

SHRA Benefits

Policy 603.9

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4.1 SHRA Benefit Orientation

SHRA employees eligible for benefits must attend a Benefit Orientation at the University Human Resource office. The dates for the orientation can be found at <http://www.hrs.appstate.edu/faculty-staff/benefits>.

Employee must attend orientation nearest to their hire date to complete health insurance, retirement, and any miscellaneous benefit forms.

4.1.1 Health Insurance

4.1.1.1 Health insurance will begin the 1st day the month after hire date if forms have been completed before the 10th of the month. If forms have not been completed health insurance will begin the 1st of the next month. (Example: Employee hire date is February 1; they will attend orientation on February 7th and 8th. Health insurance coverage will be March 1.)

4.1.2 Miscellaneous Insurance Forms

4.1.2.1 Employee has 30 days from hire date to complete miscellaneous insurance forms such as Dental, Vision, AD&D, Life Insurance, Etc. Flex benefits will become effective the 1st of the month following enrollment into the plan.

4.1.3 Benefit Premiums - Retirement Deductions

4.1.3.1 Benefit premiums and retirement deductions will begin on employee's first paycheck unless an enrollment delay occurs. (For example if an employee does not complete dental enrollment until March 29th, then premiums will not be deducted until the April 30 check.)

4.1.4 Benefit Information

4.1.4.1 Human Resources will code all benefit information into the Banner System.

4.1.5 State Retirement System

4.1.5.1 It is a statutory rule that all permanent full-time/three-quarter time SHRA employees contribute 6% to the State Retirement System. This deduction will automatically be coded into the Banner System even if employee fails to complete the proper enrollment form and will be deducted from employee's paycheck.

4.1.6 Additional Information

4.1.6.1 Employees may visit [Human Resources](#) to obtain additional information on all benefits offered at ASU or call a benefits representative in the Human Resource office.

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates