MEDGAR EVERS COLLEGE
The City University of New York

OFFICE OF HUMAN RESOURCES (OHR)
1650 Bedford Avenue, Brooklyn, New York 11225
718-270-6910 (PHONE)
718-270-6909 (FAX)

Checklist of Benefits for: Executive/ Senior Administrative, Full-Time Faculty, Higher Education Officer Series and College Laboratory Technician.

Benefits forms and links are accessible on the OHR Website.

Benefits	Action to be taken by Employee
• **NYC Office of Labor Relations-Summary of Program Description**	Review
• **CUNY- Summary of Benefits- Non-Teaching & Teaching and ECP**	Review
• **NYC Office of Labor Relations Health Application (ERB 2000)**	Return completed Enrollment Form to Benefits Coordinator
• **NYC Office of Labor Relations Optional Riders/Plan Rates**	Review
• **Union: PSC- CUNY Enrollment Form**	Return completed Enrollment Form to Benefits Coordinator
a. Dental Plans:	
1. Delta Dental	Return completed Enrollment Form to Benefits Coordinator
2. Guardian	Retrieve a claim form online before a dentist's visit and return to plan
b. Optical Plans	
1. General Vision	Retrieve a claim form online before a doctor's visit and return to plan
2. Davis Vision	Retrieve a claim form online before a doctor's visit and return to plan
c. Prescriptions	Contact PSC CUNY
d. PSC-CUNY Death Benefits Beneficiary Designation Card	Return completed Enrollment Form to Benefits Coordinator
• Pension	
*** Pension Counseling for New Hires**	Contact PSC CUNY
1. TIAA-CREF	Complete online enrollment via TIAA-CREF
2. Teachers Retirement Systems (TRS)	Return completed Enrollment Form to Benefits Coordinator
3. New York City Employees Retirement System (NYCERS)	Return completed Enrollment Form to Benefits Coordinator
4. Board of Education (BOERS)*Must be already enrolled	Return completed Transfer Form to Benefits Coordinator

OPTIONAL BENEFITS

• **Tax Deferred Annuity (TDA)**	
1. TIAA-CREF	Complete Enrollment online and Return Salary Reduction Agreement to Benefits Coordinator
2. Halliday Financial Group (HRC)	Contact HRC for enrollment and Return Salary Reduction Agreement to Benefits Coordinator
3. Teachers Retirement Systems (TRS)	Contact TRS for enrollment and Return Salary Reduction Agreement to Benefits Coordinator
• **NYC Deferred Compensation (457B)**	Contact Deferred Compensation

12/11/2008

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• **Flexible Spending Account (FSA)**	
1. Health Care Flexible Spending Account (HCFSA)	Contact FSA
2. Dependent Care Assistant Program (DECAP)	Contact FSA
3. MSC Buy-Out Waiver	Contact FSA
4. MSC Premium Conversion Plan	Contact FSA
• **Long Term Care**	Contact PSC CUNY
• **Long Term Disability**	Contact PSC CUNY
a. Application	Contact PSC CUNY
b. Questionnaire	Contact PSC CUNY
• **Transit Benefits**	Return completed Enrollment Form to Benefits Coordinator
• 14**. College Savings 529 Plan**	Contact College Savings
• 15. **Tuition Fee Waiver**	See Memo and Form
• 16. **PSC CUNY Professional Development (HEO Series/CLT only)**	Contact PSC CUNY
• 17. **PSC Perks**	Contact PSC CUNY
• 18. **CUNY EMALL Perks**	Create a faculty or staff account via CUNY Portal

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- **Family Medical Leave (FMLA) - Certification of Health Care Provider**
- **Family Medical Leave (FMLA) - Family and Medical Leave Request Form**

1. Notify Time/Leave Coordinator and Benefits Coordinator via email.
2. Retrieve FMLA Forms
3. Return FMLA Forms to the OHR for Approval

*** FMLA is not approved until the doctor completes certification and has been approved by Office of Human Resources (OHR).**
**** If approved, the Office of Human Resources (OHR) will send a confirmation letter via mail.**

• 21. **COBRA (Option after exiting)**	Contact Benefits Coordinator
• 22. **Domestic Partner**	Return completed Enrollment Form to Benefits Coordinator
• 23. **Retirement**	See Checklist and Application
1. TIAA-CREF Lifetime Income Annuity	Contact TIAA-CREF
• **CUNY Work/Life Program**	Contact CUNY Work/Life Program