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Benefits@UVa

Benefits@UVa is an application in the Integrated System where new employees elect their benefit choices; and existing employees can submit changes to their benefits during open enrollment or throughout the year. Benefits@UVa replaces the paper benefits forms used previously. All active academic employees use Benefits@UVa to submit their elections or changes online in the system. The change or election, is created, saved, and submitted by the employee; and then routed to Human Resources electronically. The system maintains a historical record of changes or elections submitted to Human Resources.

To start a simulation:

1. Double-click on “Benefits@UVa”.

2. Double-click on the section.

3. Click on the topic for which you want to view the simulation.

4. Click on “Try It” in upper right-hand corner to interact with the simulation. Click on "Print It" to print out a Job Aid.

Enrolling as a New Hire

Accessing and Navigation as a New Hire

Procedure

This simulation shows you how to access Benefits@UVa as a new hire.

As a new employee, you have 60 days from your hire date to elect your benefits.

Exception: Research Associates have a 31 day enrollment window.
<table>
<thead>
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<tbody>
<tr>
<td>1.</td>
<td>Begin from the Human Resources website. Click the <strong>Benefits at UVa</strong> link.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>2.</td>
<td>The NetBadge sign on window will appear. You can log in with your digital certificate or you can enter your UVa Computing ID and NetBadge password. In this simulation, a username and password has been entered for you. Click the <strong>Log In</strong> button.</td>
</tr>
</tbody>
</table>
### Step 3
The Benefits@UVa home page displays.

Press [Enter].

### Step 4
The Your Information section includes your name, home address, Job Type, Organization and your Employee Number.

### Step 5
Note that you can update your information in the Integrated System Self-Service through the Update Your Information link.

### Step 6
A New Hire link displays during the full open window for enrollments.

### Step 7
The I would like to make a change to my... section includes links for updating your benefits throughout the year.

### Step 8
The Your Benefits section displays enrollments as of the day you are accessing Benefits@UVa.

If a change is requested, the change will be reflected here as of the effective date the change was entered in the Integrated System.

### Step 9
The Elections not yet submitted to HR section displays any requests for benefit changes or additions that you have saved but not yet submitted to Human Resources.

You can complete your requests by selecting the Continue link in the Actions column.
<table>
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<tr>
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<tr>
<td>10.</td>
<td>The <strong>Elections submitted to HR</strong> section displays the actions you have submitted to Human Resources. Submissions that Human Resources has processed will have an <strong>Approved</strong> or <strong>Rejected</strong> status in the <strong>Status</strong> column. A status of <strong>Pending</strong> is waiting to be processed by Human Resources.</td>
</tr>
<tr>
<td>11.</td>
<td>Congratulations! You have completed the simulation on Access and Navigation as a New Hire. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>

**Enrolling in Your Benefit Plans as a New Hire**

You must complete all of the tabs before submitting your new hire elections.

To start a simulation:

1. Double-click on “Benefits@UVa”.
2. Double-click on the section.
3. Click on the topic for which you want to view the simulation.
4. Click on “Try It” in upper right-hand corner to interact with the simulation. To jump to a certain portion of the topic, you can click the down arrow on the 'Try It' button to display the following links.

   - **Beginning of topic**
   - **Vision Plan**
   - **Retirement**
   - **Retirement-VRS**
   - **VRS-Life and Disability Protection**
   - **Retirement-DBP**
   - **DBP-Life and Disability Protection**
   - **Flexible Spending Account**
   - **Tax Deferred Savings Program (403B)**
   - **401 Plan**
   - **Cash Match**

5. Click on "Print It" to print out a Training Guide.
This simulation shows you how to enroll in your Benefit Plans that are available to you as a new hire.

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<thead>
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<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the Benefits@UVa home page. Click the New Hire post-it.</td>
</tr>
</tbody>
</table>
| 2.   | **Health Plan**  
If not displayed, access the UVa Health Plan page.  
Click the Health Plan link.  
**Health Plan** |
| 3.   | The UVa Health Plan offers two different types of health programs for participants, the High Premium Program and the Low Premium Program. Both programs provide a broad scope of hospital and medical services offered by a carefully selected network of hospital and professional providers. Both the High and Low Premium Programs allow you direct access to physicians and specialists.  
This simulation shows you how to enroll in your UVa Health Plan. |
<p>| 4.   | For more detailed information on the UVa Health Plan, click the Please Read (click for detailed information) link. |</p>
<table>
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<tr>
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<tr>
<td>5.</td>
<td>Links to detailed information on UVa Health Plan topics such as plan information and rates display. Click the <strong>UVa Health Plan Information and Rates</strong> link.</td>
</tr>
<tr>
<td>6.</td>
<td>The information displays. Click the <strong>Close</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
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</tr>
</tbody>
</table>
| 7.   | In this simulation, we are selecting the High Premium choice.  
In the **Health Programs** section, use the check boxes to indicate a **High Premium** or **Low Premium** choice.  
Click the **High Premium** option. |
| 8.   | In the **Program Coverage** section, if you decide you want coverage for just you, choose the **Employee** check box.  
Click the **Employee** option. |
<p>| 9.   | If you prefer health coverage for you and your spouse, check the box for <strong>Employee + Spouse</strong>. |
| 10.  | If you decide you would like health coverage for you and one of your eligible children, check the box for <strong>Employee + Child</strong>. |
| 11.  | If you decide you would like health coverage for you and 2 or more dependents, check the box for <strong>Employee + Family (2 or more dependents)</strong>. |
| 12.  | If you and your spouse both work at eligible state agencies you can select the <strong>Double State</strong> check box. |</p>
<table>
<thead>
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<th>Action</th>
</tr>
</thead>
</table>
| 13.  | In this simulation you have decided to select program coverage for you and your family.  
Click the Employee + Family (2 or more dependents) option. |
| 14.  | Now add the information for each new dependent family member. You will select Add New Dependent to add each family member.  
Click the Add New Dependent button. |
| 15.  | The dependent information screen displays.  
In this first example, the dependent is your child Martha Jefferson.  
Click in the FirstName field. |
| 16.  | Enter the first name of the dependent into the FirstName field.  
Enter "Martha". |
| 17.  | Click in the LastName field. |
| 18.  | Enter the Last Name of the dependent into the LastName field.  
Enter "Jefferson". |
| 19.  | Click the Gender list. |
| 20.  | Select the gender of the first dependent.  
Click the Female list item. |
| 21.  | Select the relationship for the dependent.  
Click the Relationship list. |
| 22.  | Click the Child list item. |
| 23.  | Click in the SSN field. |
| 24.  | Enter the social security number into the SSN field.  
Enter "123456789". |
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<td>25.</td>
<td>Click in the <strong>select date</strong> field.</td>
</tr>
<tr>
<td>26.</td>
<td>You can type in the date (DD/MM/YYYY) or choose from the calendar.</td>
</tr>
<tr>
<td>27.</td>
<td>An example date of birth has been entered for you.</td>
</tr>
<tr>
<td>28.</td>
<td>Only enter address information here if the dependent has a different mailing address than you.</td>
</tr>
<tr>
<td>29.</td>
<td>In this example the dependent's address is different than yours and has been entered for you.</td>
</tr>
<tr>
<td>30.</td>
<td>Click the <strong>Save Dependent</strong> button.</td>
</tr>
<tr>
<td>31.</td>
<td>Select the drop down in the <strong>Coverage</strong> column to select <strong>Add</strong> for each dependent you want to cover.</td>
</tr>
<tr>
<td>32.</td>
<td>As needed, use the <strong>Add New Dependent</strong> button to continue adding dependents.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Save and Continue</strong> button.</td>
</tr>
</tbody>
</table>
| 33.  | **Vision Plan**  

The optional vision program is a fully-insured, employee paid vision insurance program administered by Davis Vision and includes these benefits: eye examination, spectacle lenses, frames, and contact lenses.  

This vision insurance plan is optional coverage and not included as part of your UVa Health Plan. Those enrolled in the UVa Health Plan will continue to receive the Discount Vision Plan as part of their UVa Health Plan package. |
<p>| 34.  | You can access additional information and links. |
|      | Click the <strong>Please Read (click for detailed information)</strong> link. |
| 35.  | As needed, use the links to access plan web pages. |
| 36.  | Click the <strong>Davis Vision Plan Information and Rates</strong> link. |
|      | <img src="#" alt="Davis Vision Plan Information and Rates" /> |
| 37.  | The information displays. |
|      | Click the <strong>Close</strong> option. |
| 38.  | If you do not want coverage, click the <strong>Waive Coverage</strong> option. |</p>
<table>
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</table>
| 39.  | If you want coverage, click the **Elect Coverage** option.  
     | In this simulation, you have elected coverage.  
     | In the **Program Coverage** section, select who you want covered.  
     | If your choice is just you, select the **Employee** option. |
| 40.  | Check the **Employee + Spouse** box to cover you and your spouse. |
| 41.  | Check the **Employee + Child** box to cover yourself and one child. |
| 42.  | In this simulation, you want to cover yourself and your family.  
     | Click the **Employee + Family (2 or more dependents)** option. |
| 43.  | The dependents you added in the Health Plan tab, will display. |
| 44.  | Select the drop down in the **Coverage** column to select **Add** for each dependent you want to cover.  
     | Click the **Add** list item. |
| 45.  | Click the **Save and Continue** button. |
| 46.  | **Retirement Plan**  
     | All full-time and part-time salaried University Staff Operational & Administrative employees must participate in the Virginia Retirement System (VRS). Part-time employees are defined as those who work at least 20 hours, but less than 32 hours per week.  
     | All full-time and part-time salaried Research Assistants and Research Associates are automatically enrolled in the Virginia Retirement System (VRS).  
     | All full-time and part-time salaried University Staff Managerial & Professional, Executive & Sr. Administrative and Faculty employees must participate in either the Optional Retirement Plan (ORP) or the Virginia Retirement System (VRS). The retirement program selected affects the AD&D, disability and life insurance benefits, so careful consideration should be given to this decision.  
     | **Important Note:** Once you elect a retirement program, the decision is irreversible. |
| 47.  | **Plan Information section:** You can access additional information and links.  
<pre><code> | Click the **Please Read (click for detailed information)** link. |
</code></pre>
<p>| 48.  | Click the <strong>Choosing Your Retirement Plan - VRS and ORP Comparison</strong> link. |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 49.  | The information displays.  
      | Click the **Close** button.  
<pre><code>  | ![Close button](image) |
</code></pre>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>50.</td>
<td>Click again to close the additional information and links. Click the <strong>Please Read (click for detailed information)</strong> link.</td>
</tr>
<tr>
<td>51.</td>
<td><strong>Choose retirement option</strong> section: If choices display, select a retirement option. This topic discusses both options.</td>
</tr>
<tr>
<td></td>
<td><strong>Virginia Retirement System (VRS)</strong> option: Click the <strong>Virginia Retirement System (VRS)</strong> option.</td>
</tr>
<tr>
<td>52.</td>
<td>You can view plan information. Click the <strong>VRS Plan Information</strong> link.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>53.</td>
<td>The information displays. Click the <strong>Close</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>54.</td>
<td>Click the <strong>Save and Continue</strong> button.</td>
</tr>
<tr>
<td>55.</td>
<td>VRS members may also purchase additional life insurance for themselves or coverage for their spouse or dependents. In some cases, &quot;Evidence of Insurability&quot; will be required. With this optional life insurance coverage, a participant has four options from which to choose. You can be insured for one, two, three or four times your annual salary up to $700,000. If you enroll in the optional coverage, you may also insure your spouse, your child(ren), or both. The amount of the coverage corresponds with the selected employee option. Spouse coverage provides half of your optional insurance amount up to a maximum of $350,000. Depending on which option you select, your children can be insured for a maximum of $30,000.</td>
</tr>
<tr>
<td>56.</td>
<td>You can access more detailed plan information. Click the <strong>Please Read (click for detailed information)</strong> link.</td>
</tr>
<tr>
<td>57.</td>
<td>Information and links display. Note the mailing address and fax number for submitting all paper forms to Human Resources.</td>
</tr>
<tr>
<td>58.</td>
<td>The <strong>2 x pay</strong> option has already been selected for you.</td>
</tr>
<tr>
<td>59.</td>
<td><strong>Basic Life Insurance</strong> section: 2 x pay is selected by default. Click the <strong>Beneficiaries Designations</strong> link.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
60. | The beneficiary designation form appears. Print and complete the form, then send it to Human Resources.
### Step 61

After completing the form, and sending it to Human Resources, you can close the link.

Click the **Close** button.
Step 62. **Optional Life Insurance** section: You can enroll in optional life insurance. This election requires you to check the box and complete the linked paper application and send it to Human Resources.

The checkbox has been selected for you.

Click the **Enroll in Optional Life Insurance (Print paper application)** link.
<table>
<thead>
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</thead>
</table>
| 63.  | **Instructions for completing the paper application display.**  
**Important Note:**  
You may print the instructions as needed but **do not** send your form to the address listed; use Human Resources' address available in the detailed **Plan Information** section as noted previously.  
Click the **Close** button. |
| 64.  | **Click the Close button.** |
| 65.  | **Important Note:**  
Note the bulleted information. If applicable, you must also submit a **Health Status Declaration** form (click link to access form). |
<table>
<thead>
<tr>
<th><strong>Step</strong></th>
<th><strong>Action</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>66.</td>
<td><strong>Disability</strong> section: Disability coverage is provided for you at no cost. In the case of accidental death, this amount is four times your annual salary, rounded to next $1000 if the amount is not a round number. Accidental death and dismemberment insurance benefits are payable if you sustain bodily injuries while you are actively employed, through violent, external, and accidental means and as a direct result, you lose your life, limb or eyesight within 90 days of the accident. Information is available on the VRS Website. You can click the link to access information on VSDP. Click the <strong>Virginia Sickness &amp; Disability Program (VSDP)</strong> link. <a href="https://vrs.state.va.us">Virginia Sickness &amp; Disability Program (VSDP)</a></td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>67.</td>
<td>The information displays. Click the <strong>Close</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 68.  | **Long Term Care** (optional) Enroll in **Long Term Care** by clicking the link to access the Genworth Enrollment Site.  
Click the **Genworth Enrollment Site** link.  
[Genworth Enrollment Site](https://www.genworth.com/)

Step 69. Create an initial account. Later you can log in to change existing account information.

Click the **Close** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>70.</td>
<td>Click the <strong>Save and Continue</strong> button.</td>
</tr>
<tr>
<td>71.</td>
<td><strong>Optional Retirement Plan (ORP) option:</strong> Select Optional Retirement Plan. In this simulation the option has been selected for you.</td>
</tr>
<tr>
<td>72.</td>
<td><strong>Election to Participate</strong> section: Complete the form and return to the Human Resources Benefits office within 60 days of your hire date. Click the <strong>Complete Enrollment Form</strong> link.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>73.</td>
<td>The form displays. Complete, print, and return the form to Human Resources. Click the <strong>Close</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>74.</td>
<td>Click the <strong>vertical</strong> scrollbar.</td>
</tr>
<tr>
<td>75.</td>
<td>Chose the vendor for your retirement contributions. You can only choose one vendor.</td>
</tr>
<tr>
<td>76.</td>
<td>In this simulation, your choice is <strong>Fidelity</strong>. Click the <strong>Fidelity</strong> option.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>77.</td>
<td>The Fidelity website appears. Use this page to create an account to establish your fund allocations for your retirement. Click the <strong>Close</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>78.</td>
<td>Click the <strong>Save and Continue</strong> button.</td>
</tr>
<tr>
<td>79.</td>
<td>This simulation shows you how to select Life and Disability Protection with the ORP Retirement Plan.</td>
</tr>
<tr>
<td>80.</td>
<td>The <strong>Life and Disability Protection</strong> page for ORP displays. You can access more detailed plan information. Click the <strong>Please Read (click for detailed information)</strong> link.</td>
</tr>
<tr>
<td>81.</td>
<td>Information and links display. Note the mailing address and fax number for submitting all paper forms to Human Resources.</td>
</tr>
<tr>
<td>82.</td>
<td>As needed, you can update beneficiary information using the <strong>Beneficiary Designation</strong> link to access the form. Print and complete the form, then send it to Human Resources.</td>
</tr>
<tr>
<td>83.</td>
<td>Click the <strong>vertical</strong> scrollbar.</td>
</tr>
<tr>
<td>84.</td>
<td>The <strong>Optional Life Insurance</strong> section options allow you to enroll in, change, or waive optional life insurance.</td>
</tr>
<tr>
<td>85.</td>
<td>In this simulation you want to enroll in optional life insurance. Click the <strong>Enroll in Optional Life Insurance (Print paper application)</strong> option.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>86.</td>
<td><strong>Accidental Death and Dismemberment</strong> section: ORP members are eligible to purchase CIGNA Accident Insurance. The CIGNA plan provides coverage for death or dismemberment for accidental causes if permanent total disability or death results within one year of the accident. Participants may select benefits, in multiples of $5,000, between the minimum of $25,000 and the maximum of $200,000. The amount may not exceed ten times the participant's annual salary. Members also may select coverage for a spouse and dependent children at a reduced benefit level. Coverage under the CIGNA plan terminates on the last day of the month in which active service terminates. In this simulation, you want coverage for you and your family. Click the <strong>Employee and Family</strong> option.</td>
</tr>
<tr>
<td>87.</td>
<td>Click in the <strong>Benefit Amount</strong> field.</td>
</tr>
<tr>
<td>88.</td>
<td>Enter the amount into the <strong>Benefit Amount</strong>: field. Enter &quot;25000&quot;.</td>
</tr>
<tr>
<td>89.</td>
<td>Click the vertical scrollbar.</td>
</tr>
<tr>
<td>90.</td>
<td><strong>Disability</strong> section: By selecting the Optional Retirement Plan you will have Short-Term Disability and Long-Term Disability with The Standard Insurance Company. Short-Term Disability - Faculty (including faculty who elected to switch to University Staff) Short-term disability is generally described as a type of &quot;sick&quot; leave for absences of more than five days, including maternity leave. Current and future faculty employees (including those A&amp;P faculty who convert to University Staff) will retain the 100% salary continuation for the approved leave period with no waiting period. Members who participate in the ORP are eligible to receive income replacement benefits in the event they become totally disabled from The Standard Disability Benefit Plan. Total disability is defined by The Standard as the &quot;inability of the employee, by reason of sickness or bodily injury, to engage in any occupation for which the employee is reasonably fitted by education, training or experience.&quot; The benefit begins the month following six consecutive months of total disability and continues for the duration of the disability until certain conditions are met. Use the link in the <strong>Disability</strong> section to access the web page for ORP disability information and to access the link for submitting a claim. Click the <strong>Standard Disability</strong> link.</td>
</tr>
</tbody>
</table>

[Standard Disability]
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>91.</td>
<td>U.Va.’s <strong>Disability</strong> web page displays a section of information on ORP Disability. Click the <em>vertical</em> scrollbar.</td>
</tr>
<tr>
<td>92.</td>
<td>Scrolling takes you to the link for information on how to submit a claim by telephone with The Standard.</td>
</tr>
<tr>
<td>93.</td>
<td>Click the <strong>Close</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>94.</td>
<td><strong>Long Term Care</strong> section (optional): Enroll in <strong>Long Term Care</strong> by clicking the link to access the Genworth Enrollment Site.</td>
</tr>
</tbody>
</table>

Click the [Genworth Enrollment Site](#) link.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>95.</td>
<td>Create an initial account. Later you can log in to change existing account information.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Close</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>96.</td>
<td>When you have finished completing the information on this page, click the <strong>Save and Continue</strong> button.</td>
</tr>
<tr>
<td></td>
<td><img src="" alt="Save and Continue button" /></td>
</tr>
<tr>
<td>97.</td>
<td><strong>FSA</strong></td>
</tr>
<tr>
<td></td>
<td>The Flexible Spending Account Program allows you to pay for certain expenses on a pre-tax basis. This means that your money goes farther. For example, if you put aside $5,000 for day care expenses in a Dependent Care account, you get to spend the whole $5,000 on day care. If you take the $5,000 in pay, you will only have roughly $3,500 left after taxes to spend on day care!</td>
</tr>
<tr>
<td></td>
<td>The FSA Medical Reimbursement account can also help offset the cost of out-of-pocket health care expenses such as copayments, deductibles, coinsurance, and certain over-the-counter medications.</td>
</tr>
<tr>
<td></td>
<td>Chard Snyder is the administrator for your Flexible Spending Account program.</td>
</tr>
<tr>
<td></td>
<td>Employees who are enrolled in the Flexible Spending Program; must renew their enrollment each year.</td>
</tr>
<tr>
<td>98.</td>
<td>If not displayed, click the <strong>FSA</strong> link.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>99.</td>
<td>For more detailed <strong>Plan Information</strong>, click the <strong>Please Read (click for detailed information)</strong> link.</td>
</tr>
<tr>
<td>100.</td>
<td>The information displays. Access additional information using the provided links. Click the <strong>Flexible Spending Account Information</strong> link. <a href="#">Flexible Spending Account Program</a></td>
</tr>
<tr>
<td>101.</td>
<td>Information from the Human Resources website displays. Click in the <strong>Close</strong> option.</td>
</tr>
<tr>
<td>102.</td>
<td>You can enter amounts for <strong>Annual Health Care Elections</strong> and/or <strong>Annual Dependent Care Elections</strong>.</td>
</tr>
<tr>
<td>103.</td>
<td>Click in the <strong>Specify health care annual election</strong> field. In this simulation, you have decided to contribute 240.00 into the <strong>Specify health care annual election</strong> field. Enter &quot;240.00&quot;.</td>
</tr>
<tr>
<td>104.</td>
<td>Click in the <strong>Specify dependent care annual election</strong> field.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>105.</td>
<td>In this simulation; you have elected to contribute 240.00 into the <strong>Specify dependent care annual election</strong> field. Enter &quot;<strong>240.00</strong>&quot;.</td>
</tr>
<tr>
<td>106.</td>
<td>Check this box if you do not want to participate in the Flexible Spending Account program.</td>
</tr>
<tr>
<td>107.</td>
<td>Click the <strong>Save and Continue</strong> button.</td>
</tr>
<tr>
<td>108.</td>
<td>The University of Virginia offers optional savings programs that allow employees to tax-defer income and invest for the future. The <strong>Tax Deferred Savings Program (TDSP)</strong>, also known as the <strong>403(b) plan</strong>, is available through TIAA-CREF, The Vanguard Group, and Fidelity Investments. The <strong>Commonwealth Deferred Compensation 457(b) plan</strong> is offered through ING. Both plans are open to all employees who can contribute the monthly minimum of $20. The maximum amount that can be contributed on a tax-deferred basis in 2011 is $16,500 with an additional age catch-up of $5,500. Employees who have been employed with the University for at least 15 consecutive years may be eligible for an additional catch-up of up to $3,000. Employees may participate in both the 403(b) and Commonwealth 457(b) and can contribute the maximum to both.</td>
</tr>
<tr>
<td>109.</td>
<td><strong>TDSP:</strong> If not displayed, select the <strong>TDSP</strong> link.</td>
</tr>
<tr>
<td>110.</td>
<td><strong>Plan Information</strong> section: You can access more detailed plan information.</td>
</tr>
<tr>
<td>111.</td>
<td><strong>Deferral Election</strong> section: You can select either <strong>Flat Dollar</strong> (default) or <strong>Percentage</strong>. If your choice is <strong>Flat Dollar</strong>, enter an amount in the <strong>Total Contribution</strong> field.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 112. | You can choose to contribute by **Percentage**. With this method, the system calculates the percentage amount entered in the **Total Contribution** times your current base salary.  
In this simulation, elect to contribute 10% of your base salary.  
Click the **Percentage** option. |
| 113. | Click in the **Total Contribution** field. |
| 114. | Enter the percentage into the **Total Contribution** field. Enter "10". |
| 115. | **Contribution Allocation** section: Choose the vendor(s) with which you want to invest the funds.  
You may choose to split your contribution among multiple vendors. **Total Allocation** must equal 100%. |
| 116. | You can use the fund name links to view detailed information. |
| 117. | Enter the percentage you wish to invest in the **Fidelity** field.  
In this simulation, you want to invest all of your money into **Fidelity**.  
Enter "100.00". |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 118. | **Contribution Allocation Begin date** section: Select when you want to start contributing the funds.  
If you choose **Next Possible Pay** (default), the funds will start contributing to your selected vendor(s) the next available pay period. |
| 119. | If you choose **Future Pay**, select the pay period (begin date) in which you want to start the contribution.  
Note that you can link to the Academic Payroll Calendar for help in determining the Pay Period begin date to enter. |
| 120. | If you do not want to participate, select the **Waive Coverage** checkbox. |
| 121. | Click the **Save and Continue** button. |
| 122. | **457 Plan:**  
If not displayed, select the **457 Plan** link. |
| 123. | **Plan Information** section: You can access more detailed plan information, including the link for accessing the Beneficiary Designation form.  
Click the **Please Read (click for detailed information)** link. |
| 124. | Detailed information and links display. In this simulation you want to view plan information.  
Click the **457 Deferred Compensation Plan Information** link. |

457 Deferred Compensation Plan Information
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>125.</td>
<td>The VRS website’s <strong>457 Deferred Compensation Plan</strong> page displays. Click the <strong>Close</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 126. | If you want to add beneficiaries for your 457 Deferred Compensation Plan you must complete the **Beneficiary Designation** form.  

**Note:** Send this form to ING. Do not return it to Human Resources.  

Click the [457 Deferred Compensation Beneficiary Form](#) link. |

[457 Deferred Compensation Beneficiary Form](#)
**Step 127.** The **Beneficiary Designation** form displays. Print, complete, and send the form to ING.

Click the **Close** button.
### 457 Savings Program Authorization Form

#### Plan Information

The Commonwealth Deferred Compensation 457(b) plan is offered through ING. The 457 plan is open to all employees who can contribute the monthly minimum of $20. The maximum amount that can be contributed on a tax-deferred basis in 2020 is $18,500 with an additional age 50 catch-up of $5,500.

There is also a standard catch-up where contributions can be made up to twice the regular contribution limit during the three calendar years prior to your designated normal retirement age, depending on your available catch-up credits. Age 55+ and Standard Catch-up provisions may not be used in the same calendar year. Employees may participate in both the 403(b) and Commonwealth 457(b) and can contribute the maximum to both.

Please complete the paper enrollment form and return it to the UVa Benefits Office at:

**UVa Benefits Office**

914 Emmet Street

Box 400127

Charlottesville, VA 22904

 Fax: (434) 924-4486

457 Deferred Compensation Plan Information

457 Deferred Compensation Beneficiary Form

#### 457 Deferred Compensation Plan

457 Enrollment Form

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>128.</td>
<td>Click the <strong>Please Read (click for detailed information)</strong> link to minimize the link.</td>
</tr>
<tr>
<td>129.</td>
<td>To enroll, click the <strong>457 Enrollment Form</strong> link.</td>
</tr>
</tbody>
</table>

[457 Enrollment Form]
Step | Action
--- | ---
130. | The form displays. Print, complete, and send the form to Human Resources. Do not send to ING.

Click the Close button.

131. | If you do not want to participate at this time, select this checkbox.
### Step 132
Click the **Save and Continue** button.

### Step 133
**Cash Match**

The University of Virginia offers an employer-paid match to employee contributions to tax-deferred savings programs. To be eligible, employees must be participating in the Virginia Retirement System or the Optional Retirement Plan. Employee contributions will be matched at 50 percent up to a maximum of $40.00 per month. To enroll, employees must meet the eligibility requirement, participate in a tax-deferred savings account (403(b) or 457 plan) and open a Match Plan account with TIAA-CREF, Fidelity or Vanguard.

**Note regarding cash match reduction for 2011:**
Participants in the 457 Plan or the 403(b) plan will receive a maximum cash match of $20 per month in fiscal year 2011 (July 1, 2010 - June 30, 2011). The match will return to the current level of up to $40 per month in fiscal year 2012. It is unchanged for the remainder of fiscal year 2010. See VRS Legislative Summary 2010 for more information.

### Step 134
**Plan Information** section: You can access more detailed plan information.

### Step 135
**Cash Match Vendor** section: Click the link for your chosen cash match plan.

- For **Fidelity** and **TIAA-CREF** plans, you will access the vendor website and make your fund elections. Choose one of these plans if you are a new enrollee.
- If you choose **Vanguard**, you will print, complete, and mail the form to Human Resources.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>136.</td>
<td>Click the <strong>Vanguard (paper application)</strong> option.</td>
</tr>
<tr>
<td>137.</td>
<td>In this simulation, your choice is Vanguard. Click the <strong>Vanguard (paper application)</strong> link.</td>
</tr>
<tr>
<td>138.</td>
<td>Complete the paper enrollment form, print and send the form to Human Resources. Click the <strong>Close</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>139.</td>
<td>Click the <strong>Save and Continue</strong> button.</td>
</tr>
</tbody>
</table>
| 140. | **Submit your benefit choices:**  
You must click on each link, read all of the acknowledgements and authorization pages and check the **Electronic signature** checkbox. |
| 141. | Click the **Submit Benefits** button. |
| 142. | Submitting returns you to your home page. The **Elections submitted to HR** section displays the actions you have submitted to Human Resources.  
Submissions that Human Resources have processed will have an Approved or Rejected status in the **Status** column.  
A status of Pending is waiting to be processed by Human Resources. |
| 143. | Congratulations! You have completed the simulation on Enrolling in Your Benefit Plans as a New Hire.  
**End of Procedure.** |
## Enrolling During Open Enrollment

### Access and Navigation during Open Enrollment

#### Procedure

This simulation shows you how to access Benefits@UVa during the Open Enrollment period.

![NetBadge Web Login](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by signing into NetBadge. You can log in with your digital certificate or you can enter your UVa Computing ID and NetBadge password. In this simulation, a username and password has been entered for you. Click the <strong>Log In</strong> button.</td>
</tr>
<tr>
<td>2.</td>
<td>The <strong>Benefits@UVa</strong> home page displays. An <strong>Open Enrollment</strong> link displays during the full open enrollment time period.</td>
</tr>
<tr>
<td>3.</td>
<td>The <strong>Your Information</strong> section includes your name, home address, Job Type, Organization and your Employee Number.</td>
</tr>
<tr>
<td>4.</td>
<td>Note that you can update your information in the Integrated System Self-Service through the <strong>Update Your Information</strong> link.</td>
</tr>
<tr>
<td>5.</td>
<td>The <strong>Your Benefits</strong> section displays your current benefit status.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>6.</td>
<td>The I would like to make a change to my... section includes links for updating your benefits throughout the year.</td>
</tr>
<tr>
<td>7.</td>
<td>The Elections not yet submitted to HR section displays any requests for benefit changes or additions that you have saved but not yet submitted to Human Resources. You can complete your requests by selecting the Continue link in the Actions column.</td>
</tr>
<tr>
<td>8.</td>
<td>The Elections submitted to HR section displays the actions you have submitted to Human Resources. Submissions that Human Resources have processed will have an Approved or Rejected status in the Status column. A status of Pending is waiting to be processed by Human Resources.</td>
</tr>
<tr>
<td>9.</td>
<td>Congratulations! You have completed the simulation on Access and Navigation During Open Enrollment. End of Procedure.</td>
</tr>
</tbody>
</table>

**Updating Your UVa Health Plan**

**Procedure**

The UVa Health Plan offers two different types of health programs for participants, the High Premium Program and the Low Premium Program. Both programs provide a broad scope of hospital and medical services offered by a carefully selected network of hospital and professional providers. Both the High and Low Premium Programs allow you direct access to physicians and specialists.

This simulation will show you how to update your UVa Health Plan.
Step | Action
---|---
1. | From the Benefits@UVa home page, click the **Open Enrollment** post-it.
2. | If not displayed, access the **UVa Health Plan** page. Click the **Health Plan** link.
3. | Employees who elect to participate in the UVa Health Plan are eligible to receive dental benefits and prescription coverage, as are their eligible covered dependents.

In this simulation, this employee is currently enrolled in the UVa Health Plan with **High Premium, Employee + Spouse** coverage.
Step | Action
--- | ---
4. | For more detailed information on the UVa Health Plan, click the link.
5. Once the link is open, you will see detailed links to Plan Information and Rates and other UVa Health Plan topics.

Click the UVa Health Plan Information and Rates link.

6. The information displays.

Click the Close button.

7. In the Health Programs section, use the check boxes to indicate a High Premium or Low Premium choice.

If you want to discontinue coverage check the box to Waive Coverage.

8. In the Program Coverage section, if you decide you want to change your health coverage to just you, choose the Employee check box.

9. If you prefer health coverage for you and your spouse, check the box for Employee + Spouse.

10. If you decide you would like health coverage for you and one of your eligible children, check the box for Employee + Child.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>If you and your spouse both work at eligible state agencies you can select the <strong>Double State</strong> check box.</td>
</tr>
<tr>
<td>12.</td>
<td>In this simulation you have decided to change your program coverage from you and your spouse to you and family. Click the <strong>Employee + Family (2 or more dependents)</strong> option.</td>
</tr>
<tr>
<td>13.</td>
<td>Now add the information for each new dependent. Click the <strong>Add New Dependent</strong> link.</td>
</tr>
<tr>
<td>14.</td>
<td>A new line displays. Begin by choosing a <strong>Gender</strong> from the list of options. In this example, leave the default of Female. Enter the dependent's name. Click in the <strong>Last Name</strong> field.</td>
</tr>
<tr>
<td>15.</td>
<td>Enter the last name of the new dependent in the <strong>Last Name</strong> field. Enter &quot;<strong>Jefferson</strong>&quot;.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>16.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>17.</td>
<td>Enter information in the <strong>First Name</strong> field. Enter &quot;Erika&quot;.</td>
</tr>
<tr>
<td>18.</td>
<td>Next choose the dependent's <strong>Relationship</strong> from the list of options. In this example, leave the default of Child. Press [Tab].</td>
</tr>
<tr>
<td>19.</td>
<td>Enter the dependent's Social Security Number in the <strong>SSN</strong> field. Enter &quot;222441111&quot;.</td>
</tr>
<tr>
<td>20.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>21.</td>
<td>Enter the dependent's birthday into the <strong>Date of Birth</strong> field. You may select a date using the calendar that displays, or enter the date using the format (x/xx/xxxx). Enter &quot;9/1/1984&quot;.</td>
</tr>
<tr>
<td>22.</td>
<td>To save the information click the <strong>Insert</strong> button.</td>
</tr>
<tr>
<td>23.</td>
<td>Click the <strong>Coverage</strong> list.</td>
</tr>
<tr>
<td>24.</td>
<td>Select <strong>Add</strong> if you are adding new dependent coverage. If you selected <strong>Waive Coverage</strong> in the Health Programs section you must select <strong>Not Covered</strong> for any dependents in this section. Click the <strong>Add</strong> list item.</td>
</tr>
<tr>
<td>25.</td>
<td><strong>Important Note:</strong> If you want to make a change to your vision and FSA plan, select <strong>Save and Continue</strong> to go to the next tab. If you are not ready to submit this request, select <strong>Save and Continue</strong>. The request will be saved in the <strong>Elections Not Yet Submitted to HR</strong> section on your Home Page.</td>
</tr>
<tr>
<td>26.</td>
<td>To submit the request to Human Resources click the <strong>Save and Finish</strong> button.</td>
</tr>
</tbody>
</table>
## Requesting Additional Vision Coverage

**Procedure**

The optional vision program is a fully-insured, employee paid vision insurance program administered by Davis Vision and includes these benefits: eye examination, spectacle lenses, frames, and contact lenses.

This vision insurance plan is optional coverage and not included as part of your UVa Health Plan. Those enrolled in the UVa Health Plan will continue to receive the Discount Vision Plan as part of their UVa Health Plan package.

This simulation will show you how to request or update your Additional Vision Coverage.

---

### Step Action

27. Read and acknowledge the information before submitting.

   Check the **Electronic signature** checkbox.

28. Click the **Submit Benefits** button.

   ![Submit Benefits Button]

29. The **Elections not yet submitted to HR** section displays any requests for benefit changes or additions that you have saved but not yet submitted to Human Resources.

   You can complete your requests by selecting the **Continue** link in the **Actions** column.

30. The **Elections submitted to HR** section displays the actions you have submitted to Human Resources.

   Submissions that Human Resources have processed will have an **Approved** or **Rejected** status in the **Status** column.

   A status of **Pending** is waiting to be processed by Human Resources.

31. Congratulations! You have completed the simulation on Updating Your UVa Health Plan.

**End of Procedure.**
**Step** | **Action**
--- | ---
1. | From the Benefits@UVa home page, click the **Open Enrollment** button.
2. | If not displayed, access the **Vision** page.
   Click the **Vision Plan** link.
3. | You can access additional information and links.
   Click the **Please Read (click for detailed information)** link.
4. | As needed, use the links to access plan web pages.
5. | In this simulation you have elected coverage.
6. | You also have the option to cancel existing coverage by selecting the **Waive Coverage** check box.
7. | Click the **vertical** scrollbar.
8. | Choose your **Program Coverage** option.
   In this simulation your initial coverage is for you and your spouse. Note that your spouse's information is displayed in the **Dependents** section.
9. | You can check the Employee box to cover only yourself.
10. | Check the Employee + Child box to cover yourself and one child.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 11.  | If you choose **Employee + Family (2 or more dependents)**, you and your eligible family members will be covered.  

Click the **Employee + Family (2 or more dependents)** option. |
| 12.  | Use the **Dependents** section to manage your dependent information. The information in this section must reflect the program coverage option you have chosen.  

In this simulation, because you have changed your program coverage to 2 or more dependents you must add dependent information.  

Click the **Add New Dependent** link. |
| 13.  | The system adds a row for the information. Complete the fields for gender, name, relationship, dependent's social security number, and birth date. In this simulation, the information has been added for you.  

When you have finished entering the dependent's information click the **Insert** link. |
| 14.  | The row is added to your list of dependents. As needed, you can continue adding dependents using the **Add Dependents** button. |
| 15.  | The new information is added with a default of Not Covered.  

Click the **Coverage** list. |
| 16.  | Select **Add** if you are adding new dependent coverage for each eligible dependent.  

**Note:** If you selected **Waive Coverage** in the Vision Program section you must select **Not Covered** for any dependents in this section.  

Click the **Add** list item. |
| 17.  | **Important Note:**  

If you want to make a change to your **Health Plan** and **FSA** plan, select **Save and Continue** to continue to the next tab.  

If you are not ready to submit this request, select **Save and Continue**. The request will be saved in the Elections Not Yet Submitted to HR section on your Home Page.  

The Elections not yet submitted to HR section displays any requests for benefit changes or additions that you have saved but not yet submitted to Human Resources. |
### Updated ORP Life and Disability Protection

**Procedure**

Employees who enroll in the ORP must also participate in The Standard Group Term Life Insurance Plan. The Plan provides $75,000 of coverage for each participant age 54 or under. The coverage declines in varying increments beginning at age 55 until age 70 when it levels at $22,000. The plan also provides $10,000 of life insurance for retirees. The University pays the total cost of the insurance.

In addition to the basic policy, all members may purchase supplemental insurance in increments based upon a multiple of salary (1 to 4 times salary) up to the maximum benefit of $1,000,000. When participating in the multiple of salary plan, members may also cover their spouse (maximum benefit of $100,000) and/or dependents (maximum benefit of $10,000). Premiums vary according to age.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the Benefits@UVa home page, click the Life and Disability Protection link.</td>
</tr>
<tr>
<td>2.</td>
<td>The Life and Disability Protection page for ORP displays. You can access more detailed plan information. Click the Please Read (click for detailed information) link.</td>
</tr>
<tr>
<td>3.</td>
<td>Information and links display. Note the mailing address and fax number for submitting all paper forms to Human Resources.</td>
</tr>
<tr>
<td>4.</td>
<td>As needed, you can update beneficiary information using the Beneficiary Designation link to access the form. Print and complete the form, then send it to Human Resources.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the vertical scrollbar.</td>
</tr>
<tr>
<td>6.</td>
<td>The Optional Life Insurance section options allow you to enroll in, change, or waive optional life insurance. To enroll in or change, select the check box and click the link to access the paper form.</td>
</tr>
<tr>
<td>7.</td>
<td>Select the Waive Optional Life Insurance option if you want to cancel your participation.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>8.</td>
<td>In this simulation you want to change your optional life insurance. Click the <strong>Change Optional Life Insurance (Print paper application)</strong> option.</td>
</tr>
<tr>
<td>9.</td>
<td><strong>Important Note:</strong> When you choose to enroll or change, you must also access and submit The Standard Medical Statement for yourself, your spouse, and/or child(ren).</td>
</tr>
<tr>
<td>10.</td>
<td>Click the <strong>Change Optional Life Insurance (Print paper application)</strong> link.</td>
</tr>
<tr>
<td>11.</td>
<td>Print, complete, and send the form to Human Resources. Click the <strong>Close</strong> button.</td>
</tr>
<tr>
<td>12.</td>
<td>Use the <strong>Accidental Death and Dismemberment Insurance</strong> section to choose or change your coverage and benefit amount. If you want to cancel your existing coverage, select <strong>Waive Coverage</strong>.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 13.  | In this simulation, you want to change your coverage from just you to you and your family.  

Click the Employee and Family option. |
| 14.  | Click in the Benefit Amount field.  

[ ] |
| 15.  | Enter the amount you want to contribute to Accidental Death and Dismemberment Insurance in the Benefit Amount field.  

Enter "25000". |
| 16.  | Click the vertical scrollbar. |
| 17.  | Use the link in the Disability section to access the web page for ORP disability information and to access the link for submitting a claim.  

Click the Standard Disability link.  
[Standard Disability] |
18. U.Va.’s **Disability** web page displays a section of information on ORP Disability.

   Click the **vertical** scrollbar.

19. Scrolling takes you to the link for information on how to submit a claim by telephone with The Standard.

20. Click the **Close** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.</td>
<td>Manage your Long Term Care coverage by clicking the link to access the Genworth Enrollment Site.</td>
</tr>
<tr>
<td></td>
<td>Click the Genworth Enrollment Site link.</td>
</tr>
<tr>
<td></td>
<td>[genworth Enrollment Site]</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>22.</td>
<td>Create an initial account or log in to change existing account information.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Close</strong> button.</td>
</tr>
</tbody>
</table>
23. When you have finished updating the information on this page, click the **Save and Continue** button.

24. Check the **electronic signature** checkbox.

25. If the change in coverage happens during the Open Enrollment period, enter the date before submitting. In this simulation a date has been entered for you.

Click the **Submit Benefits** button.

26. Congratulations, you have completed the simulation on Updating Your ORP Life and Disability Protection.

**End of Procedure.**

### Updating Your VRS Life and Disability Protection

**Procedure**

VRS members may also purchase additional life insurance for themselves or coverage for their spouse or dependents. In some cases, "Evidence of Insurability" will be required. With this optional life insurance coverage, a participant has four options from which to choose. You can be insured for one, two, three or four times your annual salary up to $700,000. If you enroll in the optional coverage, you may also insure your spouse, your child(ren), or both. The amount of the coverage corresponds with the selected employee option. Spouse coverage provides half of your...
optional insurance amount up to a maximum of $350,000. Depending on which option you select, your children can be insured for a maximum of $30,000.

This simulation shows how to update your Life Insurance.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the <strong>Benefits@UVa</strong> home page, click the <strong>Life and Disability Protection</strong> link.</td>
</tr>
<tr>
<td>2.</td>
<td>The <strong>Life and Disability Protection</strong> page for VRS displays. You can access more detailed plan information.</td>
</tr>
<tr>
<td>3.</td>
<td>Information and links display. Note the mailing address and fax number for submitting all paper forms to Human Resources.</td>
</tr>
<tr>
<td>4.</td>
<td>Select a link if you want to view additional information. Click the <strong>Accidental Death &amp; Dismemberment Information</strong> link.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 5.   | The web page of information displays.  
      | Click the **Close** button. |
| 6.   | As needed, you can update beneficiary information using the **Beneficiaries Designations** link to access the form. Print and complete the form, then send it to Human Resources. |
| 7.   | You can enroll in optional life insurance. This election requires you to check the box, select its **Print paper application** link, complete the paper application and send it to Human Resources. |
| 8.   | You can change your optional life insurance. This election requires you to check the box, select its **Print paper application** link, complete the paper form, and send it to Human Resources. |
| 9.   | **Important Note:**  
      | Note the bulleted information. If applicable, you must also submit a **Health Status Declaration** form (click link to access form). |
| 10.  | You can waive (cancel) existing optional life insurance. This election requires you to check the box, select its **Print paper application** link, complete the paper form, and send it to Human Resources. |
11. In this simulation you want to enroll in the program.

Click the **Enroll in Optional Life Insurance (Print paper application)** link.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>Instructions for completing the paper application display. <strong>Important Note:</strong> You may print the instructions as needed but <strong>do not</strong> send your form to the address listed; use Human Resources' address available in the detailed Plan Information section as noted previously. Click the Close button.</td>
</tr>
<tr>
<td>13.</td>
<td>The application form displays. Print, complete, and send the form to Human Resources. Click the Close button.</td>
</tr>
<tr>
<td>14.</td>
<td>Disability coverage is provided for you at no cost. You can click the link to access information on VSDP.</td>
</tr>
<tr>
<td>15.</td>
<td>Congratulations! You have completed the simulation for Updating Your Life and Disability Protection. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>

**Updating Your Flexible Spending Account Procedure**
The Flexible Spending Account Program allows you to pay for certain expenses on a pre-tax basis. This means that your money goes farther. For example, if you put aside $5,000 for day care expenses in a Dependent Care account, you get to spend the whole $5,000 on day care. If you take the $5,000 in pay, you will only have roughly $3,500 left after taxes to spend on day care!

The FSA Medical Reimbursement account can also help offset the cost of out-of-pocket health care expenses such as copayments, deductibles, coinsurance, and certain over-the-counter medications.

Chard Snyder is the administrator for your Flexible Spending Account program.

Employees who are enrolled in the Flexible Spending Program, must renew their enrollment each year.

This simulation will show you how to enroll or renew your Flexible Spending Account program.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Open Enrollment</strong> post-it.</td>
</tr>
<tr>
<td>2.</td>
<td>If the page is not displayed, click the <strong>FSA</strong> link.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>3.</td>
<td>For more detailed <strong>Plan Information</strong>, click the <strong>Please Read (click for detailed information)</strong> link.</td>
</tr>
<tr>
<td>4.</td>
<td>The information displays. Access additional information using the provided links. Click the <strong>Flexible Spending Account Information</strong> link.</td>
</tr>
<tr>
<td>5.</td>
<td>Information from the Human Resources website displays. Click the <strong>Close</strong> button.</td>
</tr>
<tr>
<td>6.</td>
<td>You can enter amounts for <strong>Annual Health Care Elections</strong> and/or <strong>Annual Dependent Care Elections</strong>.</td>
</tr>
<tr>
<td>7.</td>
<td>Click in the <strong>Specify health care annual election</strong> field.</td>
</tr>
<tr>
<td>8.</td>
<td>In this simulation you want to contribute an annual amount of $240.00 for health care. Enter &quot;240.00&quot;.</td>
</tr>
<tr>
<td>9.</td>
<td>In this simulation you did not choose to specify an annual election for dependent care.</td>
</tr>
<tr>
<td>10.</td>
<td>If you want to stop participating in the Flexible Spending Account program you will check this box.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 11. | **Important Note:**  
If you want to make a change to your **Health Plan** and **Vision** plan, or you are not ready to submit this request, select **Save and Continue**. The request will be saved in the **Elections Not Yet Submitted to HR** section on your Home Page.  
The **Elections not yet submitted to HR** section displays any requests for benefit changes or additions that you have saved but not yet submitted to Human Resources. Click the **Save and Continue** button. |
| 12. | Read and acknowledge your enrollments or changes before submitting them to Human Resources.  
Check the **Electronic Signature** checkbox. |
| 13. | Click the **Submit Benefits** button. |
14. You are returned to the Benefits@UVa home page. The **Elections submitted to HR** section displays the actions you have submitted to Human Resources. Submissions that Human Resources have processed will have an **Approved** or **Rejected** status in the Status column. Your FSA change displays with a status of **Pending** until Human Resources processes the request.

15. Congratulations! You have completed the simulation for Updating Your Flexible Spending Account. **End of Procedure.**

---

**Updating Your Tax Deferred Savings Plan**

**Procedure**

The University of Virginia offers optional savings programs that allow employees to tax-defer income and invest for the future. The **Tax Deferred Savings Program (TDSP), also known as the 403(b) plan,** is available through TIAA-CREF, The Vanguard Group, and Fidelity Investments. The **Commonwealth Deferred Compensation 457(b) plan** is offered through ING.

Both plans are open to all employees who can contribute the monthly minimum of $20. The maximum amount that can be contributed on a tax-deferred basis in 2011 is $16,500 with an additional age catch-up of $5,500. Employees who have been employed with the University for at least 15 consecutive years may be eligible for an additional catch-up of up to $3,000.

Employees may participate in both the 403(b) and Commonwealth 457(b) and can contribute the maximum to both.
### Step 1
From the **Benefits@UVa** home page, click the **Tax Deferred Savings Plan (TDSP)** link.

#### Tax Deferred Savings Plan (TDSP)

### Step 2
The **Tax Deferred Savings Program** page displays.

You can access more detailed plan information.

Click the **Please Read (click for detailed information)** link.

### Step 3
Detailed information and links display. In this simulation you want to view plan information.

Click the **Tax Deferred Savings Program (TDSP) Plan Information** link.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 4.   | The web page of information displays.  
<pre><code>  | Click the **Close** button. |
</code></pre>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Click the vertical scrollbar.</td>
</tr>
<tr>
<td>6.</td>
<td>In the Deferral Election section, you have the choice to select Flat Dollar (default) or Percentage.</td>
</tr>
<tr>
<td>7.</td>
<td>To make a flat dollar contribution, enter the amount you want to contribute each pay period into the Total Contribution field.</td>
</tr>
<tr>
<td>8.</td>
<td>You can choose to contribute by Percentage. With this method, the system calculates the percentage amount entered in the Total Contribution times your current base salary. In this simulation, elect to contribute 10% of your base salary. Click the Percentage option.</td>
</tr>
<tr>
<td>9.</td>
<td>Click in the Total Contribution field.</td>
</tr>
<tr>
<td>10.</td>
<td>Enter the desired information into the Total Contribution field. Enter &quot;10&quot;.</td>
</tr>
<tr>
<td>11.</td>
<td>Next, use the Contribution Allocations section to choose the vendor(s) with which you want to invest the funds. You may choose to split your contribution among multiple vendors. Total Allocation must equal 100%.</td>
</tr>
<tr>
<td>12.</td>
<td>You can use the fund name links to view detailed information.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>13.</td>
<td>In this simulation, you have chosen only Fidelity. Click in the <strong>Fidelity</strong> field.</td>
</tr>
<tr>
<td>14.</td>
<td>Enter the percentage you wish to invest in the <strong>Fidelity</strong> field. Enter &quot;<strong>100.00</strong>&quot;.</td>
</tr>
<tr>
<td>15.</td>
<td>Next, in the <strong>Contribution Allocation Begin Date</strong> section, select when you want to start contributing the funds. If you choose <strong>Next Possible Pay</strong> (default), the funds will start contributing to your selected vendor(s) the next available pay period.</td>
</tr>
<tr>
<td>16.</td>
<td>If you choose <strong>Future Pay</strong>, select the pay period (begin date) in which you want to start the contribution. Note that you can link to the Academic Payroll Calendar for help in determining the Pay Period Begin Date to enter.</td>
</tr>
<tr>
<td>17.</td>
<td>If you wish to no longer participate in the Tax Deferred Savings Plan you would select the <strong>Waive Coverage</strong> box.</td>
</tr>
<tr>
<td>18.</td>
<td>When you have finished entering information on this page click the <strong>Save and Continue</strong> button.</td>
</tr>
<tr>
<td>19.</td>
<td>Read and acknowledge your enrollments or changes before submitting them to Human Resources. Check the <strong>Electronic signature</strong> checkbox.</td>
</tr>
<tr>
<td>20.</td>
<td>Click the <strong>Submit Benefits</strong> button.</td>
</tr>
<tr>
<td>21.</td>
<td>You are returned to the <strong>Benefits@UVa</strong> home page. The <strong>Elections submitted to HR</strong> section displays the actions you have submitted to Human Resources. Submissions that Human Resources have processed will have an <strong>Approved</strong> or <strong>Rejected</strong> status in the Status column. Your TSDP change displays with a status of <strong>Pending</strong> until Human Resources processes the request.</td>
</tr>
<tr>
<td>22.</td>
<td>Congratulations! You have completed the simulation on Updating Your Tax Deferred Savings Plan. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>
Electing the University Staff Plan

Electing to Move to the University Staff Plan

Procedure

This simulation shows you how to elect to move to University Staff, during the election period.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Begin by signing into NetBadge. You can log in with your digital certificate or you can enter your UVa Computing ID and NetBadge password.  
In this simulation, a username and password has been entered for you.  
Click the **Log In** button. |
| 2.   | The **Benefits@UVa** home page displays. A **University Staff Enrollment** link displays during the University Staff election period. |
### Step 3
Click the **University Staff Enrollment** button.

### Step 4
For more detailed information on the University Staff Plan, click the link.

### Step 5
Click this link to see a detailed comparison of your current plan versus the University Staff Plan.

**Click the View your on-line side-by-side comparison.**

[View your on-line side-by-side comparison]
Step 6: The information displays. Click the Close button.

Step 7: Your market range as University Staff displays.

Step 8: Review the election information.
### Maintaining Your Benefits

#### Accessing and Navigation

**Procedure**

This simulation shows you how to access and navigate Benefits@UVa.
1. Begin by signing into NetBadge. You can log in with your digital certificate or you can enter your UVa Computing ID and NetBadge password.

In this simulation, a username and password has been entered for you.

Click the Log In button.

2. The Benefits@UVa home page displays. You will see a welcome message, which displays any announcements of future or current benefit events.

3. The Your Information section includes your name, home address, Job Type, Organization and your Employee Number.

4. Note that you can update your information in the Integrated System Self-Service through the Update Your Information link.

5. This section includes links for updating your benefits throughout the year.

6. The Your Benefits section displays your current benefit status.

7. The Elections not yet submitted to HR section displays any requests for benefit changes or additions that you have saved but not yet submitted to Human Resources.

You can complete your requests by selecting the Continue link in the Actions column.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>The <strong>Elections submitted to HR</strong> section displays the actions you have submitted to Human Resources.</td>
</tr>
<tr>
<td></td>
<td>Submissions that Human Resources have processed will have an <strong>Approved</strong> or <strong>Rejected</strong> status in the <strong>Status</strong> column.</td>
</tr>
<tr>
<td></td>
<td>A status of <strong>Pending</strong> is waiting to be processed by Human Resources.</td>
</tr>
<tr>
<td>9.</td>
<td>Congratulations! You have completed the simulation on Accessing and Navigation. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>

**Managing Your Tax Deferred Savings Plan**

**Procedure**

The University of Virginia offers optional savings programs that allow employees to tax-defer income and invest for the future. The **Tax Deferred Savings Program (TDSP), also known as the 403(b) plan**, is available through TIAA-CREF, The Vanguard Group, and Fidelity Investments. The **Commonwealth Deferred Compensation 457(b) plan** is offered through ING.

Both plans are open to all employees who can contribute the monthly minimum of $20. The maximum amount that can be contributed on a tax-deferred basis in 2011 is $16,500 with an additional age catch-up of $5,500. Employees who have been employed with the University for at least 15 consecutive years may be eligible for an additional catch-up of up to $3,000.

Employees may participate in both the 403(b) and Commonwealth 457(b) and can contribute the maximum to both.
Step | Action
--- | ---
1. | From the Benefits@UVa home page, click the **Tax Deferred Savings Plan (TDSP)** link. [Tax Deferred Savings Plan (TDSP)]
2. | The **Tax Deferred Savings Program** page displays. You can access more detailed plan information. Click the **Please Read (click for detailed information)** link.
3. | Detailed information and links display. In this simulation you want to view plan information. Click the **Tax Deferred Savings Program (TDSP) Plan Information** link.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>The web page of information displays.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Close</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>5.</td>
<td>Click the <strong>vertical</strong> scrollbar.</td>
</tr>
<tr>
<td>6.</td>
<td>In the <strong>Deferral Election</strong> section, you have the choice to select <strong>Flat Dollar</strong> (default) or <strong>Percentage</strong>.</td>
</tr>
<tr>
<td>7.</td>
<td>To make a flat dollar contribution, enter the amount you want to contribute each pay period into the <strong>Total Contribution</strong> field.</td>
</tr>
<tr>
<td>8.</td>
<td>You can choose to contribute by <strong>Percentage</strong>. With this method, the system calculates the percentage amount entered in the <strong>Total Contribution</strong> times your current base salary. In this simulation, elect to contribute 10% of your base salary. Click the <strong>Percentage</strong> option.</td>
</tr>
<tr>
<td>9.</td>
<td>Click in the <strong>Total Contribution</strong> field.</td>
</tr>
<tr>
<td>10.</td>
<td>Enter the desired information into the <strong>Total Contribution</strong> field. Enter &quot;10&quot;.</td>
</tr>
<tr>
<td>11.</td>
<td>Next, use the <strong>Contribution Allocations</strong> section to choose the vendor(s) with which you want to invest the funds. You may choose to split your contribution among multiple vendors. <strong>Total Allocation</strong> must equal 100%.</td>
</tr>
<tr>
<td>12.</td>
<td>You can use the fund name links to view detailed information.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>13.</td>
<td>In this simulation, you have chosen only Fidelity. Click in the <strong>Fidelity</strong> field.</td>
</tr>
<tr>
<td>14.</td>
<td>Enter the percentage you wish to invest in the <strong>Fidelity</strong> field. Enter &quot;<strong>100.00</strong>&quot;.</td>
</tr>
<tr>
<td>15.</td>
<td>Next, in the <strong>Contribution Allocation Begin Date</strong> section, select when you want to start contributing the funds. If you choose <strong>Next Possible Pay</strong> (default), the funds will start contributing to your selected vendor(s) the next available pay period.</td>
</tr>
<tr>
<td>16.</td>
<td>If you choose <strong>Future Pay</strong>, select the pay period (begin date) in which you want to start the contribution. Note that you can link to the Academic Payroll Calendar for help in determining the Pay Period Begin Date to enter.</td>
</tr>
<tr>
<td>17.</td>
<td>If you wish to no longer participate in the Tax Deferred Savings Plan you would select the <strong>Waive Coverage</strong> box.</td>
</tr>
<tr>
<td>18.</td>
<td>When you have finished entering information on this page click the <strong>Save and Continue</strong> button.</td>
</tr>
<tr>
<td>19.</td>
<td>Read and acknowledge your enrollments or changes before submitting them to Human Resources. Check the <strong>Electronic signature</strong> checkbox.</td>
</tr>
<tr>
<td>20.</td>
<td>Click the <strong>Submit Benefits</strong> button.</td>
</tr>
<tr>
<td>21.</td>
<td>You are returned to the <strong>Benefits@UVa</strong> home page. The <strong>Elections submitted to HR</strong> section displays the actions you have submitted to Human Resources. Submissions that Human Resources have processed will have an <strong>Approved</strong> or <strong>Rejected</strong> status in the Status column. Your TSDP change displays with a status of <strong>Pending</strong> until Human Resources processes the request.</td>
</tr>
<tr>
<td>22.</td>
<td>Congratulations! You have completed the simulation on Managing Your Tax Deferred Savings Plan. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>
Updating Your 457 Deferred Compensation Plan

Procedure

The University of Virginia offers optional savings programs that allow employees to tax-defer income and invest for the future. The Tax Deferred Savings Program (TDSP), also known as the 403(b) plan, is available through TIAA-CREF, The Vanguard Group, and Fidelity Investments. The Commonwealth Deferred Compensation 457(b) plan is offered through ING.

Both plans are open to all employees who can contribute the monthly minimum of $20. The maximum amount that can be contributed on a tax-deferred basis in 2011 is $16,500 with an additional age catch-up of $5,500. Employees who have been employed with the University for at least 15 consecutive years may be eligible for an additional catch-up of up to $3,000.

Employees may participate in both the 403(b) and Commonwealth 457(b) and can contribute the maximum to both.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the Benefits@UVa home page, click the 457 Deferred Compensation Plan link.</td>
</tr>
<tr>
<td>2.</td>
<td>The 457 Savings Plan page displays. You can access more detailed plan information. Click the Please Read (click for detailed information) link.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>3.</td>
<td>The information and links display. Note the mailing address and fax number for submitting all paper forms to Human Resources.</td>
</tr>
<tr>
<td>4.</td>
<td>Select the link for the information you want to view. Click the <strong>457 Deferred Compensation Plan Information</strong> link.</td>
</tr>
</tbody>
</table>

The VRS website's 457 deferred Compensation Plan page displays.

Click the **Close** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 6.   | If you want to update the beneficiaries of your 457 Deferred Compensation Plan you must complete the **Beneficiary Designation** form.  

**Note:** Send this form to ING. Do not return it to Human Resources.  

Click the **457 Deferred Compensation Beneficiary Form** link. [457 Deferred Compensation Beneficiary Form](#) |
**Step 7.** The **Beneficiary Designation** form displays. Print, complete, and send the form to ING.

Click the **Close** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>To enroll in the 457 Deferred Compensation Plan, click here.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>457 New Enrollment Form</strong> link.</td>
</tr>
<tr>
<td></td>
<td><a href="#">457 New Enrollment Form</a></td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
9. | The form displays. Print, complete, and send the form to Human Resources.
   |
   | Click the **Close** button.
10. | As needed, use this link to access the form for changing your 457 Savings Plan contribution amount.
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Benefits@UVa

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Updating Your Cash Match Plan

Procedure

The University of Virginia offers an employer-paid match to employee contributions to tax-deferred savings programs. To be eligible, employees must be participating in the Virginia Retirement System or the Optional Retirement Plan. Employee contributions will be matched at 50 percent up to a maximum of $40.00 per month. To enroll, employees must meet the eligibility requirement, participate in a tax-deferred savings account (403(b) or 457 plan) and open a Match Plan account with TIAA-CREF, Fidelity or Vanguard.

Cash Match Reduction. Participants in the 457 Plan or the 403(b) plan will receive a maximum cash match of $20 per month in fiscal year 2011 (July 1, 2010 - June 30, 2011). The match will return to the current level of up to $40 per month in fiscal year 2012. It is unchanged for the remainder of fiscal year 2010. See VRS Legislative Summary 2010 for more information.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>To return to the home page, click the <strong>Done</strong> button.</td>
</tr>
<tr>
<td>12.</td>
<td>Congratulations! You have completed the simulation on Updating Your 457 Deferred Compensation Plan. <strong>End of Procedure.</strong></td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>1.</td>
<td>From the Benefits@UVa home page, click the Cash Match Plan link. <a href="#">Cash Match Plan</a></td>
</tr>
</tbody>
</table>
| 2.   | The Cash Match Plan page displays.  
You can access more detailed plan information.  
Click the Please Read (click for detailed information) link. |
| 3.   | Detailed plan information displays. |
| 4.   | In the Cash Match Vendor section, click the link for your chosen cash match plan.  
• For Fidelity and TIAA-CREF plans, you will access the vendor website and make your fund elections. Choose one of these plans if you are a new enrollee.  
• If you choose Vanguard, you will print, complete, and mail the form to Human Resources.  
• If you wish to cancel your participation, select the Not Participating in TDSP or 457 Plan check box.  
In this simulation, your plan is with TIAA-CREF and you are making a change to your cash match. |
| 5.   | Click the TIAA-CREF link. [TIAA-CREF](#) |
6. Navigate to the vendor's online web page.

   For TIAA-CREF, click the **Enroll Now** button if you are a new participant. Click the **Access My Account** link to make changes to your existing plan.

   In this simulation you are updating your existing plan. Click the **Access My Account** link.

   **Access My Account**
7. Log into your account on the vendor’s web site and make the desired changes. When you have finished, return to the Benefits@UVa pages. Click the Close button.

8. Click the Close button.

9. **Important Note:** If you are not ready to submit this request, select Save and Continue. The request will be saved in the Elections Not Yet Submitted to HR section on your Home Page. The Elections not yet submitted to HR section displays any requests for benefit changes or additions that you have saved but not yet submitted to Human Resources. You can complete your requests by selecting the Continue link in the Actions column.
10. If you are ready to submit.

   Click the **Save and Finish** button.

   ![Save and Finish button](image)

11. The **Submit** page displays. Read and acknowledge the information before you submit the form.

   Check the **electronic signature** checkbox.

   ![Checkbox](image)

12. Click the **Submit Benefits** button.

   ![Submit Benefits button](image)

13. Congratulations! You have completed the simulation on Updating Your Cash Match Plan.

   **End of Procedure.**

**Managing Your ORP Life and Disability Protection**

**Procedure**

Employees who enroll in the ORP must also participate in The Standard Group Term Life Insurance Plan. The Plan provides $75,000 of coverage for each participant age 54 or under. The coverage declines in varying increments beginning at age 55 until age 70 when it levels at $22,000. The plan also provides $10,000 of life insurance for retirees. The University pays the total cost of the insurance.
In addition to the basic policy, all members may purchase supplemental insurance in increments based upon a multiple of salary (1 to 4 times salary) up to the maximum benefit of $1,000,000. When participating in the multiple of salary plan, members may also cover their spouse (maximum benefit of $100,000) and/or dependents (maximum benefit of $10,000). Premiums vary according to age.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the Benefits@UVa home page, click the Life and Disability Protection link.</td>
</tr>
<tr>
<td>2.</td>
<td>The Life and Disability Protection page for ORP displays. You can access more detailed plan information. Click the Please Read (click for detailed information) link.</td>
</tr>
<tr>
<td>3.</td>
<td>Information and links display. Note the mailing address and fax number for submitting all paper forms to Human Resources.</td>
</tr>
<tr>
<td>4.</td>
<td>As needed, you can update beneficiary information using the Beneficiary Designation link to access the form. Print and complete the form, then send it to Human Resources.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the vertical scrollbar.</td>
</tr>
</tbody>
</table>
### Step Action

6. **The Optional Life Insurance** section options allow you to enroll in, change, or waive optional life insurance.

   To enroll in or change, select the check box and click the link to access the paper form.

7. Select the **Waive Optional Life Insurance** option if you want to cancel your participation.

8. In this simulation you want to change your optional life insurance.

   Click the **Change Optional Life Insurance (Print paper application)** option.

9. **Important Note:**

   When you choose to enroll or change, you must also access and submit The Standard Medical Statement for yourself, your spouse, and/or child(ren).

10. Click the **Change Optional Life Insurance (Print paper application)** link.

11. **Important Note:**

    When you choose to enroll or change, you must also access and submit The Standard Medical Statement for yourself, your spouse, and/or child(ren).

    Click the **Close** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 12.  | Use the **Accidental Death and Dismemberment Insurance** section to choose or change your coverage and benefit amount.  
If you want to cancel your existing coverage, select **Waive Coverage**. |

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 13.  | In this simulation, you want to change your coverage from just you to you and your family.  
Click the **Employee and Family** option. |
| 14.  | Click in the **Benefit Amount** field. |
| 15.  | Enter the desired information into the **Benefit Amount**: field. Enter "25000". |
| 16.  | Click the **vertical** scrollbar. |
| 17.  | Use the link in the **Disability** section to access the web page for ORP disability information and to access the link for submitting a claim.  
Click the **Standard Disability** link. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.</td>
<td>U.Va.’s <strong>Disability</strong> web page displays a section of information on ORP Disability. Click the <strong>vertical</strong> scrollbar.</td>
</tr>
<tr>
<td>19.</td>
<td>Scrolling takes you to the link for information on how to submit a claim by telephone with The Standard.</td>
</tr>
<tr>
<td>20.</td>
<td>Click the <strong>Close</strong> button.</td>
</tr>
</tbody>
</table>
### Step 21

**Action**

Enroll in **Long Term Care** by clicking the link to access the Genworth Enrollment Site.

Click the **Genworth Enrollment Site** link.

[genworth_enrollment_site](#)
Step | Action
---|---
22. | Create an initial account or log in to change existing account information.

  Click the **Close** button.
23. When you have finished updating the information on this page, click the **Save and Continue** button.

24. Check the **electronic signature** checkbox.

25. If the change in coverage happens during the Open Enrollment period, enter the date before submitting. In this simulation a date has been entered for you.

   Click the **Submit Benefits** button.

26. Congratulations, you have completed the simulation on Managing Your ORP Life and Disability Protection.

   **End of Procedure.**

### Managing Your VRS Life and Disability Protection

**Procedure**

VRS members may also purchase additional life insurance for themselves or coverage for their spouse or dependents. In some cases, "Evidence of Insurability" will be required. With this optional life insurance coverage, a participant has four options from which to choose. You can be insured for one, two, three or four times your annual salary up to $700,000. If you enroll in the optional coverage, you may also insure your spouse, your child(ren), or both. The amount of the coverage corresponds with the selected employee option. Spouse coverage provides half of your
optional insurance amount up to a maximum of $350,000. Depending on which option you select, your children can be insured for a maximum of $30,000.

This simulation will show you how to update your Life Insurance.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the <strong>Benefits@UVa</strong> home page, click the <strong>Life and Disability Protection</strong> link.</td>
</tr>
<tr>
<td>2.</td>
<td>The <strong>Life and Disability Protection</strong> page for VRS displays. You can access more detailed plan information. Click the <strong>Please Read (click for detailed information)</strong> link.</td>
</tr>
<tr>
<td>3.</td>
<td>Information and links display. Note the mailing address and fax number for submitting all paper forms to Human Resources.</td>
</tr>
<tr>
<td>4.</td>
<td>Select a link if you want to view additional information. Click the <strong>Accidental Death &amp; Dismemberment Information</strong> link.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>5.</td>
<td>The web page of information displays. Click the Close button.</td>
</tr>
<tr>
<td>6.</td>
<td>As needed, you can update beneficiary information using the Beneficiaries Designations link to access the form. Print and complete the form, then send it to Human Resources.</td>
</tr>
<tr>
<td>7.</td>
<td>You can enroll in optional life insurance. This election requires you to check the box, select its Print paper application link, complete the paper application and send it to Human Resources.</td>
</tr>
<tr>
<td>8.</td>
<td>You can change your optional life insurance. This election requires you to check the box, select its Print paper application link, complete the paper form, and send it to Human Resources.</td>
</tr>
</tbody>
</table>
| 9.   | **Important Note:**

Note the bulleted information. If applicable, you must also submit a Health Status Declaration form (click link to access form). |
<p>| 10.  | You can waive (cancel) existing optional life insurance. This election requires you to check the box, select its Print paper application link, complete the paper form, and send it to Human Resources. |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>In this example, access the Enroll option. Click the <strong>Enroll in Optional Life Insurance (Print paper application)</strong> link.</td>
</tr>
</tbody>
</table>
**Step** | **Action**  
--- | ---  
12. | Instructions for completing the paper application display.  

**Important Note:**  
You may print the instructions as needed but **do not** send your form to the address listed; use Human Resources' address available in the detailed Plan Information section as noted previously.  

Click the **Close** button.  

13. | The application form displays. Print, complete, and send the form to Human Resources.  

Click the **Close** button.  

14. | Disability coverage is provided for you at no cost. You can click the link to access information on VSDP.  

15. | Congratulations! You have completed the simulation for Managing Your Life and Disability Protection.  

**End of Procedure.**  

**Using Your Education Benefits**  
**Procedure**
The Education Benefits Program is designed to provide employees and their school or department with centrally-provided financial support for employee education, vocational, and professional development opportunities, in accordance with State policy. Education benefits may be used for academic degrees or courses at UVa and other accredited institutions for non-credit courses, certificates and licenses.

Schools and departments may provide additional departmentally-funded financial support for employee education, vocational and professional development in accordance with State policy, by providing a PTAO that will be charged for the amount approved by the department.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the Benefits@UVa home page, click the Educational Benefits link.</td>
</tr>
<tr>
<td></td>
<td>Educational Benefits</td>
</tr>
</tbody>
</table>
### Step | Action
--- | ---
2. | The **Educational Benefits Intro** page displays. You can access more detailed plan information. Click the **Please Read (click for detailed information)** link.  
3. | Information displays, including a link to view your payslip. For additional plan information click the **Education Benefit Plan Information** link.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>U.Va.’s <strong>Education Benefits</strong> web page displays. Click the <strong>Close</strong> button.</td>
</tr>
<tr>
<td>5.</td>
<td>Check the boxes for all applicable criteria. In this simulation, this section has been completed for you.</td>
</tr>
</tbody>
</table>
6. Click the **Save and Continue** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 7.   | **The Classes** page displays. Use this page to add your class information.  
Click the **Add New Class** button. |
|      | ![Image of Adding a New Class](https://via.placeholder.com/150) |
| 8.   | **On the Edit Class** page, complete the **Course/Tuition Details** section.  
In this simulation, the course is part of a degree program.  
Click the **Yes** option. |
<p>| 9.   | <strong>Click in the Name/Type of Degree</strong> field. |
| 10.  | <strong>Enter the desired information into the Name/Type of Degree field. Enter &quot;Associate Degree&quot;.</strong> |
| 11.  | <strong>Press [Tab].</strong> |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>You may select a date using the calendar that displays, or enter the date using the format (x/xx/xxxx). Enter information in the Expected Graduation Date field. Enter &quot;05/24/2012&quot;.</td>
</tr>
<tr>
<td>13.</td>
<td>If the course is part of a certification, complete this portion instead.</td>
</tr>
<tr>
<td>14.</td>
<td>Choose the appropriate semester. Click the Fall option.</td>
</tr>
<tr>
<td>15.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>16.</td>
<td>Enter the beginning date in the Inclusive dates of course field. Enter &quot;08/23/2010&quot;.</td>
</tr>
<tr>
<td>17.</td>
<td>Enter the end date of the course. Enter &quot;12/15/2010&quot;.</td>
</tr>
<tr>
<td>18.</td>
<td>Are you taking classes at UVa? Select the appropriate radio button. Click the No option.</td>
</tr>
<tr>
<td>19.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>20.</td>
<td>Enter the Course Number. Enter &quot;43263&quot;.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>21.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>22.</td>
<td>Enter the Course Title. Enter &quot;Principles of Accounting I&quot;.</td>
</tr>
<tr>
<td>23.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>24.</td>
<td>Enter the name of the institution offering the course. Enter &quot;Piedmont Virginia Community College&quot;.</td>
</tr>
<tr>
<td>25.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>26.</td>
<td>Enter how many total hours you will be away from work to attend this course. Enter &quot;0&quot;.</td>
</tr>
<tr>
<td>27.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>28.</td>
<td>Click the Credit Type list.</td>
</tr>
</tbody>
</table>

![Diagram of the Benefits@UVa website interface for entering class details.](diagram.png)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>29.</td>
<td>Select the appropriate Credit Type. Click the For Credit list item.</td>
</tr>
</tbody>
</table>

For Credit
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>30.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>31.</td>
<td>Enter the number of <strong>Course Credits</strong>. Enter &quot;3&quot;.</td>
</tr>
<tr>
<td>32.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>33.</td>
<td>Enter the eligible reimbursement amount for the course. Enter the desired information into the <strong>Tuition Costs</strong> field. Enter &quot;331.65&quot;.</td>
</tr>
<tr>
<td>34.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>35.</td>
<td>Enter the eligible amount that is reimbursable from Central Funding. In this simulation, the money is reimbursed from Central Funding. Enter &quot;331.65&quot;.</td>
</tr>
<tr>
<td>36.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>37.</td>
<td>If the money is instead coming from your department, enter the reimbursable amount in the <strong>Department Funding</strong> field.</td>
</tr>
<tr>
<td>38.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>39.</td>
<td>If you entered a <strong>Department Funding</strong> amount you must include the departmental PTAO to be charged.</td>
</tr>
<tr>
<td>40.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>41.</td>
<td>Enter your <strong>supervisor's computing Id</strong>. Enter &quot;pam5w&quot;.</td>
</tr>
<tr>
<td>42.</td>
<td>Save the class information. Click the <strong>Save Class</strong> button.</td>
</tr>
<tr>
<td>43.</td>
<td>As needed, you can continue entering additional classes using the <strong>Add New Class</strong> button.</td>
</tr>
<tr>
<td>44.</td>
<td>Note that you can use the <strong>Edit</strong> link to modify class information.</td>
</tr>
<tr>
<td>45.</td>
<td>If you need to delete the class select the <strong>Delete</strong> button.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
46. | Click the **Continue** button.

Continue
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>47.</td>
<td>Read and acknowledge the confirmation information before submitting the request. Check the <strong>Electronic Signature box</strong> checkbox.</td>
</tr>
<tr>
<td>48.</td>
<td>Click the <strong>Save and Continue</strong> button. [Save and Continue]</td>
</tr>
<tr>
<td>49.</td>
<td>The <strong>Elections submitted to HR</strong> section displays the actions you have submitted to Human Resources. Submissions that Human Resources have processed will have an <strong>Approved</strong> or <strong>Rejected</strong> status in the Status column. Your request has been submitted to HR with an initial status of <strong>Pending</strong>. A status of <strong>Pending</strong> is waiting to be processed by Human Resources.</td>
</tr>
<tr>
<td>50.</td>
<td>Congratulations! You have completed the simulation on Using Your Education Benefits. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>

**Updating Beneficiaries**

**Procedure**

With the exception of The Standard Life Insurance and CIGNA AD&D, beneficiary designations are stored by each applicable vendor. Updates and changes should be sent directly to the vendor, except for The Standard and CIGNA which should be sent to UVa Benefits.
### Step 1
From the Benefits@UVa home page, click the **Beneficiaries** link.

### Step 2
The How to Update Beneficiaries web page displays. Click the appropriate link and complete the selected vendor's form.

### Step 3
**Important Note:**

As seen on the page, you should send any updates and changes directly to the vendor (at the address noted in the individual form) except for The Standard and CIGNA (submit those forms to UVa Benefits office).

### Step 4
Congratulations! You have completed the simulation on Updating Beneficiaries.

*End of Procedure.*