN DO I GET PAID?

Employees who are paid semi-monthly are paid two times a month. The first payday is the 15<sup>th</sup> of the month, and the second payday is the last business day of the month. Please note that if the 15<sup>th</sup> or the last business day fall on a weekend or holiday, employees will be paid the Friday before.

**Northeastern University**  
*Human Resources Management*