

Contact Information

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The **Patient Protection and Affordable Care Act (PPACA)** requires employers to provide a copy of a Summary of Benefits and Coverage (SBC) and the plan document. These are available to you at:

www.excellusbcbs.com/syracusediocese

NOTICE TO PLAN PARTICIPANTS

The organization that sponsors your group health plan is awaiting determination of certain pending matters with respect to the federal requirement to cover contraceptive services without cost sharing. Coverage under your group health plan will not at this time include coverage of contraceptive services.



DIOCESE OF SYRACUSE

2019-2020 Benefits Enrollment Guide for Open Enrollment and New Employees

Dear Employee:

Benefit Open Enrollment will be May 6 thru May 20 for a benefits effective date of July 1, 2019.

This will be your only opportunity to enroll, change or cancel benefits. Please note the dental and vision plans require a two-year commitment. You may enroll, change, or cancel these plans this year.

You may use this guide to assist you when logging into our online benefit enrollment site for:

- **new hire benefit enrollment or**
- **annual open enrollment or**
- **a qualifying event**

If you have questions, please contact the Human Resources department.



Having trouble logging in?

Helpful system tips are available at:
syracusediocese.org/offices/finance-operations/human-resources/benefits-information

Employee Monthly Contribution	Employee Bi-weekly Contribution	Employee 21 Pay Period Contribution
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Excelsus Health	Excelsus rates include your Caremark Prescription coverage.			
<input type="checkbox"/> BCBS PPO C	Single Family	145.13 613.97	66.98 283.37	82.93 350.84
<input type="checkbox"/> BCBS PPO K	Single Family	304.52 1011.11	140.55 466.67	174.01 577.78
<input type="checkbox"/> BCBS PPO C-4	Single Family	99.75 546.68	46.04 252.31	57.00 312.39
LBS Medicare Supplement	To be eligible for enrollment you must have Medicare Part B and be employed at a location with less than 20 employees.			
	Single 2 Party Single/PPO C Single/PPO K Single/PPO C-4	131.07 454.35 475.02 558.39 418.12	60.49 209.70 219.24 257.72 192.98	74.90 259.63 271.44 319.08 238.93
Lifetime Benefit Solutions Dental	Dental coverage election requires a two (2) year commitment.			
<input type="checkbox"/> Plan 2— No Deductible	Single Family	30.62 93.62	14.13 43.21	17.50 53.50
Davis Vision	Vision coverage election requires a two (2) year commitment.			
	Single Family	6.23 14.33	2.88 6.61	3.56 8.19

Information on health, dental, life, LTD and vision plans, along with the CHIP and HIPPA notice are available at:
syracusediocese.org/offices/finance-operations/human-resources/benefits-information

ADP Portal Website: workforcenow.adp.com

RECOMMENDED BROWSERS:
Chrome or Firefox



Not compatible with Internet Explorer or iPad's.

If you have already registered, please proceed to Step 2.

Step 1: How to Register

Visit: workforcenow.adp.com

- Click the "SIGN UP" button

Enter Registration Code - Syrdiocese-1234

Do You Want to Set Up an Account - with Syracuse Diocese - Click "Yes"

Identify Yourself -

- Fill in all requested fields*
- Check "I'm not a robot"
- Click "NEXT"



Additional Verification

There are two options to choose from:
Option 1 - Get and Enter a Code **OR**
Option 2 - Answer Identity Questions

OPTION 1

OPTION 2

Option 1 - Get and Enter a Code

- If your email address is **unique** within your organization, and
- You have access to the email address displayed during this process.

How this works:

You request a code to be sent to your email and enter it in the personal registration code field on this page within 15 minutes.

Option 2 - Answer Identity Questions

- If your email address is **not unique** within your organization, and
- You do not recognize or have access to the email address displayed on the screen.

How this works:

- Answer three questions within 30 seconds.

Additional Information

- Follow the directions on the next page and complete all required information
- Click "Register Now".
- If all fields were completed accurately, you will receive the below message:

Congratulations! Your registration is complete!

Elect Benefits and Submit

Step 2 - Visit: workforcenow.adp.com

- Enter User ID
- Enter Password
- Click "SIGN IN"

The following Welcome Screen is displayed:

- Navigate to the *Myself* tab and select *Benefits*.
- A wizard-based Enrollment Tool begins the Enrollment process. The following three benefit enrollment options are available:
 - Walk me through this process**
 - I know the changes I want to make
 - Review my benefits coverage
 - Choose "Walk me through this process"
 - You can check your progress while you make changes, or stop in the middle to return later, and the system will remember where you left off.
- When you are finished making your changes. Click **View/Print Summary of Changes** for a print out of your changes. Logout on the top navigation bar.

Other Benefits Available

Aflac: With Aflac supplemental insurance, you can provide an additional level of financial protection for yourself and your family in the event of a covered accident or illness. Elect you are interested and you will be contacted.

Sun Life Paid Life & ADD Insurance:

This is a Diocesan paid benefit and does not require an EOI (Evidence of Insurability) however, you must make this election online and designate your beneficiaries.

Sun Life Optional Life Insurance:

Any new elections will require an EOI (Evidence of Insurability) form which is available in the Resources section under the Home tab. **The EOI must be completed and returned to your Human Resource department by June 1st.** You must make this election online and designate your beneficiaries.

Sun Life Long Term Disability (LTD)

Insurance: Any new elections will require an EOI (Evidence of Insurability) form which is available in the Resources section under the Home tab **The EOI must be completed and returned to the Human Resource department by June 1st.** You must make this election online and designate your beneficiaries.

Flexible Spending Account (FSA):

Must be elected online. If eligible, you will be mailed enrollment forms by Human Resources. If you are not eligible, you will be notified.

403(b) Mutual of America Retirement Plan:

For eligible employees hired after 7/1/11, the diocese will match up to 50% of your first 6% in contributions. If hired before 7/1/11, you are eligible to participate without a match. Enrollment forms are available through the HR/Benefits department.

Pension Plan:

Employees hired before 7/1/11 who regularly worked 1,000 hours a year may be eligible for the Diocesan Pension Plan. For questions please call BPA'S at 866-221-8180.