Welcome to Slippery Rock University!

To help you get started, please complete the items below within 30 days of your hire date.

Log Into My First Days

Access My First Days using the following link - https://portal.passhe.edu/MyFirstDays.jsp . You will need to select your university name/campus as part of the multi-factor authentication process.

Review and Select Benefits

If you are eligible for benefits, you must complete your benefit elections within **30** days of your date of hire.

Benefits Summary - PEBTF – provides an overview of PEBTF benefit information for AFSCME/SCUPA/SEIU represented employees

PEBTF Health Care Coverage –

- PEBTF Health Plan Information – View the Newsletter and use the Benefit Option Comparison tool. Disregard the Enrollment Instructions as you will complete your enrollment elections in ESS through the My First Days application.

- If you are enrolling dependents on your health care and/or supplement benefit plans, you will need to complete and provide the following documents:

  - ☐ Declaration of Spousal Coverage Form (PEBTF-11) must be complete in order for your spouse to be added to your coverage. If applicable, the Employer Benefit Verification Form (PEBTF-36) is also required.
  - ☐ You must provide a copy of marriage certificate to Carrie Peluso if adding a spouse to coverage.
  - ☐ A birth certificate naming you as the parent (or adoption papers) must be provided to Carrie Peluso for each dependent child you wish to add to your coverage.
  - ☐ You will need to provide Carrie Peluso a copy of each dependent's social security card.
  - ☐ You will need to complete a Employee Enrollment Form (PEBTF-2) and provide to Carrie Peluso along with all the documents listed above (if applicable) by 07/29/2026 if you are adding dependents to your coverage.

State System Dental & Vision Coverage – You are eligible to enroll in the dental and vision plans on your date of hire. Dental and vision coverage is a bundled election meaning that both plans are only elected together. This coverage is provided at no cost to employees. You need to enter your election through the My First Days application within 30 days of your hire date.

- ☐ Dental Plan Information – View the dental coverage summary and search for a dentist.
- ☐ Vision Plan Information – View the vision coverage summary.

Retirement:

If you are eligible for retirement benefits, you **must** select a retirement plan within 30 days of your eligibility date. If you do not make an election within the required timeframe, you will automatically be enrolled in SERS. Retirement elections are **irrevocable**, so please review all available information carefully before making your selection.

Enter your election online via the **Self-Service Workplace (FIORI)** on the My Benefits Enrollment tile within 30 days of your date of hire.

- ☐ To determine which group retirement plan is best for you, review the information at: www.passhe.edu/retirement which includes:
- ☐ Group Retirement Plan video (approximately 5 min.) for a summary of the basic differences between the retirement plan options.
- ☐ Comparison of Retirement Plans
- ☐ ARP Company Comparison Guide

If you have selected ARP in My First Days, then you may navigate to the Retirement@Work portal to complete the setup of your account with TIAA and/or Fidelity, select your investments, and name your beneficiaries.

If you have questions regarding the options available, you may contact retirement consultants by using the following methods:

- State Employees' Retirement System (SERS) - http://sers.pa.gov/Contact-DB-plan.html (*Select the Regional Office according to university location.)*
- Fidelity Investments (ARP) - https://digital.fidelity.com/prgw/digital/wos/Appointments *(Use employer name "Pennsylvania State System of Higher Educ".)*

- TIAA - www.tiaa.org/schedulenow-passhe

Deferred Compensation Program and Tax Sheltered Annuity – Information is available at http://www.passhe.edu/inside/HR/syshr/retirement/Pages/Voluntary-Retirement-Plans.aspx. These are voluntary programs designed to help you supplement your retirement income. Enrollment is optional and you may enroll at any time.

Basic Group Life Insurance – The Pennsylvania State System of Higher Education offers all permanent employees' automatic enrollment in the Commonwealth of Pennsylvania's group life insurance program administered by MetLife.

☐ Information on the basic group life insurance can be found here.

Voluntary Term Life Insurance (VGLIP) – You may enroll in life insurance through the VGLIP on your date of hire. To receive guaranteed coverage amounts without having to provide evidence of good health, enter your election in ESS through My First Days within your first 30 days of hire**.** You may choose to enroll in VGLIP later, but your enrollment and coverage amount would be subject to review by the insurance company for evidence of insurability.

☐ Information on the VGLIP program's eligibility, cost, and coverage can be found here.

Accidental Death and Dismemberment (AD&D) – You may enroll in AD&D coverage on your date of hire. You are only able to enroll in AD&D during your first 30 days of employment.

☐ Information on AD&D cost and coverage can be found here.

Long Term Disability Insurance (LTD) – This plan will pay a benefit up to 60% of your monthly covered earnings if you become disabled as a result of a covered injury or illness and can no longer perform the duties of your regular occupation. If you elect coverage now, the effective date will be your date of hire and coverage will be guaranteed issued. The cost of the benefit is based on your annual salary and the benefit waiting period. To enroll in this coverage, enter your election in ESS through My First Days within 30 days of your date of hire. If you choose to enroll later, enrollment will require evidence of insurability and coverage is subject to the insurance company's approval.

☐ Click here for additional information on the LTD coverage.

Flexible Spending Accounts – A Flexible Spending Account (FSA) is an account you set up to prefund your anticipated, eligible medical expenses that are normally not covered by

your insurance or dependent care (daycare) expenses. With an FSA, you benefit from having less taxable income each pay date thus, more spendable income.

- ☐ If you are interested in participating, review the information at FSA Plan Information then your election through ESS My First Days within your first 30 days of hire.

State Employee Assistance Program (SEAP) (automatic enrollment – no action required on your part) – The Pennsylvania State System of Higher Education participates in the Commonwealth of Pennsylvania's employee assistance program. State System employees and their family members are eligible to receive up to six free confidential counseling sessions to evaluate concerns and determine the best referral. The benefit renews each year. Services are available 24 hours a day, 7 days per week by calling 1-800-692-7459. The services provided by SEAP are strictly confidential—the PASSHE will not be notified unless you provide written consent.

- ☐ Review the SEAP Brochure , privacy notice and other SEAP information at http://www.passhe.edu/inside/HR/syshr/Pages/SEAP.aspx .

Paid Leave – For information about paid time off, please click here.

Union Affiliation – Collective bargaining agreements for your union can be found here.

Tuition Waiver Benefits – As an employee of the State System, tuition waiver benefits are covered by the collective bargaining agreement and/or by policy by your university. Contact Human Resources for additional information on this benefit.

The Pennsylvania College Savings Program TAP529 - a program to help you save for future college expenses and is authorized by the Commonwealth of Pennsylvania and administered by the Pennsylvania Treasury Department. If you are interested in participating, you may obtain an enrollment form or enroll online at http://www.pa529.com/.

Important Reminder:

Complete the following within **30 days** of your date of hire:

- ☐ Benefit elections
- ☐ Retirement enrollment (if eligible)
- ☐ Voluntary life insurance elections
- ☐ Long-term disability elections
- ☐ Flexible Spending Account elections
- ☐ Submission of dependent documentation

Your Pay:

- Employees are paid biweekly on an "after-the-fact" payroll schedule.
- Your first paycheck will depend on your hire date and payroll processing schedule.

☐ Pay schedule can be found here.

Please reach out to carrie.peluso@sru.edu or 724.738.4100 with any questions.