# **Open Enrollment Guide for Reappointed Graduate Assistants, Graduate Fellows** and Graduate Trainees

(Graduate students who were previously appointed as a GA/GF/GT in Spring 2018 and are being reappointed in Fall 2018)

This year, your current benefit elections will carry over from Spring 2018 to the Fall 2018 semester. This is a change to streamline the process. Previously, graduate students had to re-elect their benefits each academic year in the old graduate benefits system. **If you do not need to make any changes to your benefit elections from Spring 2018, no further action is required. If you need to change your benefits, please follow the guide below.** 

To get started, visit <u>workday.psu.edu</u> and log in. Once logged into WorkDay, you will see the landing page below. Next, click on the Workday graphic (circled in red).



Next, click on the 'Benefits' icon (circled in red below).

Home			•
Workday's new look is coming soon! On July 13, 2018, Pern State will launch Workday's new look which is designed to	with simplification and accessibility in mind. A f	ew exciting changes will be i	Changes to Family Sick Time Off Effective Jure 1, 2018, a modification will be made to address a system defect related to Family Sick time off. This change impacts any faculty staff and to
View More			View More
	Welcome to Workday, Penn Sta	te's new HR and Payroll system.	n
		Pay	Benefits Time Off
	Personal	Time	My Team Team Time
	Reporting	Performance	Performance
		neview Status	

NOTE – If you log in to WorkDay on or after July 13, the Workday interface will be updated with a new look and feel. A screenshot of the new design is included below. You will need to take the same action described in the step above, and click on the '**Benefits**' icon.

PennState Q Search				🗜 🗗 🔿
Welcome				<u>()</u>
Announcements 1 item	ORKDAY HAS A NEW LOOK! kday's user interface is continually improving to ma	Applications 9 items	Pay	Benefits
Inbox 77 items		Time Off	Personal	Time

Then under the 'Change' section, click the 'Benefits' icon (circled in red below).

PennState Q Search	¢ 🖻 🔿
← Benefits	
Change     External Links       Benefits     TIAA Supplemental Retirement Evrollment       Beneficiaries     Graduate Assistant and Graduate Fellow Insura       Dependents     Retirement Savings	
View Current Cost Benefit Elections Benefit Elections as of Date	

On the 'Change Benefits' page, you will then need to select: Graduate Assistant/Fellow/Trainee Benefit Enrollment) as the Benefit Event Type and enter: 8/13/18 as the Benefit Event Date. Once that information has been entered, click 'Submit' and the request is sent to the Student Insurance Office in University Health Services. At this point, you may log out and wait for an email notification.

The Student Insurance Office receives an email notification and has the action below in their inbox to review your benefit change request. They check the information you provide and make any corrections before approving the action to allow you to proceed with the benefit elections update/change.

PennState	Q Search	¢	Ð	0
Change	Benefits			
You are requ	isiting to change your current benefits or beneficiary elections.			
Please choose t	e event from the Benefit Event Type drop down menu that matches the type of change you wish to complete.			
<ul> <li>If adding insurance photograp</li> </ul>	overage for yourself or a dependent DUE TO LOSS OF COVERAGE for Medical, Dental. or Vision, you must attach documentation that shows that you or your dependent lost coverage from another plan. This documentation typically comes from your provider. Attach documentation by clicking on the plus (+) sign under Attachments below to create a new row. Within the row, click on Attach and select the file you want to provide as documentation of your loss of coverage. Attachments below to create a new row. Within the row, click on Attach and select the file you want to provide as documentation of your loss of coverage. Attachments below to row within the row, click on Attach and select the file you want to provide as documentation of your loss of coverage. Attachments below to row within the row, click on Attach and select the file you want to provide as documentation of your loss of coverage. Attachments below to row within the row, click on Attach and select the file you want to provide as documentation of your loss of coverage. Attachments below to row within the row, click on Attach and select the file you want to provide as documentation of your loss of coverage. Attachments can be document, and are below to row within the row of the plus (+) sign.	evious ients or		
<ul> <li>If adding a</li> </ul>	spouse due to MARRIAGE, you must attach a copy of your marriage certificate. Follow the instruction above to attach a document.			
The Benefit Ever	Date you select will be the effective date of the change you are requesting.			
You may add ad If the benefit eve	itional comments in the COMMENTS section if you have questions or more detailed information you would like to provide about the event you are requesting. It you select requires approval, you will receive a notification in your Workday inbox once that approval is processed. That inbox task will allow you to complete and submit your request.			
Don't forget to h	SUBMIT when you have made your request or elections.			
Benefit Event Type	saled and     v			
Benefit Event Date	* MM/DD/YYYY 🖻			
Submit Elections B	(empty)			
Enrollment Offering	(empty)			
Attachments				
Submit	Save for Later Cancel Drop files here			

**Please note,** you still must complete the following steps to change your benefit elections. The initial request is only to notify the Student Insurance Office that you wish to make changes to your benefit elections. After your request is approved by the Student Insurance Office, you will receive an action item in your Workday inbox (and a notification will be sent to your Penn State email) labeled 'Benefit Change – Open Enrollment Graduate Assistant, Fellow, Trainee').

## To waive coverage, keep reading. To enroll dependents, skip to page 6.

# How to Waive SHIP Coverage

If you wish to waive enrollment in the Student Health Insurance Plan, please follow the steps below. Please be aware that there are certain <u>health insurance requirements for international students</u>.

To waive coverage, select 'Waive' in the 'Elect/Waive' column on the table below for the medical, dental and vision benefit plans, and click 'Continue.' Note: 'Elect' is selected as a default on the page.

Q search				PennState			<ul> <li>On behalf of: Imma Test</li> </ul>
box							
Actions 14 Archive	Change	Benefit Elections Hir	re for Imma Test - S	Step 1 of 2 Actions			* 0 2
Viening: Al  Viening: Al  Viening: Al  Viening: Alsolated (Teaching) -  model 12 (Joh F100/01/2018/wmm Tent) minology on: "Diverse Viet/2011s efferred Name: Oradized Assistant (Teaching) -  model 12 (Joh F100/01/2018/wmm Tent) minology on: "Diverse Viet/2011s https://teaching.viet/2011s//teaching.com/2011a/2018/wmm	Image: Second secon	08/01/2018 06/19/2018 08 By 08/31/2018 36 minute(s) ago - Effective I It enrollment for graduate assistan id like to add your dependents to to need medical, dental, or vision	08/01/2018 nts, graduate fellows and gra medical, dental, or vision cov insurance for you or your elja	duate trainees is for individual/student or erage, you will need to select the coverag	nly coverage. ge tier that you are requesting, and add you	ır dependents.	Total Employee Net CoaVOre \$76.25 Monthly Co
est 5 minute(s) ago	값 Health Care	a Elections 3 items					
deral Tax Election for Onboarding: Imma Test minute(s) ago - Effective 08/01/2018	☆ Benefit Pla	n	*Elect / Waive	Enroll Dependents	Coverage	Employee Cost (Monthly)	Employer Contribution (Monthly)
nyment Election: Imma Test on 06/19/2018 minute(s) ago	Medical - U	Jnited Healthcare PPO Student Health	<ul> <li>Elect</li> <li>Waive</li> </ul>		Student Only	\$70.95	\$283.80
sability Self-Identification for Onboarding: Imma at on 08/01/2018 minute(s) ago - Effective 08/01/2018	ි Dental - Un	nited Concordia PP0 Student	Elect		Student Only	\$4.29	\$17.19
teran Status Identification: Imma Test minute(s) ago - Effective 08/01/2018	☆ Vision - Hi	abarack Blue Shield VSP Student	0 wave		Student Only	\$1.01	\$4.05
iboarding for Imma Test minute(s) ago - Effective 08/01/2018	â	ginnerk blue onrekt von ontwerk	Elect     Waive		oradent only	01.01	01.00
ellectual Property Agreement: Graduate Assistant raching) - Grade 12 (Job Fill:08/01/2018,Imma st) minute(s) ago - Effective 08/01/2018	<u>द</u> े ।					76.25	305.05 >
nefit Change - Hire : Imma Test on 08/01/2018 minute(s) ago - Effective 08/01/2018	ŵ						
and the former from the state of (Total State)							

You will then see a confirmation page that will include a summary of the benefit plans that you elected to waive. Scroll to the bottom of the confirmation page, where you will see a check box. Click 'I agree' and then click 'Submit.' This serves as your electronic signature for your benefit elections.

lected Coverages 0 items			
mefit Plan	Coverage	Beneficiaries	
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There are no elected beining parts.			
Waived Coverages			
ved Coverages 3 items			₩ 1
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sion			
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tachments			
	Drop files he	re	
	or		
	Select files		
lectronic Signature			
- nur submission of this form will be used as an electronic signature	This signature certifies that I will be covered by the insurance plans I have elected		
elect to waive coverage. I will be legally responsible for all medica	dental, or vision expenses l incur in the waived plans.		
	, ,		
gree			

Next is a screen that provides a summary of your benefit elections and will include orange text that says, "You have elected your Penn State Benefits." This is the default text. It will say this even when you waive coverage. You will not receive a confirmation email when you complete your benefit elections, but you do have the option to print this screen out and can access the information in Workday anytime.

Submit Elections Confirmation Hire for Imma Test		di 🖶
		Total Employee Cost/Credit
Initiated On 06/19/2018		şu.uu Monting Cast
Submit Elections By 08/31/2018		
Event Date 08/01/2018		
You have successfully submitted your benefits enrollment. Select Print to launch a printable version of this summary f	or your neorda.	
Elected Coverages, Ditems		碑 三日,"
Benefit Plan	Goverage	Beneficiaries
Benefit Elections There are no elected benefit plans.		
Waived Coverages 3 Items		네 흐 뜨 ",
Plan Type		
Medical		A
Dental		
Vision		
C		5
Electronic Signature		

our submission of this form will be used as an electronic signature. This signature certifies that I will be covered by the insurance plans I have elected



# **How to Enroll Dependents**

After your request is approved, you will receive the action item in your Workday inbox (and a notification will be sent to your Penn State email) labeled 'Benefit Change – Open Enrollment Graduate Assistant, Fellow, Trainee'. Click on that action item.

Please note: the dependent enrollment process is the same for new and reappointed students. The screenshots below show the inbox action item for new appointees, but the process is the same for reappointed students. Your inbox action item will be titled, 'Benefit Change – Open Enrollment Graduate Assistant, Fellow, Trainee' instead of 'Benefit Change-Hire.'

In the 'Health Care Elections' table, click on the box in the 'Enroll Dependents' column. A menu will pop-up where you can either enroll an existing dependent or add a new dependent. If you need to add a dependent, click on 'Add My Dependent from Enrollment.' Your existing dependents will display under 'Existing Dependents.'

Actions 14 Archive		You are automatically enrolled in Gra coverage. If you would like to add your depend are requesting, and add your depend If you do not need medical dental o	iduate Assistant insura ents to medical, dental ents. r vision insurance for v	ance plans for medical, dental, or vision. Your , or vision coverage, you will need to select th	enrollment is for single e coverage tier that you
Viewing: All 🗸 Sort By: Newest		n jou do not need medicul, dental, o	, vision insurance for y	ou of your engine dependents, you our marve	coverage.
Veteran Status Identification: Imma Test	<u>^</u>	Health Care Elections 3 items			
Onboarding for Imma Test day(s) ago - Effective 08/01/2018	<u>م</u>	Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Intellectual Property Agreement: Graduate Assistant (Teaching) - Grade 12 (Job Fill:08/01/2018,Imma Test) 1 day(s) ago - Effective 08/01/2018		Medical - United Healthcare PPO Student Health	Elect     Waive	search III Existing Dependents	Student Only
Benefit Change - Hire : Imma Test on 08/01/2018 1 day(s) ago - Effective 08/01/2018	☆	Dental - United Concordia PPO Student	<ul> <li>Elect</li> <li>Waive</li> </ul>	Add My Dependent From Enrollment	Student Only
Personal Information: Graduate Assistant (Teaching) Grade 12 (Job Fill:08/01/2018,Imma Test) 1 day(s) ago - Effective 08/01/2018	ක	Vision - Highmark Blue Shield VSP Student	Elect     Waive		Student Only
Complete Section 1 of Electronic I-9: Onboarding for Imma Test 1 day(s) ago - Effective 08/01/2018	☆	4			
Update Professional Profile: Onboarding for Imma Test 1 day(s) ago - Effective 08/01/2018	☆				
Onboarding for Imma Test	. •	Continue Save for Later	Cancel		

**Please note:** When you select 'Add My Dependent from Enrollment', you will then be prompted to add a beneficiary on the next screen (pictured below). This question is unnecessary, but the function cannot be turned off so you must select an answer, either 'Yes' or 'No' (and then click "OK"), but please understand it does not matter which answer you select, as the information is not being collected.

Q search	PennState	On behalf of: Imma Test
box		
Actions 14 Archive	Add My Dependent From Enrollment Imma Test	2 <sup>2</sup>
Viewing: All $\checkmark$ Sort By: Newest $\checkmark$	✓ 1 day(s) ago - Effective 08/01/2018	
eteran Status Identification: Imma Test	Use your new dependent as a beneficiary?	
day(s) ago - Effective 06/01/2016	⊖ Yes	
Dnboarding for Imma Test I day(s) ago - Effective 08/01/2018	ជ៍ 🔘 No	
ntellectual Property Agreement: Graduate Assistant Teaching) - Grade 12 (Job Fill:08/01/2018,Imma Fest) I day(s) ago - Effective 08/01/2018	<u>ත</u>	
enefit Change - Hire : Imma Test on 08/01/2018 day(s) ago - Effective 08/01/2018	☆	
Personal Information: Graduate Assistant (Teaching) - Grade 12 (Job Fill:08/01/2018,Imma Test) I day(s) ago - Effective 08/01/2018	12 I	
Complete Section 1 of Electronic I-9: Onboarding for mma Test	☆	
. day(s) ago - Effective U8/U1/2018	OK Cancel	

On the next screen, you will be asked to provide information about your dependent. The **red asterisk** denotes required information. When you are finished entering the information, click the '**OK**' button to continue.

Q search	PennState	<ul> <li>On behalf of: Imma Test</li> </ul>
box		
Actions 14 Archive	Add My Dependent From Enrollment	
Viewing: All 🗸 Sort By: Newest 🗸	1 day(s) ago - Effective 08/01/2018	
/eteran Status Identification: Imma Test	Name	Personal Information
uay(s) ago - checuve 00/01/2018	Country * X United States of America	Relationship *
nboarding for Imma Test day(s) ago - Effective 08/01/2018	Prefix :==	Date of Birth * MM / DD / YYYY
ntellectual Property Agreement: Graduate Assistant	First Name *	Age (empty)
eaching) - Grade T2 (Job Hill:08/01/2018,Imma	Middle Name	Gender * select one ~
day(s) ago - Effective 08/01/2018		Citizenship Status
enefit Change - Hire : Imma Test on 08/01/2018 day(s) ago - Effective 08/01/2018	Last Name *	Full-time Student
	Suffix	Student Status Start Date
irade 12 (Job Fill:08/01/2018,Imma Test)		Student Status End Date
day(s) ago - Effective U8/01/2018		Disabled
Complete Section 1 of Electronic I-9: Onboarding for mma Test		
day(s) ago - Effective 08/01/2018	OK Cancel	

On the next page, you will be asked to provide a social security number (SSN) for your dependent. **YOU DO NOT NEED TO ENTER A SSN**, but the text box '**Reason ID is not available' DOES REQUIRE** an answer. If you are an international student **or** if you do not wish to enter a SSN for your dependent, please enter '**Not applicable'** in the '**Reason ID is not available'** field and then click the '**Continue**' button.

		Change Ben	efit Elections Hire fo	or Imma Test - Step of 2 Actions
Actions 14 Archive		Total Employee Net C	ost/Credit	
Viewing: All 🗸 Sort By: Newest 🗸		\$162.00 Mont	thly Cost	
Veteran Status Identification: Imma Test		Event Date	08/01/2018	
1 day(s) ago - Effective 08/01/2018	23	Initiated On	06/06/2018	
Onboarding for Imma Test		Submit Elections By	08/31/2018	
1 day(s) ago - Effective 08/01/2018	23		1 day(s) ago - Effective 08/01/2018	3
Intellectual Property Agreement: Graduate Assistant (Teaching) - Grade 12 (Job Fill:08/01/2018,Imma Test) 1 day(s) ago - Effective 08/01/2018		You have Dependent Not Available if you o	s covered under your Health Care plan do not have access to their SSN at this	ns without a Social Security Number. You must enter their Social Security Number or choose time. You must follow up with the Benefits Department to update this missing information.
Benefit Change - Hire : Imma Test on 08/01/2018 1 day(s) ago - Effective 08/01/2018		Dependent IDs 1 it	em	۲ الله به المعالم المعا
Personal Information: Graduate Assistant (Teaching) - Grade 12 (Job Fill:08/01/2018,Imma Test) 1 day(s) ago - Effective 08/01/2018	☆	Baby Baby	Social Security Number (SSN)	Identifier ID Entered
Complete Section 1 of Electronic I-9: Onboarding for Imma Test 1 dw/s) apro - Effective 08/01/2018	ŵ	4		Reason ID is Not Available     rewborn     rewborn
1 day(5) dgo Elicolite 66/61/2010				
Update Professional Profile: Onboarding for Imma Test 1 day(s) ago - Effective 08/01/2018				

After you've added your dependent to your medical coverage plan, you will need to click on the '**Enroll Dependents**' box on the '**Vision**' and '**Dental**' rows, to add your dependents to both of those benefit plans. Your dependent will be listed under the '**Existing Dependents**' section, highlighted below. When you are finished, click '**Continue.'** 

you do not need medical, dental, o	r vision insurance for you or	your eligible dependents, you can wa	aive coverage.
alth Care Elections 3 items			
enefit Plan	*Elect / Waive	Enroll Dependents	Coverage
fedical - United Healthcare PPO itudent Health	<ul> <li>Elect</li> <li>Waive</li> </ul>	Existing Dependents	Student Only
Pental - United Concordia PPO Student	<ul> <li>Elect</li> <li>Waive</li> </ul>	Add My Dependent From Enrollment	Student Only
rision - Highmark Blue Shield VSP itudent	Elect     Waive		Student Only

#### Then, you will see a confirmation page that provides an overview of you and your dependents' benefits.

		Change Benefit Elections Benefit Elections Review for Hire - Step 2 of 2 (Actions)								
Actions 14 Archive		Total Employee Net Cost/Credit \$162.00 Monthly Cost								
Viewing: All v Sort By: Newest v		Details								
Veteran Status Identification: Imma Test 1 day(s) ago - Effective 08/01/2018	☆ ^									
Onboarding for Imma Test 1 day(s) ago - Effective 08/01/2018	ŵ	Below is a summary of the benefits "I Agree" box below. These elections	you have elec do not begin	ted. Before ye until you clic	ou can submit, co k the Submit at th	mplete the el ne bottom of t	ectronic signa he page.	ature by checking t	he	
Intellectual Property Agreement: Graduate Assistant (Teaching) - Grade 12 (Job Fill:08/01/2018,Imma	57	Elected Coverages 2 items								
lest) 1 day(s) ago - Effective 08/01/2018	~	Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Employee Cos (Monthly	t )	
Benefit Change - Hire : Imma Test on 08/01/2018 1 day(s) ago - Effective 08/01/2018	☆									
Personal Information: Graduate Assistant (Teaching) -	_	Medical - United Healthcare PPO Student Health	08/13/2018	08/13/2018	Student + Child	Baby Baby		\$159.63		
Grade 12 (Job Fill:08/01/2018,Imma Test) 1 day(s) ago - Effective 08/01/2018	☆	Vision - Highmark Blue Shield VSP Student	09/01/2018	09/01/2018	Student + Child	Baby Baby		\$2.37		
Complete Section 1 of Electronic I-9: Onboarding for								Total: \$162.00	- -	
mma Test I day(s) ago - Effective 08/01/2018	☆	Waived Coverages								
Jpdate Professional Profile: Onboarding for Imma fest I day(s) ago - Effective 08/01/2018	☆	Attachments		_						
		Submit Save for Later	Go Back	Cancel						

Scroll to the bottom of the page, where you will see a check box. Click 'I agree' and then click 'Submit.' This serves as your electronic signature for your benefit elections. You can ignore the 'Attachments' section, as you do not need to upload any documents or files.

Actions 14	Archive	Drop files here
Viewing: All v Sort By: Ne	Archive   Sort By: Newest    Sort By: Newest   Sor	
Veteran Status Identification: Imma Test 1 day(s) ago - Effective 08/01/2018	☆ ^	Select files
Onboarding for Imma Test 1 day(s) ago - Effective 08/01/2018	ŵ	
Intellectual Property Agreement: Graduate (Teaching) - Grade 12 (Job Fill:08/01/201 Test) 1 day(s) ago - Effective 08/01/2018	e Assistant 8,Imma	Electronic Signature Your submission of this form will be used as an electronic signature. This signature certifies that I will be covered by the insurance plans I have elected.If you elect to waive coverage, you are legally responsible for all medical, dental, or vision expenses you may incur.
Benefit Change - Hire : Imma Test on 08/0 1 day(s) ago - Effective 08/01/2018	01/2018	l Agree
Personal Information: Graduate Assistant Grade 12 (Job Fill:08/01/2018,Imma Test 1 day(s) ago - Effective 08/01/2018	(Teaching) - ) 公	enter your comment
Complete Section 1 of Electronic I-9: Onbo Imma Test 1 day(s) ago - Effective 08/01/2018	oarding for 公	Process History
Update Professional Profile: Onboarding f Test 1 day(s) ago - Effective 08/01/2018	or Imma	Change Benefits for Life Event- Awaiting Action
Onboarding for Imma Test	~~ <b>~</b>	Submit Save for Later Go Back Cancel

You will then see a screen that provides a summary of your benefit elections and will include orange text that says, "You have elected your Penn State Benefits." You will not receive a confirmation email when your benefit elections are completed, but you do have the option to print this screen out and can access the information in Workday anytime.

Actions 13 Archive		Submit Elections Confirmation Hire for Imma Test (Actions) Total Employee Cost/Credit \$162.00 Monthly Cost							<b>1</b> 8
Veteran Status Identification: Imma Test 1 day(s) ago - Effective 08/01/2018	☆ <sup>▲</sup>	Initiated On Submit Elections By	06/06/2018 08/31/2018						
Onboarding for Imma Test 1 day(s) ago - Effective 08/01/2018	ŵ	Event Date	08/01/2018 1 day(s) ago - Effe	ctive 08/01/2018					
Intellectual Property Agreement: Graduate Assistant (Teaching) - Grade 12 (Job Fill:08/01/2018,Imma Test) 1 day(s) ago - Effective 08/01/2018	☆	You have successfu	illy submitted your be	enefits enrollment.	Select Print to	launch a printable ve	ersion of this su	mmary for your i	records.
Benefit Change - Hire : Imma Test on 08/01/2018 1 day(s) ago - Effective 08/01/2018		You have elected Coverage	cted your Pen	n State Bene	efits.				▧?止▥↗
Personal Information: Graduate Assistant (Teaching) - Grade 12 (Job Fill:08/01/2018,Imma Test) 1 day(s) ago - Effective 08/01/2018	☆	Benefit Plan		Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Employee Cost (Monthly)
Complete Section 1 of Electronic I-9: Onboarding for Imma Test 1 day(s) ago - Effective 08/01/2018	ŵ	Medical - United H Student Health	lealthcare PPO	08/13/2018	08/13/2018	Student + Child	Baby Baby		\$159.63
Update Professional Profile: Onboarding for Imma Test 1 day(s) ago - Effective 08/01/2018	☆	Vision - Highmark Blue Shield VSP Student		09/01/2018	09/01/2018	Student + Child	Baby Baby		\$2.37
Onboarding for Imma Test	~ •	Print	Done						

There is a final summary page where you can view your current elections and future benefit elections.

enefit Elections										
Current Benefit Elections and Costs 3 items										<sub>2</sub> 2
Benefit Plan		Coverage Begin	Date	Deduction Begin Date			overage	Dependents	Beneficiaries	
Medical - United Healthcare PPO Student Health		08/10/2017	08/10/2017		08/10/2017		Student Only			-
Dental - United Concordia PPO Student		09/01/2017	09/01/2017		09/01/2017		tudent Only			
Vision - Highmark Blue Shield VSP Student		09/01/2017	09/01/2017		09/01/2017		tudent Only			
€									Þ	
Future Benefit Elections and Costs 3 items									🕼 🏱 📊 🗔	R,
Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage		Dependents	Beneficia	ries Er	ployee Cost (Monthly)	Employer Contribution (Monthly)	
Medical - United Healthcare PPO Student Health	08/13/2018	08/13/2018	08/13/2018 Student + Chil		hild Baby Baby			\$159.63	\$549.87	*
Dental - United Concordia PPO Student	09/01/2018	09/01/2018	)9/01/2018 Student Fam		nily Baby Baby			\$14.42	\$14.42 \$40.8	
Vision - Highmark Blue Shield VSP Student	09/01/2018	09/01/2018	Student + C	hild	Baby Baby			\$2.37	\$7.25	
							Total:	\$176.42	\$597.94	

## Questions?

- If you have questions about the Student Health Insurance Plan or about how to complete your benefit elections, please contact University Health Services - Student Health Insurance Office at 814-865-7467 or <u>uhs-</u> <u>insurance@psu.edu</u>.
- Questions about the terms and conditions of your graduate assistantship, graduate fellowship or graduate traineeship appointment should be directed to your graduate program staff.