



FACULTY AND STAFF

2018 Benefits Enrollment Guide

You've joined a community of faculty and staff dedicated to our mission of excellence in education, research and the spirit of Creighton. Most employers offer benefits, but Creighton provides benefits that go beyond the paycheck. Our benefits strategy encompasses consumerism, wellness and prevention, and partnerships with experts.

This guide will help you to understand your options and make choices that meet the needs of you and your family.

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When do my benefits begin?

If you are in a benefit eligible position and are scheduled to work at least 20 hours per week (1,040 hours per year) you are eligible for benefits. Coverage begins the first of the month following your hire date, unless your hire date is the 1st, then coverage would begin that day. Enrollment must be completed within 31 days of your hire date. Outside of new hire enrollment, unless you experience a family status change (see page 23), you are locked into your elections until the next open enrollment period, which takes place every fall.

How do I enroll?

Enrolling for your benefits is easy and convenient. With one sign-on, you will use your NetID and BLUE password (how you log in to the network, view your email, etc.) to get into the ADP employee and staff Benefits System. Here's how:



Employee
Benefits

STEP 1: Go to my.creighton.edu/#/quicklaunch

STEP 2: Click the Employee Benefits icon

STEP 3: Enter your NetID and BLUE password*

STEP 4: Follow the system instructions to enter your dependents, beneficiaries and sign up

STEP 5: Print or save a confirmation statement

**If you use Firefox or Chrome as your browser, follow the Office 365 instructions to add @creighton.edu after your NetID (ex. abc12345@creighton.edu)*



To Do List:

- ☐ Read this guide/share it with your family to understand the benefits
- ☐ Decide which plans you need
- ☐ Enroll soon after your start date
- ☐ Review and keep your confirmation statement
- ☐ Participate in Wellness programs

? Have Questions?

- For help logging in to MyCreighton or technical assistance, call DoIT at **402.280.1111, option 3**
- For help once you are in the Employee Benefits system, please call the Solutions Center at **866.903.8216**, Monday–Friday, 8 a.m.–6 p.m.
- For information about benefits, review our website—creighton.edu/hr/benefits
- If you have detailed questions or a unique situation, email the benefits team in Human Resources at benefits@creighton.edu or call **402.280.2709**
- Also see page 24 of this guide for detailed provider contact information



Creighton's Health Care Strategy

At Creighton University, we are committed to offering a comprehensive and competitive benefits package that provides options for our employees and their families. In the Jesuit tradition of *cura personalis*, caring for the whole person, we are committed to the overall health—physical, mental, emotional, financial and spiritual—of each employee.

Consumerism	Prevention and Wellness	Partner with Our Experts
Wellness credit	Health accessing, coaching and advisor services	Diabetes and cardiovascular risk reduction programs
SimplyWell participation	Targeted wellness programs	On-site campus pharmacy
Plan designed for choice	Free employee access to campus fitness centers	Flu shots in collaboration with Student Health
Pharmacy benefits focused on efficiency	100% preventive care services	Partnership with Creighton's own subject matter experts
Myuhc.com tools and resources	Tobacco-free campus	Diabetes management with Livongo



Medical

UnitedHealthcare (UHC) administers Creighton's self-insured medical and prescription plans.



SimplyWell

New faculty and staff are encouraged to complete the SimplyWell online health questionnaire within 60 days of hire (see page 8 for details) to receive the "with Wellness Credit" premiums shown below or page 5. Make your benefit elections first (see page 2), then log in to SimplyWell through MyCreighton (my.creighton.edu/#/quicklaunch), look for the blue apple and complete the health questionnaire.

2018 MEDICAL PLANS—FACULTY AND STAFF

	CCAP		PPO2		PPO1	
	Network	Non-network	Network	Non-network	Network	Non-network
DEDUCTIBLE						
Individual	\$2,250*	\$4,750*	\$1,000	\$2,500	\$750	\$2,250
Family	\$4,500*	\$9,500*	\$2,000	\$5,000	\$1,500	\$4,500
COINSURANCE						
Coinsurance Out-of-Pocket	20% after deductible	40% after deductible	20% after deductible	40% after deductible	20% after deductible	40% after deductible
Individual	\$1,250	\$5,250	\$3,500	\$6,500	\$2,750	\$4,750
Family	\$2,500	\$10,500	\$7,000	\$13,000	\$5,500	\$9,500
OUT-OF-POCKET MAXIMUM (includes Deductible and Rx)						
Individual	\$3,500*	\$10,000*	\$4,500**	\$9,000**	\$3,500**	\$7,000**
Family	\$7,000*	\$20,000*	\$9,000**	\$18,000**	\$7,000**	\$14,000**
Preventive Care Services	0%	40% after deductible	0%	40% after deductible	0%	40% after deductible
Physicians/Specialists	20% after deductible	40% after deductible	20% after deductible	40% after deductible	20% after deductible	40% after deductible
Urgent Care	20% after deductible	40% after deductible	\$50 copay**	40% after deductible	\$50 copay**	40% after deductible
Emergency Room	20% after deductible	20% after deductible	20% after deductible	20% after deductible	20% after deductible	20% after deductible
Emergency Room (Non Emergent)	20% after deductible + \$250 copay	20% after deductible + \$250 copay	20% after deductible + \$250 copay	20% after deductible + \$250 copay	20% after deductible + \$250 copay	20% after deductible + \$250 copay
Prescription Drugs	20% after deductible at UHC network pharmacies		See prescription drug plan for details		See prescription drug plan for details	

*All medical and pharmacy benefits apply to deductible and Out-of-Pocket Maximums on the CCAP plan

**To comply with ACA requirements, medical and pharmacy benefits apply to the PPO 1 and 2 Out-of-Pocket Maximum

FACULTY/STAFF MONTHLY PREMIUMS	CCAP	PPO 2	PPO 1
Faculty and Staff Only	\$67.00	\$120.42	\$210.62
Faculty and Staff and Spouse	\$152.02	\$264.88	\$463.34
Faculty and Staff and Child(ren)	\$123.12	\$216.74	\$379.10
Family	\$207.32	\$361.20	\$631.84

MONTHLY WELLNESS PARTICIPATION CREDIT			
Faculty and Staff Only	\$18.28	\$33.86	\$59.18
Faculty and Staff and Spouse	\$41.46	\$74.42	\$130.16
Faculty and Staff and Child(ren)	\$33.58	\$60.90	\$106.48
Family	\$56.56	\$101.48	\$177.50

FACULTY/STAFF MONTHLY PREMIUMS WITH WELLNESS CREDIT			
Faculty and Staff Only	\$48.72	\$86.56	\$151.44
Faculty and Staff and Spouse	\$110.56	\$190.46	\$333.18
Faculty and Staff and Child(ren)	\$89.54	\$155.84	\$272.62
Family	\$150.76	\$259.72	\$454.34

CREIGHTON MONTHLY CONTRIBUTION			
Faculty and Staff Only	\$465.04	\$421.16	\$346.74
Faculty and Staff and Spouse	\$1,018.46	\$926.60	\$762.86
Faculty and Staff and Child(ren)	\$834.56	\$758.10	\$624.14
Family	\$1,388.80	\$1,263.54	\$1,040.24

SimplyWell participants earn a Wellness Credit that reduces medical premiums significantly.
See page 9 for details about how you could pay these premiums!

Frequently Asked Questions

What does UnitedHealthcare do?

Our plan is self-insured, which means UnitedHealthcare administers the payment of claims according to our medical plan benefits. They negotiate rates with hospitals and doctors on your behalf and offer a variety of wellness benefits and resources, while Creighton and you pay the bills.

What comes out of my pay?

Annual Premium

The annual cost to purchase medical coverage is spread across the year, so you pay a portion of it each pay period. Annual premiums differ based upon the plan you elect and the number of dependents you cover. Your premium will also be based on whether or not you completed SimplyWell.

What will I pay when I begin receiving medical care?

Annual Deductible

You won't pay for in-network preventive care covered under health care reform, such as your annual wellness visit. Generally, for all other covered care, including visits to the doctor, you'll pay the amount of your annual deductible before the plan starts to pay.

What's the most I'd have to pay out of my own pocket?

Out-of-Pocket Maximum

This is the most you'd pay for covered medical services in a calendar year. Think of it as your financial safety net. Once you meet it, the plan pays the full cost of additional covered care.



Prescription Drug Coverage

Enrollment in a medical plan gives you coverage for prescription medications, but the amount paid depends on the plan you choose. CCAP members benefit from contracted rates at UnitedHealthcare (UHC) Pharmacies, and have the cost count toward deductible and the out-of-pocket maximum. The prescription cost for PPO plan members is counted toward the out-of-pocket maximum only.

2018 PRESCRIPTION DRUG PLANS

31-Day Supply Cost		
PPO1 PPO2	Creighton Campus Pharmacy	OPTUMRX Network
Tier 1	\$10.00	\$12.50
Tier 2	25% (\$100 max)	30% (\$100 max)
Tier 3	35% (\$150 max)	40% (\$150 max)

90-Day Supply Cost		
PPO1 PPO2	Creighton Campus Pharmacy	OPTUMRX Network
Tier 1	\$22.50	\$28.00
Tier 2	25% (\$300 max)	25% (\$300 max)
Tier 3	35% (\$450 max)	35% (\$450 max)

Always ask for generics and log in to myuhc.com to price your medication, view specific plan benefits, view your claim details and prescription history. Members not yet enrolled can visit UHC uhc.welcometouhc.com/pharmacy-benefits and “search the Advantage 3-tier PDL” Prescription Drug List (PDL) or find a network pharmacy.

While there are many UHC in-network pharmacies, the Creighton University Campus Pharmacy—located inside the University Campus facility at 24th and Cuming streets—saves you money with preferred co-pays, outstanding services including medication review, immunizations, blood pressure monitoring, glucose meter evaluation, a variety of over-the-counter medications, and free delivery on campus!

Visit cumcpharmacy.creighton.edu or call 402.449.4560.



myuhc.com
Your 24/7 resource!

- Use tools that help you make decisions: Estimate the cost of a prescription, treatment or procedure beforehand, and use this information to make health care decisions.
- Find an in-network doctor, urgent care or hospitals - Choose the “UnitedHealthCare Choice Plus”
- Review the Preferred Drug List (PDL)
- Review medical and Rx claims

Creighton’s medical, dental and vision plans allow coverage for dependent children to age 26—more than what is required by health care reform!



Important Notices

Your HIPAA Privacy Rights

Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), you are entitled to know about how Creighton and our benefit providers use personal medical information about you and your covered dependents. Creighton is committed to protecting the privacy of your personal information and will disclose information about you only under limited circumstances.

For a full description of your rights and the terms under which Creighton and Creighton's benefit providers may disclose personal medical information, please refer to your health plan SPD or to the HIPAA Privacy Notice on Creighton's Office of Research and Compliance Services website:

creighton.edu/researchcompliance/irb/hipaa/index.php

Women's Preventive Care

Creighton University qualifies under the religious employer exemption, so UnitedHealthcare will continue to administer coverage and payment for covered preventive care medications and services through a Contraceptive Services Only plan. Enrollment in this separate policy is required (once you're enrollment in the Creighton plan is set up/you have cards) and can be requested by calling **866.802.8602**. Upon enrollment, plan materials and a separate ID card will be mailed to the participant's home.

The Affordable Care Act required coverage of FDA-approved contraceptive methods for women at 100%, without charging a copayment, coinsurance or deductible, when filed at a network pharmacy. Therefore, Tier 1 contraceptives will be available at no cost to women who remain covered or enroll in the Contraceptives Services Only plan.

The Women's Health and Cancer Rights Act

As required by the Women's Health and Cancer Rights Act of 1998, each medical plan provides the following medical and surgical benefits with respect to mastectomy:

- Reconstruction of the breast on which the mastectomy has been performed
- Surgery and reconstruction of the other breast to produce a symmetrical appearance
- Prostheses and treatment of physical complications of all stages of the mastectomy, including lymphedema

These services must be provided in a manner determined in consultation with the attending physician and the patient. This coverage may be subject to annual deductibles and coinsurance applicable to other such medical and surgical benefits provided under the plan.



Other Notices

Additionally, you can find the following legal notices at creighton.edu/hr/benefits:

- **Medicare Part D–Notice of Credible Coverage**
- **Premium Assistance under Medicare and Children's Health Insurance Program (CHIP)**
- **Newborns' and Mothers' Health Protection Act**
- **Summary of Benefits and Coverage (SBC):**

As a result of the Patient Protection and Affordable Care Act, Creighton University is required to provide standardized Summaries of Benefits and Coverage (SBCs). The SBCs summarize, in a standard format, important information about the University's health plans.

Dependent Verification Notice

In an effort to meet the University's fiduciary responsibility for our self-insured medical, dental and vision plans, Creighton has partnered with Aon Hewitt's Dependent Verification Center to independently manage the process of verifying eligibility for all enrolled dependents. If you enroll a spouse/dependent(s) on the plans you will be sent a letter

requesting documents such as a government issued marriage license/certificate, birth certificates (listing parent's names) for children, or other acceptable documents that validate current relationship(s). The letter will list document options, explain how to complete the verification and where to go with questions. Your attention and timely response to the request will ensure your dependents remain covered.



How do I complete SimplyWell to earn the Creighton HSA Contribution and/or the Wellness Credit?

Completion of the SimplyWell online questionnaire and screening appointment is easy and, besides discounting your medical premiums and supporting Creighton's wellness initiatives, provides you and your physician with valuable information about your health.

STEP 1: Go to MyCreighton at my.creighton.edu/#/quicklaunch

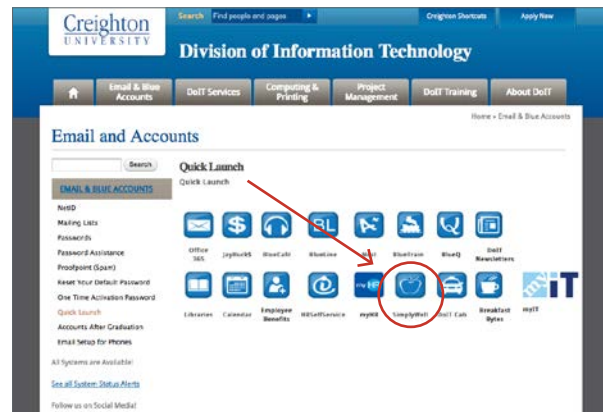
STEP 2: Select the apple icon (SimplyWell)

STEP 3: Enter your Creighton Net ID and BLUE Password and click Login; on the next screen click "Continue"

STEP 4: Follow Participant Enrollment Directions—Click Begin Enrollment to get started. Follow the directions until you have completed all the steps. If you are a newcomer to SimplyWell, allow 20 minutes to complete enrollment. If you are a returning participant, it will be much quicker.

STEP 5: Call SimplyWell Health Services at **402.552.2676** to make your health screening appointment.

STEP 6: Attend your health screening appointment at:
SimplyWell Health Services
4151 E Street, Suite 100, Omaha, NE 68107



For technical assistance on the SimplyWell website, call 877.991.9355.

For MyCreighton login technical assistance, call DoIT at 402.280.1111 option 3.

SimplyWell has been designed, developed and implemented with technology to ensure compliance with all applicable federal and state privacy laws, including HIPAA. Health professionals from Healthbreak or SimplyWell may contact you regarding programs that may benefit your health. These programs are voluntary.





SimplyWell: A Tool to Manage Your Health, Reduce Medical Premiums and Earn Rewards

Creighton University is proud to offer a wellness program to help all faculty and staff reach or maintain optimal health. Your health is important to you, your family and to Creighton!

Participation (see page 8 for completion steps) comes with rewards including reduced medical plan premiums. Plan now to complete the SimplyWell online health questionnaire and screening to receive these monthly credits:

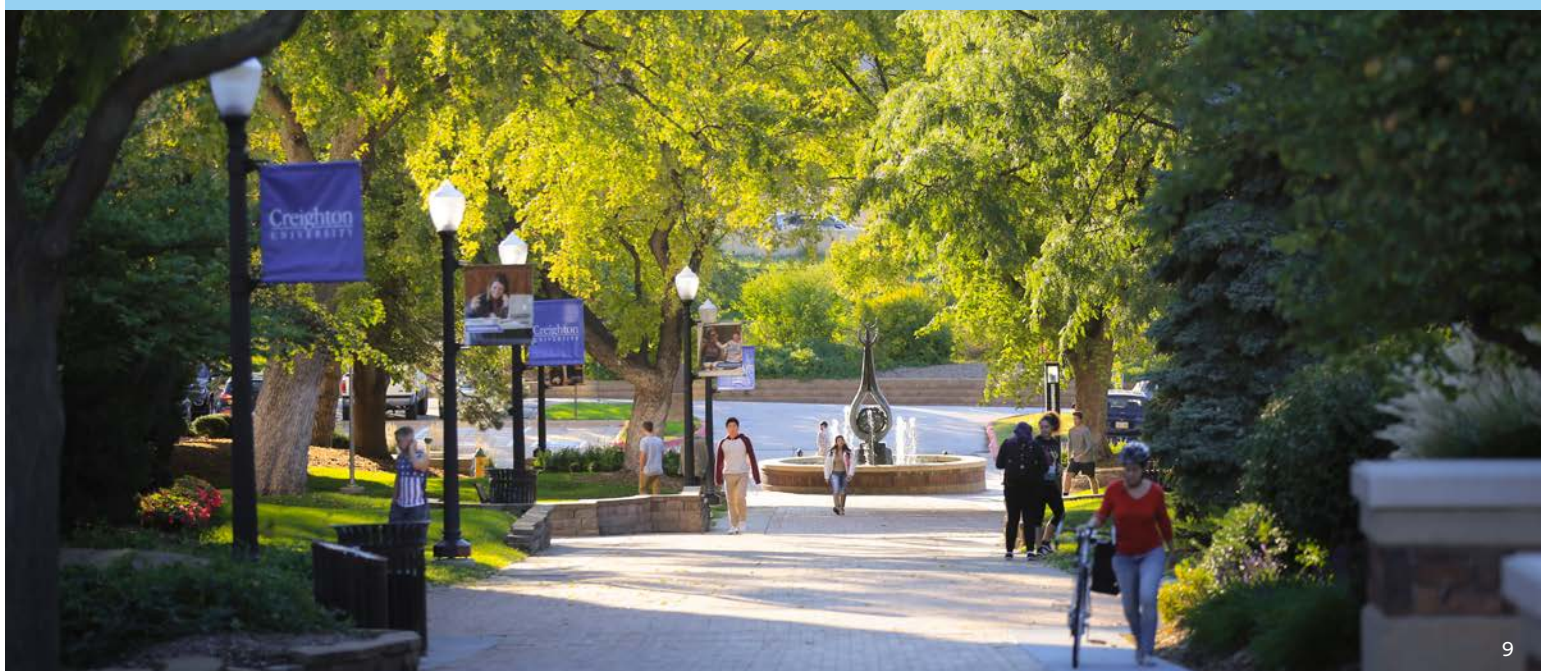
Wellness Participant Credit	Monthly Wellness Credit*		
	CCAP	PPO 2	PPO 1
Faculty and Staff Only	\$16.02	\$29.78	\$52.06
Faculty and Staff and Spouse	\$36.32	\$65.46	\$114.50
Faculty and Staff and Child(ren)	\$29.42	\$53.58	\$93.66
Family	\$49.54	\$89.26	\$156.14

This program combines online and onsite programs and resources into an annual point-banking challenge. Redeem points online for things you want and will use!

For more information, review the 2018 Wellness Program Guide at:

creighton.edu/health/wellness/simplywellprogram

SimplyWell is a medically based online tool that is private, secure and HIPAA compliant. Data from your health questionnaire and screening is combined into an individual action plan. This action plan, as well as results from the questionnaire and health screening, will be available to view 48–72 hours after your screening appointment. If you have questions while completing your SimplyWell questionnaire, please contact SimplyWell customer service at 877.991.9355.





Creighton's dental plan is administered by MetLife. Our plan offers you three levels of coverage designed to meet your dental needs. You can choose to receive dental care from any provider, but you can maximize your opportunity to save by using a dentist participating in the MetLife provider network. Log in to metlife.com/mybenefits to search for a provider near you.

MetLife does not issue dental cards. Tell your dentist you have coverage under MetLife and they will verify eligibility and coverage levels for you and your eligible dependents directly with MetLife. Coverage levels are based on the plan you elect and the type of service received.

2018 DENTAL RATES AND CONTRIBUTIONS

EMPLOYEE MONTHLY PREMIUMS	CREIGHTON PREVENTIVE	CREIGHTON BASIC	CREIGHTON BASIC PLUS ORTHO*
Faculty and Staff Only	\$0.00	\$9.94	\$18.00
Faculty and Staff and Spouse	\$10.22	\$31.54	\$45.56
Faculty and Staff and Child(ren)	\$9.26	\$29.48	\$42.94
Family	\$19.48	\$51.08	\$70.50
EMPLOYER MONTHLY CONTRIBUTION			
Faculty and Staff Only	\$13.82	\$25.20	\$25.20
Faculty and Staff and Spouse	\$13.82	\$29.58	\$29.58
Faculty and Staff and Child(ren)	\$13.82	\$29.18	\$29.18
Family	\$13.82	\$33.58	\$33.58

*Creighton Basic Plus Ortho Dental is Creighton Basic Dental with orthodontia coverage for dependents up to the age of 19.

DENTAL BENEFITS	CREIGHTON PREVENTIVE		CREIGHTON BASIC		CREIGHTON BASIC PLUS ORTHO*	
PLAN COVERAGE	IN-NETWORK	OUT-OF-NETWORK	IN-NETWORK	OUT-OF-NETWORK	IN-NETWORK	OUT-OF-NETWORK
Type A: Preventive Care	100%	100%	100%	100%	100%	100%
Type B: Basic Restorative	Not Covered	Not Covered	70%	50%	80%	50%
Type C: Major Restorative	Not Covered	Not Covered	50%	50%	50%	50%
Type D: Orthodontia (children only)	Not Covered	Not Covered	Not Covered	Not Covered	50%	50%
ANNUAL DEDUCTIBLES						
Per Person Deductible	\$0	\$0	\$50	\$150	\$35	\$150
Family Deductible	\$0	\$0	\$150	\$300	\$125	\$300
BENEFIT MAXIMUMS						
Annual Benefit Maximum Per Person (Type A, B, and C Services)	\$500	\$500	\$1,500	\$1,500	\$1,500	\$1,500
Lifetime Orthodontia Benefit Maximum	Not Covered	Not Covered	Not Covered	Not Covered	\$1,500	\$1,500

Note: If you seek care from an out-of-network dentist, you may incur additional charges.



Vision

Our vision plan is provided by Vision Service Plan (VSP).



Why choose VSP? Because your eyes are amazing; and VSP will treat them amazingly well. Here's how:

- **Personalized care:** VSP's private-practice doctors will take the time to get to know your eyes and deliver the best overall care.
- **More choices:** The right doctor, right around the corner. VSP will help you find a nearby doctor. You'll love your choices—in eyewear, doctors and locations.
- **Great value and savings:** You'll get more than the basics—and at a great price. From thorough coverage to personalized care, you get more for your money with VSP.
- **Well Vision Exams®:** No quick eye checks; you'll get true Well Vision Exams. VSP doctors will look for vision problems and signs of other health conditions

Visit vsp.com to verify your benefits and look up participating providers. VSP does not issue cards, so tell the provider you have coverage under VSP and they will verify your eligibility and benefits directly with VSP. VSP guarantees service from VSP doctors only.

2018 VISION RATES

EMPLOYEE MONTHLY PREMIUMS		EMPLOYER MONTHLY CONTRIBUTION	
Faculty and Staff Only	\$3.48	Faculty and Staff Only	\$3.48
Faculty and Staff and Spouse	\$7.66	Faculty and Staff and Spouse	\$7.66
Faculty and Staff and Child(ren)	\$6.26	Faculty and Staff and Child(ren)	\$6.26
Family	\$10.44	Family	\$10.44

BENEFIT	DESCRIPTION	COPAY	FREQUENCY
WellVision Exam	Focuses on your eyes and overall wellness	\$5	Every 12 months
Prescription Glasses	Also includes Frames and Lenses benefits	\$25	See frame and lenses
Frame	<ul style="list-style-type: none"> • \$130 allowance on a wide selection of frames • \$150 allowance for featured frame brands • 20% off amount over your allowance • \$70 Costco® frame allowance 	Included	Every 24 months
Lenses	<ul style="list-style-type: none"> • Single vision, lined bifocal and lined trifocal lenses • Polycarbonate lenses for dependent children 	Included	Every 12 months
Lens Enhancements	<ul style="list-style-type: none"> • Standard progressive lenses • Premium progressive lenses • Custom progressive lenses • Average savings of 20–25% on other lens enhancements 	\$55 \$95–\$105 \$150–\$175	Every 12 months
Contacts (instead of glasses)	<ul style="list-style-type: none"> • \$130 allowance for contacts and the contact lens exam (fitting and evaluation) • 15% savings on a contact lens exam (fitting and evaluation) 	\$0	Every 12 months
Diabetic Eyecare Plus Program	Services related to diabetic eye disease, glaucoma and age-related macular degeneration (AMD). Retinal screening for eligible members with diabetes. Limitations and coordination with medical coverage may apply. Ask your VSP doctor for details.	\$20	As needed
Extra Savings	Glasses and Sunglasses <ul style="list-style-type: none"> • Extra \$20 to spend on featured frame brands. Go to vsp.com/specialoffers for details • 20% savings on additional glasses and sunglasses, including lens enhancements, from any VSP provider within 12 months of your last WellVision Exam 		
	Retina Screening <ul style="list-style-type: none"> • No more than a \$39 copay on routine retinal screening as an enhancement to a WellVision Exam 		
	Laser Vision Correction <ul style="list-style-type: none"> • Average 15% off the regular price or 5% off the promotional price; discounts only available from contracted facilities 		

YOUR COVERAGE WITH OUT-OF-NETWORK PROVIDERS

- Visit vsp.com for details, if you plan to see a provider other than a VSP doctor.
- | | | | |
|------------------|-----------------------------------|----------------------------------|-----------------------|
| Exam: up to \$45 | Single Vision Lenses: up to \$30 | Lined Bifocal Lenses: up to \$50 | Contacts: up to \$105 |
| | Lined Trifocal Lenses: up to \$65 | Progressive Lenses: up to \$50 | Frames: up to \$70 |



Flexible Spending Accounts

What is a Flexible Spending Account? An FSA allows you pay for eligible expenses with pre-tax dollars from your paycheck. The funds are deposited into a special account that can be used to pay for certain health care and dependent child/elder care expenses. By having a Flexible Spending Account, you are better able to plan and manage your medical expenses.

There are three accounts to choose from:

- Health Care FSA
- Limited Purpose FSA (for those enrolled in CCAP; a High Deductible Health Plan with the option of an HSA)
- Dependent Care FSA (for children under age 13, or adult day care)

The Health Care and Limited Purpose FSAs are limited to \$2,650 per faculty and staff. If both you and your spouse have the option to enroll in a health care FSA, you can each contribute \$2,650. The Dependent Care account is limited to \$5,000 per household.

ANNUAL SALARY	HEALTH CARE FSA ANNUAL CONTRIBUTION	DEPENDENT CARE FSA ANNUAL CONTRIBUTION	SAVINGS*
\$30,000	\$1,500	\$0	\$310
\$50,000	\$1,750	\$4,000	\$1,188
\$70,000	\$2,000	\$4,500	\$1,343

**Based on 5.65% FICA and 15% federal tax.*

Note: (1) this is for illustrative purposes only; (2) everyone's tax situation is different; and (3) member should consult a tax advisor.

Why should I enroll in an FSA? An FSA can help reduce your taxes and increase your take-home pay, giving you more money for the things you really need. You'll pay less in taxes because you are not paying federal or state income or Social Security/Medicare taxes on the money you contribute to an FSA. Having an FSA could save you up to 30% in what you pay in taxes.

Health Care FSA

A Health Care FSA helps you pay for eligible out-of-pocket health care expenses that your insurance does not cover. Generally, eligible health care expenses include, but are not limited to:

- Copays, deductibles and coinsurance
- Eyeglasses, contact lenses, solution/supplies
- Prescriptions (covered by the plan or not)
- Laser eye surgery
- Diabetic supplies
- Dental care (excluding cosmetic treatment)
- Hearing aids
- Orthodontia
- Over-the-counter (OTC) items such as bandages, contact solution and denture adhesives**

***Though many OTC items are eligible, you will need a written prescription to be reimbursed for OTC medicines and drugs.*

Limited Purpose FSA

A Limited Purpose FSA (LPFSA) is for CCAP medical plan participants and is limited to only dental and vision expenses. By using an LPFSA for dental and vision expenses, health savings account money can be conserved for the future.

\$500 Carryover Provision

All FSAs have a use-it-or-lose-it rule. However, Creighton adopted an IRS provision that allows Health Care FSA and LPFSA plan participants to roll over up to \$500 into the next plan year. This means if you don't spend all of your health or LPFSA money, you can use it in the following plan year. If you have more than \$500 in unclaimed funds remaining, that money will be lost after the end of the plan year. The \$500 carryover does NOT apply to the Dependent Care FSA.



Dependent Care FSA

A Dependent Care FSA helps you pay for child or adult day care costs incurred while you and, if married, your spouse work, look for work or attend school full-time. The expenses must be work related, so if just one of you is working, the other spouse must be looking for work, be a full-time student or be unable to care for themselves. The cost of care must be for your child(ren) under age 13 or for a spouse or dependent who is not able to take care of themselves, and you are able to claim them as a dependent on your federal tax return. This FSA helps you to pay for expenses such as:

- Before and after school programs
- Nursery school or preschool
- Day care (child and adult)
- Summer day camp

The Dependent Care FSA limit is \$5,000. This limit is per household.

Getting reimbursed is quick and simple!

- PayFlex will send you a debit MasterCard®. The card works best at the pharmacy and at some daycare providers. You can use it to pay other providers, but you will most likely be asked to submit receipts later.
- For expenses like a physician or dentist's office, hospital or optical center, file a claim with the insurance Explanation of Benefit (EOB) statement (available on myuhc.com or metlife.com) or receipt on payflex.com.
- Be sure to sign up for direct deposit for faster reimbursement! When your personal checking account receives the reimbursement deposit, use that money to pay the provider directly.
- For Dependent Care, claims can only be submitted after the last date of service has passed, but you can submit more than your monthly deposit amount. For example, your provider requires payment for the month in advance, so you pay them \$500. At the start of the following month, you can file a claim for \$500 even if your monthly payroll contribution was a lesser amount.

Things to remember:

PayFlex offers many tools at payflex.com to help you evaluate your choices including Pete, your virtual PayFlex advisor (payflex.jellyvision-conversation.com).

Use your FSA for you, your spouse or other tax dependent's eligible expenses, even if they are not on Creighton's medical, dental or vision plan.

- The Health Care, Limited Purpose FSA and Dependent Care FSA are separate accounts. You cannot transfer money between the three accounts.
- Once you enroll in an FSA, you may only change your election within 31 days of a qualifying event like marriage, birth, divorce, death, change in coverage or provider (for Dependent Care). Call a member of the benefits team in Human Resources (402.280.2709) to discuss your situation or change. Don't delay as changes cannot be made after the 31-day window.
- Expenses are based on date of service, not when you paid the provider. You can only enroll in an FSA during your new hire enrollment period, or annually during open enrollment. You must enroll each year if you want to participate again the next year.
- You have until March 30, 2018, to submit claims for expenses incurred in 2017.



Health Savings Account (HSA) for CCAP

A major benefit to enrolling in CCAP is access to an HSA where you contribute pre-tax dollars to pay for expenses. And, if you complete the SimplyWell health questionnaire and screening, Creighton will contribute to your HSA account! Money contributed to this account continues to grow year after year and will always remain tax-free if used for medical, dental or vision expenses.

HSA funds are real money, and it's your money to use now or to save for future medical, dental or vision expenses.

The benefits of an HSA include:

An HSA does not require third party substantiation for transactions; however, you should keep records of these transactions in the event of an IRS audit.

- HSAs give you flexibility to change payroll contributions as needed during the year. You can even make a lump sum deposit; call HR for details.
- The money continues to grow and roll over from year to year, and there is no use-it-or-lose-it rule!
- If you leave Creighton, you can take your HSA (the account) with you.
- HSA dollars not spent on health care now can be used for COBRA premiums or carry over into retirement.
- You also have the option of enrolling in a Limited Purpose FSA with PayFlex. You would use these monies to pay for eligible dental and vision expenses, thereby preserving your HSA funds.

See page 12 for more information on FSAs.

CREIGHTON CONTRIBUTION

Coverage Effective Date	EE Only	Family
January–March	\$500.00	\$750.00
April–June	\$375.00	\$562.50
July–September	\$250.00	\$375.00
October–December	\$125.00	\$187.50

A maximum of \$3,450 (EE only coverage) or \$6,900 (EE+dependents) can be deposited in your HSA in 2018. This is a combination of what you and Creighton contribute to the account. Participants age 55 and older can add \$1,000 to the annual maximum contribution.

Other important facts include:

- HSA accounts are administered by PayFlex.
- Creighton will pay the account fees for active faculty and staffs enrolled in the CCAP plan.
- Enrollees are mailed a welcome packet from PayFlex to open the HSA account through payflex.com. If you have questions, contact Customer Service at **800.284.4885**.
- HSA contribution limits for 2018 are \$3,450 single/ \$6,900 family; this includes both faculty and staff and employer contributions. Those age 55 and older may contribute an additional \$1,000. You must ensure contribution limits are not exceeded.
- HSA funds used for expenses not related to health care (eligible medical, dental or vision expense) are subject to a 20% tax penalty.
- Your HSA funds can be used for over-the-counter drugs and medicines such as allergy medicine, antacids, cold medicine and pain relievers, but only if a prescription is obtained prior to the purchase.
- If you are 65 or older and have not enrolled in any part of Medicare, you are still eligible to contribute to an HSA.



Creighton Provided Benefits

As a benefit eligible faculty and staff, the University provides you with certain basic coverages at no cost.



Group Term Life Insurance

The University pays for a policy equal to one times your annual salary to a maximum of \$100,000 with Mutual of Omaha. Per IRS requirements, coverage amounts over \$50,000 are subject to automatic withholding for Group Term Life taxation, which is shown on your pay stub as "NC GTL Income". Designate beneficiaries online when you enroll for benefits. All faculty and staffs are encouraged to review and update beneficiary information during Open Enrollment, but changes can be made at any time.

Long-Term Disability Insurance

This coverage provides a taxable benefit of 60% of your base monthly salary following a 90-day elimination period. Creighton provides this coverage through Mutual of Omaha automatically for all benefit eligible faculty and staffs. Pre-existing conditions do apply so consult the Benefits Summary found on the HR/ Benefits website. "Tax Choice" gives you the option to pay the full LTD premium now with after-tax dollars in order to receive tax-free benefits should you file a claim. If you are considering this option, call Human Resources with questions.

Disability Benefits

If you're sick or injured and unable to work, how will you pay bills once your sick days run out? A lengthy disability can be devastating, and is more common than you think. It can result in a loss of income, independence and financial security. Consider how long your savings would pay for:

- Mortgage or rent
- Credit cards and other debts
- Health care
- Groceries
- Utilities
- Car payments
- Other transportation
- Clothing

Your ability to earn an income may be your most important asset. People don't think twice about insuring their home, car or health, but many do not recognize the need to insure their income. Creighton offers both short and long term disability coverage through Mutual of Omaha that pays benefits when you're sick or hurt and can't work. It also gives you piece of mind so you can recover faster and return to work sooner.

What are my benefits? (See the chart below)

Additional benefits include:

- No medical questionnaire is needed; guarantee issue annual enrollment
- Coverage continues at no cost to you while you are receiving benefits
- Partial disability benefits reward you for returning to work part-time
- Benefits are paid to your beneficiary in the event of your death

What do these benefits cost?

- Short-term premiums are individualized, based on your salary.
- When you enroll in benefits you will see the per pay period cost.
- Long-term disability premiums are paid for by Creighton (except Long-Term Disability Tax Choice).

How do I enroll?

- You will be automatically enrolled in both long and short-term disability.
- When you enroll for your other benefits, if you wish to decline short-term disability coverage, choose "No Coverage".
- Short-term disability is paid for with after-tax dollars so you can decline coverage at any time.
- Long-term coverage is free and you cannot decline enrollment.

	Short-Term Disability	Long-Term Disability	Long-Term Disability Tax Choice
Benefits begin after (elimination period)	14 days post illness, accident or maternity	90 days post injury or illness	90 days post injury or illness
Benefit amount	67% of weekly salary	60% of monthly salary	60% of monthly salary
Maximum benefit period	Up to 11 weeks	Social Security normal retirement age	Social Security normal retirement age
Maximum benefit	\$2,500 per week tax-free benefit	\$16,300 per month taxable benefit	\$16,300 per month tax-free benefit
Pre-existing conditions exclusion	Disabilities that occur during the first 6 months of coverage due to a condition that existed during the 3 months prior to coverage, are excluded.	Disabilities that occur during the first 12 months of coverage due to a condition that existed during the 3 months prior to coverage, are excluded.	Disabilities that occur during the first 12 months of coverage due to a condition that existed during the 3 months prior to coverage, are excluded.
Who pays for this benefit?	Faculty and staff is automatically enrolled and the premiums are based on the individual faculty and staffs salary. This is paid with after-tax dollars so you can decline at any time.	Faculty and staff is automatically enrolled and Creighton pays the cost of this benefit. You are unable to decline enrollment. When a claim is filed, the benefit received is taxable to the faculty and staff	Faculty and staff elects to pay for this benefit after-tax through per-pay-period deductions. When a claim is filed, the benefit received is tax-free to the faculty and staff.

Voluntary Term Life

To provide added financial stability, Creighton offers a voluntary term life insurance option for you, your spouse and your child(ren). This plan offers coverage at group rates with after-tax payroll deductions.

You can enroll at any time, but enrollment after your new hire election period will require completion of an Evidence of Insurability form and subsequent underwriting approval. Benefits are effective the first of the month following your hire date or when granted approval after underwriting review. Should you wish to apply for additional coverage,

go to Mutual of Omaha's website at mutualofomaha.com/eoi. When asked, specify Group G000 20W8.

Rates increase as you age. Spouse coverage is limited to half of the Faculty and staff's election; if you elect \$60,000 of coverage, your spouse could elect up to \$30,000 of coverage. You must elect coverage in order to elect spouse or dependent coverage. If both spouses work for Creighton, dual coverage is NOT allowed (you cannot cover your spouse, and they cannot cover you).

Group Life Insurance	Voluntary Life Insurance Faculty and staff	Voluntary Life Insurance Spouse	Voluntary Life Insurance Dependent(s)
Annual salary x1 rounded to the next \$1,000 up to a maximum of \$100,000	GUARANTEED ISSUE AMOUNT: \$150,000* Minimum Coverage: \$20,000 Maximum Coverage: \$500,000 UNITS: \$10,000 increments, not to exceed 5x annual salary LIMITATIONS: Benefit reduces at age 70	GUARANTEED ISSUE AMOUNT: \$50,000* Minimum Coverage: \$5,000 Maximum Coverage: \$100,000 UNITS: \$5,000 increments, not to exceed 50% of faculty and staff's coverage LIMITATIONS: Must be under age 70 and not a Creighton faculty and staff	GUARANTEED ISSUE AMOUNT: N/A Minimum Coverage: \$2,000 Maximum Coverage: \$10,000 UNITS: \$2,000 increments up to \$10,000 for all enrolled children LIMITATIONS: Must be at least 15 days old and less than 26 years of age

*Guaranteed Issue Amounts apply to new hires or newly eligible faculty and staffs. If you previously waived coverage, you may apply for coverage subject to underwriting review and requirements.

DEPENDENT LIFE

Dependent Life Insurance

For dependent child(ren), from the age of 15 days old up to age 26, coverage ranges from \$2,000 to \$10,000. Premium are not based on the number of children covered, so you can cover one or more children for the same cost per pay period. Underwriting is not required for dependents.

Maximum Coverage	Biweekly Cost Per Pay Period	Monthly Cost Per Pay Period
\$2,000	\$0.09	\$0.18
\$4,000	\$0.18	\$0.36
\$6,000	\$0.27	\$0.54
\$8,000	\$0.36	\$0.72
\$10,000	\$0.45	\$0.90

Tuition Remission

Tuition remission is a waiver of tuition and is available to faculty and staff and their eligible dependents who qualify and are admitted for enrollment at Creighton University. The benefits apply to tuition only; all non-tuition expenses and fees are the responsibility of the student.

- Employees, spouses and IRS tax-dependent children are eligible for 100% tuition remission subject to eligibility requirements.

Tuition Discount Program

- Eligible faculty and staff may be eligible for discounts at local parochial schools.

Additional Development Opportunities

- Internal career mobility program
- Professional development classes and workshops
- Ignatian formation

Faculty and Staff Development

At Creighton, continued learning is encouraged and valued. The Compass Professional Development program is specifically designed to nurture and enforce the mission, keep us competitive among area employers and allow the University to grow and evolve. It was designed for staff and administrators, and empowers you to be fulfilled in your job—whether you seek to be more effective in your current role or aspire to another position within the University. Learn more by visiting the Compass Development Program at: creighton.edu/hr/professionaldevelopment

Work-Life Benefits

- Emergency Care Fund
- Parental Leave
- Adoption Assistance
- Flexible work schedule (alternative schedule, compressed work schedule, job sharing and reduced schedule)
- Ability to work remotely in certain jobs/roles



Employee Assistance Program

Creighton provides an excellent Employee Assistance Program (EAP) to support you and your immediate family members with situations that can affect work or personal life.

A Confidential and Important Resource

Our EAP program provides useful tools and resources that can help make the most out of your day or guide you through a difficult time. All confidential and at no cost to you and your family, our program offers up to eight counseling sessions per need, per year. Some of the topics we can help with include:

- **Resiliency**—Overcoming stress and crisis at home and at work.
- **Emotional wellness**—Grief, loss, addiction, depression, anxiety and other mental disorders.
- **Workplace success**—Career goals, team conflict, crisis, management support.
- **Wellness and balance**—Work-life balance, stress, relaxation, personal well-being.
- **Personal and family goals**—Relationship, children and teen or aging loved ones, health and wellness, or changes in finances or personal situations.

From simple questions like which child or elder care facility might be best for your family, to more difficult issues like finding support after the loss of a loved one, our program is there to work with you and offer suggestions, options and information.

Additional Resources and Information

Work-Life Services

You have access to tools, resources and experts who can help with many of the day-to-day things that can happen in life.

Legal and Financial Consultation

Your program offers you quick and confidential access to help with legal or financial questions and services you may need. Legal and financial experts are available to help with any questions you may have, or access the online library for helpful tools and resources.

Call today or log in to MagellanHealth.com/member
1.800.424.4831

Think about this:

1 in 4 adults

suffer from some form of depression in their lifetime.¹

The average person makes 5 decisions per minute.

With over 1,000 minutes in one day, that means we make over 5,000 decisions each day.²

It is estimated that
more than 30% of Americans are taking care of someone who is sick, disabled or aged in their family.²

Finding balance, overcoming stress and facing life's challenges can sometimes be harder than we think. Your program's there to help you through it all. We can help you make the most of your day and your life.

1. National Institute of Mental Health nimh.nih.gov

2. AARP, *Life is about choices. So what's yours?* 2011; blog.aarp.org/2011/07/29/life-is-all-about-choices/



Retirement Plans

The Creighton University 403(b) Retirement Plan provides faculty and staff an opportunity to save and invest for retirement now.

Upon hire you may enroll and elect to contribute a portion of your compensation on a pre-tax basis. Any contributions you make to the plan are completely voluntary; you decide whether or not to contribute to the plan and how much to contribute. Except for students, all faculty and staff are eligible to participate.

- You can enroll online and check account balances at principal.com or by calling 800.547.7754.
- Contribute up to 90 percent of eligible compensation (subject to IRS limits: \$18,500 deferrals, \$6,000 catchup deferrals, and \$275,000 eligible compensation for 2018.)
- Pre-tax and after-tax (Roth) contribution options available.
- Company match made with pre-tax dollars.
- You are immediately eligible to receive the 2% Employer Minimum Contribution regardless of their own deferrals to the plan. Meaning, you do not need to contribute to the plan to receive the 2% from Creighton. To take full advantage of the Employer Matching Contribution, you will need to defer a portion of your eligible compensation to receive the employer match.

See the Matching Table for more details.

Matching Table

403(b) Employee Elective Deferral	Employer Minimum Contribution	Employer Matching Contribution	Total Employer Contribution
5.00%	2.00%	5.00%	7.00%
4.00%	2.00%	3.60%	5.60%
3.00%	2.00%	2.20%	4.20%
2.00%	2.00%	0.80%	2.80%
1.00%	2.00%	0.00%	2.00%
0.00%	2.00%	0.00%	2.00%

The University currently matches your Base Compensation based on the percentage of your elected deferral.

Soon after your start date, you can log in and enroll to contribute:

- STEP 1:** At principal.com, click “Log In” and from the pull down list click on “Personal”
- STEP 2:** Look for “New User?”, and click “Register Now”
- STEP 3:** Enter the requested information and click “Submit”
- STEP 4:** Get started saving for your retirement!

MyVirtualCoach

An interactive program that asks YOU a few questions about YOUR retirement habits and helps YOU to think about what it is YOU are looking to change or do.

principal.com/myvirtualcoach



My Virtual Coach can help YOU:

- Walk through different scenarios as you take steps to begin your retirement journey.
- Answer questions about your contribution, investment decisions and other confusing topics.
- Take immediate action on things like rolling retirement savings over from previous employers' plans so that everything is in one place.

Information about the Retirement Plan is at creighton.edu/hr/benefits/403b. If you have any questions, please contact the benefits team at benefits@creighton.edu.



MetLaw®

Finding an affordably priced lawyer to represent you when you have trouble with creditors, buy or sell your home, or even prepare your will can be a challenge.

Now there's a smart, simple, affordable solution—MetLaw®, administered by Hyatt Legal Plans. MetLaw is a legal services plan that provides legal representation for you, your spouse and dependents at a priced that won't break your budget.

You'll have a nationwide network of more than 12,000 participating Plan Attorneys from which to choose. Plan Attorneys have met stringent selection criteria and have an average of 24 years or more of legal experience. Plan Attorney assistance includes covered legal services, consultations on the telephone, in-person consultations, document preparation, and representation for many frequently needed personal legal matters.

MetLaw provides you and your family with fully covered legal services throughout the year at a low group rate of \$18 per month (\$9 bi-weekly; after-tax). To make it even easier, when you use a Plan Attorney for covered services, there are:

- No deductibles
- No co-payments
- No waiting periods
- No claims forms
- No limits on usage

What's more, you'll also have someone to turn to for unexpected legal matters. With MetLaw, you can receive legal advice and fully covered legal services for a wide range of personal legal matters, including:

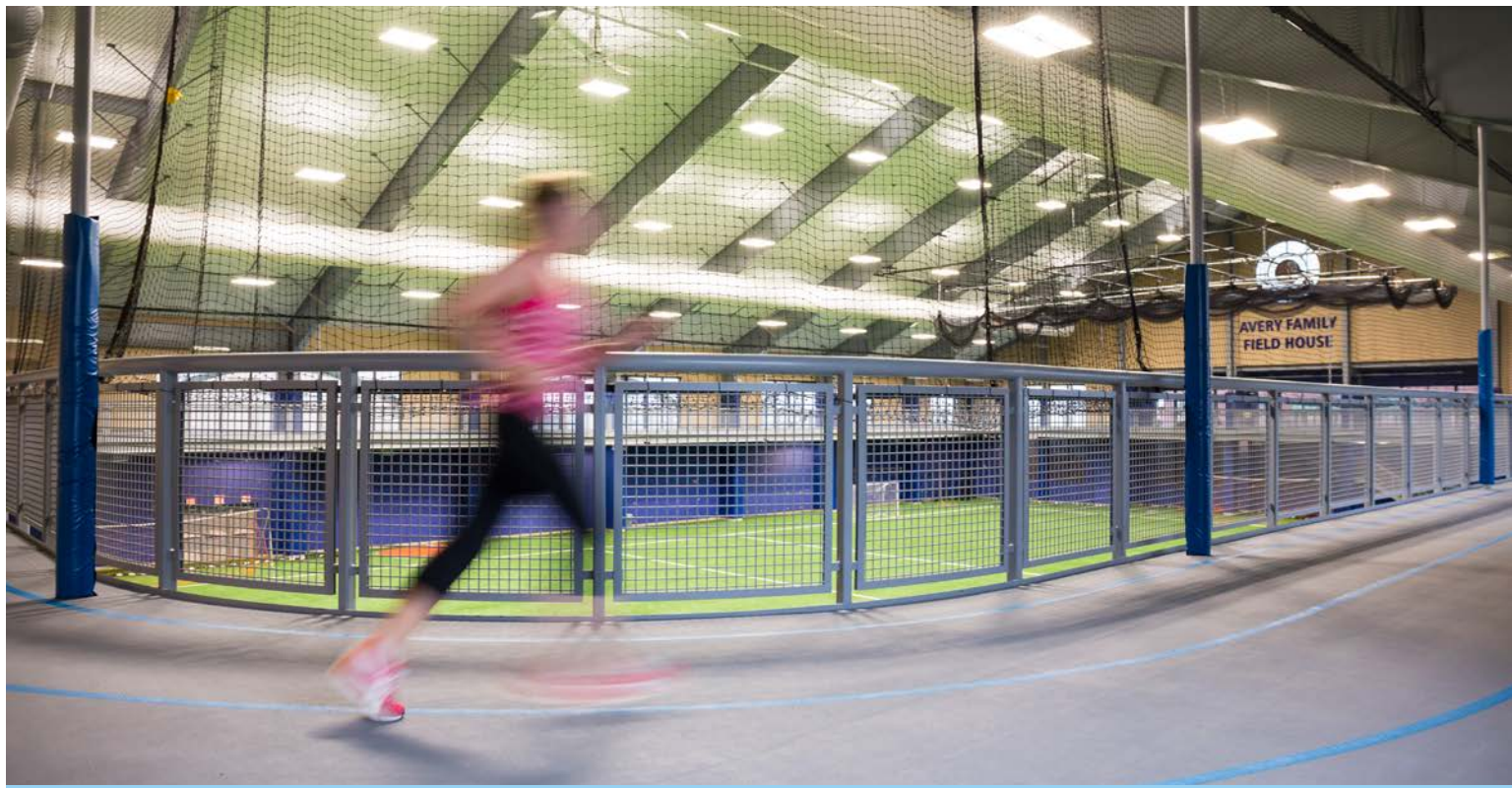
- Estate planning/wills/trusts
- Financial/debt collection defense
- Family/elder law
- Court appearances
- Real estate matters
- Document review and preparation

When you face a situation that you think has legal implications, simply pick up the phone. A knowledgeable client service representative will be available to assist you with locating a Plan Attorney near your home or workplace. Many Plan Attorneys are available to meet with you on weekdays, evenings and even Saturdays. You can also access our e-panel of attorneys 24 hours a day, seven days a week.

More information about the program is instantly at your fingertips when you visit the Hyatt Legal Plans website. Just log on to info.legalplans.com and enter the access code GetLaw for details. You can even locate available Plan Attorneys in your area while you're online. Or, feel free to call **800.821.6400**, Monday through Friday, 7 a.m.–6 p.m. with questions.

Enrollment provides coverage now through the end of the calendar year. Once elected, coverage cannot be dropped. If you choose not to enroll now, know that you can enroll during open enrollment for coverage next year.





The Creighton University Wellness Program provides all benefit-eligible faculty and staff with the opportunity to participate and engage in health promoting programs and activities year round and earn rewards for their efforts.

Wellness Programs include health education seminars, fitness classes, wellness challenges such as Active YOU All Summer, lifestyle management programs like P.E.A.K. Weight Management or Lose and Win, along with individual coaching and attention as needed to help each individual reach their goals.

Faculty and staff wellness is not new to Creighton. In fact the University has had strong support in this area for almost 30 years. Whether you want to quit smoking, lose weight, reduce your stress or get in shape, the Wellness Program provides you the tools and resources that will help you reach your wellness potential. To encourage healthy activity, access to our on-campus fitness facilities is free. To learn more, view the Campus Recreation webpage at: creighton.edu/studentlife/campusrecreationintramurals/index.php

The cornerstone for an excellent program is a health questionnaire. Creighton uses SimplyWell, a medically based online health management program that integrates a health questionnaire and all of our Creighton Wellness Program offerings into one, point-based, confidential, secure and completely HIPAA compliant program.

Members of the Creighton Wellness Program are entitled to many privileges. Individuals that enroll/reenroll in the Program will receive information about all of the wellness options available to participate in at work. Members will also receive special invitations about upcoming, new healthy lifestyle initiatives and the opportunity to redeem prizes in the new online incentive store. Redeem points when you want, for what you want, and prizes will be delivered to your home. Depending on the dollar value redeemed, taxes on the value may need to be withheld from your final payroll check in December.

For details on the Wellness Program, go to: creighton.edu/health/wellness/home

If you have specific question, call SimplyWell Customer Service at **877.991.9355**, or contact the Wellness Program staff for assistance at **402.280.5721**, or email wellness@creighton.edu.



Additional Benefits

Leave of Absence

Family Medical Leave

Family and Medical Leave Act (FMLA) requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

You must have been employed for one year and worked 1,040 hours prior to requesting your leave.

Disability or Non-Qualified Medical Leave

In the event an employee needs to take a leave of absence for an illness, and the employee is ineligible for the Family Medical Leave Act (FMLA), it is within the discretion of the employee's supervisor, administrator or dean to grant an unpaid leave of absence.

Funeral/Bereavement Leave

Up to three working days may be allowed without loss of pay for attending the funeral of an immediate family member. Members of the immediate family are defined as father, mother, spouse, son, daughter, brother, sister, grandparents, grandchildren or in-laws of the same degree.

Military Leave

Policy complies with the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA). If temporary active duty cannot be completed using vacation, the University will make up the difference between any lost University pay and the military pay earned while on active duty.

Parental Leave

After one year of employment, benefit-eligible faculty and staff are eligible for four weeks of paid parental leave to provide parents with additional flexibility and time to bond with a new child, adjust to their new family situation and provide increased balance to their employment and family obligations.

Time Off Program

The observance of a University-designated holiday is based on the individual school/department business necessity and the individual requirements of the position.

Established Holidays

- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas holiday break (the University is closed during the period from Christmas Eve through New Year's Day)
- Good Friday
- Memorial Day

Sick Hours

Benefit-eligible staff accrue sick leave hours each pay period based on annual scheduled hours.

Vacation

Benefit-eligible staff accrue vacation hours each pay period based on annual scheduled hours, job level and years of benefit eligible service.

Service Time Off

Eligible employees can volunteer up to 16 hours per academic year (July 1 through June 30) with a Creighton sponsored event and/or Creighton partnership.



Additional Benefits *continued*

AAA Nebraska

Reduced group membership offers discounted travel, roadside assistance and insurance for employees and immediate family members.

Athletics Tickets

Discount of 20% on up to two season tickets.

Child Care Center

Child care is available to children 6 weeks to 6 years of age. Fees are based on age of child.

Credit Union

Services include: savings program, loans, share draft accounts, IRA accounts, etc.

Campus Bookstore

Discount: 10%

Children's Museum

Membership discount at Omaha Children's Museum.

Creighton Pharmacy

If enrolled in the medical plan, you will have reduced copays/coinsurance using the CUMC Pharmacy. Free delivery to your on-

Fitness Centers

The Kiewit and Rasmussen fitness centers offer weight and aerobic equipment, free weights, running track, courts for basketball, racquetball, tennis, badminton, jogging track, saunas, lockers and free towel service.

Home Instead

In a partnership with Home Instead Senior Care, we offer tools and resources for our staff and faculty who help care for an elderly family member.

JayBuck\$ Program

Stored value program where you may pre-deposit funds into an account to purchase goods and services on campus and at participating off-campus merchants using your ID card.

Joslyn Art Museum

Free admission for employee to the museum.

Max I Walker Dry Cleaning

Receive a 15% discount and free home/office delivery.

Mutual of Omaha

Programs available to employees at no cost through Mutual of Omaha:

- Your Hearing Discount Program
- Overview of Hearing Program
- Travel Assistance and Theft Support

Personal Computer Purchases

Full-time faculty and staff can purchase a personal use computer at discounted prices. Creighton endorses no computer brand over another.

Preferred vendor for Windows-based computers and tablets: GovConnection.
Apple products are available at our on-campus iJay store.

Software

Faculty and staff can install Office 365 for free and purchase software from Microsoft, Adobe, etc., software through our Kivuto store.

University Libraries

Free use of the Reinert-Alumni Memorial, Law and Health Sciences libraries.

Verizon Wireless

Discount: 19%

Go to creighton.edu/hr/benefits/additionalbenefits/otherbenefits for details.



Pre-Tax Deductions and Benefit Changes

Deductions for Medical, Dental, Vision and other benefits are taken on a pre-tax basis.

Pre-tax deductions means that you don't pay taxes on those dollars, thereby reducing your taxable income. Once you enroll in pre-tax benefits, either as a new hire or during Open Enrollment, your choices will remain in effect for the rest of the plan year unless you experience a "family status change". Federal Law sets specific rules about changes that can be made to benefit elections when premiums are paid on a pre-tax basis.

Examples of Family Status Changes are:

- Change in legal marital status (marriage, divorce, death)
- Change in the number of dependents (birth, adoption, death)
- Change in employment status that affects coverage (new/termination of employment, or change in hours worked by a dependent spouse)
- Loss or gaining of other coverage

Changes must be made within 31 days of the event. Log in to the Faculty and staff Benefits system through my.creighton.edu, or call the Solutions Center at **866.903.8216**, the day following the date you lose or gain coverage to make your coverage changes.

The requested change must be consistent with the event. While you can change who is covered under the health plan with a qualified event, you may not change the health plan option currently in force (i.e., you cannot change from CCAP to PPO1 after having a baby). Human Resources requires documentation to substantiate coverage changes. Do not wait for documentation to notify us of your need to make a change.

Notification of your qualified status change **MUST** be made within 31 days of the event. If you do not request a change within 31 days of the event date, your next opportunity to make changes is Open Enrollment, effective the first of the following year. If you have questions, or if your status change is a divorce, please email the Benefits team at benefits@creighton.edu





Questions

Your most comprehensive resource for information and answers is the Benefits page on the Human Resources website:
creighton.edu/hr/benefits/

You can also visit my.creighton.edu/#/quicklaunch throughout the year to:

- Access plan information quickly
- Print a confirmation statement
- Update dependent information
- Make allowable plan changes

Want to talk to a person? Call the Solutions Center at **866.903.8216**. Representatives are available to help with questions or to enroll Monday–Friday, 8 a.m.–6 p.m. If you have a specific benefits or coverage question, contact the provider directly.

Provider contact information

Employee Benefits System

Benefits Enrollment
Access through MyCreighton
my.creighton.edu/#/quicklaunch | **866.903.8216**

Magellan Health

Faculty and staff Assistance Program
magellanhealth.com | **800.424.4831**

MetLaw/Hyatt Legal Plan

Legal Services Plan
Access code: GetLaw
info.legalplans.com | **800.821.6400**

MetLife

Dental insurance
Group #307647
metlife.com/mybenefits | **800.942.0854**

PayFlex

Flex Spending Accounts
Health Savings Accounts
payflex.com | **800.284.4885** | **402.345.0666**

The Principal

Retirement Plan
Plan ID: 615443
principal.com | **800.547.7754**

TIAA

Retirement Plan
tiaa.org/creighton
800.842.2776

SimplyWell

Wellness Portal
Access through MyCreighton
my.creighton.edu | **877.991.9355**

UnitedHealthcare

Medical and Pharmacy
Group #714969
myuhc.com | **800.842.5784**

Verification Center

Verification Service
yourdependentverification.com/plan-smart-info
866.272.7174

VSP

Vision Service Plan
vsp.com | **800.877.7195**

Find your benefit fit.

Benefits Website: creighton.edu/hr

Benefits Email: benefits@creighton.edu

Employee Benefits System: my.creighton.edu/#/quicklaunch