



2022 Benefits Open Enrollment

Payroll and Employee Benefits

ACTION REQUIRED

Please Remember: If you do not take any action during Benefits Open Enrollment you will lose your Tobacco-Free Premium Discount beginning January 1, 2022. This is a substantial benefit/cost savings offered to all Ball State University employees who are, and remain, tobacco-free.

Benefits Open Enrollment is your annual opportunity to change your benefit plan elections without an IRS-defined qualifying event. The link to access the online enrollment platform will be listed at bsu.edu/payroll beginning October 26, 2021, and will be sent via email communication. You will need your BSU credentials (username and password) in order to log on. If you do not know your log-on information, please contact the BSU HelpDesk at 765-285-1517. If you need assistance using the online enrollment platform, you may call the Ball State Benefits Service Center at 1-844-376-7039 to enroll by telephone.

When you log on to the online enrollment platform, please ensure you have all of you/your family's information readily available, including:

- Dependent's SSN, date of birth and supporting documentation (for new dependents).
- An updated Working Spouse Affidavit, if your spouse has had a change in employment/status.

To assist you in choosing your 2022 benefit plan elections, please review the following benefit information. Should you require further information and/or clarification, please call the Ball State Benefits Service Center at 1-844-376-7039.

2022 Benefits Open Enrollment

The 2022 Benefits Open Enrollment period is scheduled for **October 26, 2021, through November 11, 2021**. Your needs change over time, which is why it is important for you to review the information provided during the Benefits Open Enrollment period and make sure you are enrolled in the most cost-effective and quality coverage to fit you and your family's needs. If you choose not to make any changes for 2022, some of your current benefits will carry over from your 2021 enrollment.

However, re-enrollment is required each year to continue some benefits into the following plan year, including:

- Flexible Spending Accounts (FSA)
- Health Savings Account (HSA) Contributions
- Tobacco-Free Premium Discount Affidavit



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BENEFIT NEWS AND CHANGES

New Anthem Insurance Cards

All medical plan members will receive new Anthem insurance ID cards for 2022. You will need to provide the new cards to your medical providers to file claims for service dates on or after January 1, 2022. New cards will be mailed around the third week of December.

Sydney Health

Effective January 1, 2022, Anthem's Sydney Health app is replacing the Anthem Engage platform. You will no longer have access to the Anthem Engage app. Sydney Health will allow you to get benefits information when and where you need it. If you have a current Anthem login, you will use the same login information to access Sydney. You may download the app to your smartphone and obtain services such as:

- View your Anthem insurance card
- Find physicians and check costs for services
- See your health claims and track healthcare spending
- Ask Sydney's interactive chat bot questions

Sydney can provide alerts, reminders, suggest a doctor, help you stay healthy and save money on medical costs. We encourage all health plan members to download the Sydney Health app from the App Store or Google Play to get started.



<https://www.sydneyhealth.com/>

Anthem Spending Accounts

Starting January 1, 2022, all FSA's will be transitioning from HealthEquity to Anthem Spending Accounts. You will receive the same FSA benefits as you currently have through HealthEquity, but now Anthem will be administering all claims directly through their system. This means filing a claim will become much easier. You will no longer need to provide your Anthem Explanation of Benefit

forms to process a reimbursement for health claims since it is already in their system and ready to use.

Anyone electing a Health FSA or Limited Purpose FSA in 2022 will also receive a new debit card for the health flexible spending account through Anthem.

2021 FSA Carryover

As a reminder, if you have an active 2021 Flexible Spending Account, you have until **December 31, 2022, to submit claims for 2021 funds. This is the final year that we are allowing a carryover of funds. 2022 FSA funds will revert back to a grace period with a claim deadline of **March 15, 2023**. Additionally, be aware that if you choose to open a **Health Savings Account in 2022**, but still have **2021 health FSA funds to spend**, you will either have to wait until you spend the 2021 health FSA funds to open your HSA account or the 2021 health FSA will be converted to a limited purpose FSA that can only be used for dental and vision expenses.**

Highlighted Benefit Features

LiveHealth Online

You may schedule an appointment with a board-certified doctor online anytime of the day or night using LiveHealth Online on your smartphone, tablet or computer. You don't even have to leave your home. It's a great option for care when your own doctor isn't available—and it's more convenient than a trip to the urgent care.

Sign up for free to:

- Get access to board-certified doctors 24/7. Doctors using LiveHealth Online can provide medical care for common conditions like the flu, colds, pink eye and more. They'll even send prescriptions to the pharmacy of your choice if needed. A visit typically costs \$59 or less, depending on your health plan.
- See a licensed therapist or psychologist. If you're feeling stressed, worried or having a tough time, LiveHealth Online can help. In most cases, you can make an appointment and see a therapist or psychologist online in four days or less. Depending on your coverage, the cost may be similar to what you would pay for an office visit, considering your benefits.

It's quick and easy to sign up and get started. Just go to livehealthonline.com or download the mobile app.

HSA Qualified Health Plan

While this plan has the highest deductibles, it also continues to have the lowest premiums, both of which can be offset by the contributions (HSA seed) that the University makes to your HSA account. An HSA is a tax-advantaged account where you can set aside funds to pay for healthcare expenses now and into the future. Just like the other medical plan, the HSA Qualified Health Plan provides comprehensive medical coverage with access to Anthem's broad provider network and 100% coverage for in-network preventive care. However, non-preventive medical and and prescription expenses both accumulate toward the same deductible and out-of-pocket maximum. Once you have met your deductible, in-network medical services are paid at 80%. Unless a prescription is preventative, you are responsible for 100% of the cost until you meet the plan's deductible. You will still receive the discounted price through CVS Caremark, but you will not get any coinsurance coverage until your deductible is met.

High Deductible Wellness Plan

This plan covers preventive services at 100% and unlike the HSA Qualified Health Plan, there are some diagnostic services that are not subject to the deductible. These include blood work at contracted labs (LabCorp, American Health Network and Quest Diagnostics) and visits to the Ball State Employee Quick Clinic. Not only are these services not subject to the deductible under this plan, but they are covered at 100%. The High Deductible Wellness Plan also gives you access to Anthem's broad network of providers and once you have met your deductible, in-network medical services are paid at 80%. There is no prescription deductible on this plan, so coinsurance for prescriptions will immediately apply.

Prescription Benefits

The University participates in the Indiana Aggregate Prescription Purchasing Plan (IAPPP) for prescription coverage and the IAPPP selected CVS Caremark as its third party administrator in 2018. Register online at www.Caremark.com/startnow to find network pharmacies, refill medications and check order status, check drug cost, and see your prescription history. Walgreens continues to be out of our pharmacy network.

Maintenance medications still require a 90-day refill after the 3rd 30-day refill at a retail pharmacy. Effective January 1, 2022, 90-day refills for

maintenance medications can be filled at any network retail pharmacy or you may still receive them through mail order. If you have any additional questions about your prescription plan or costs, you may call 1-866-243-4881 or contact our office.

Dental Plan Highlights

There are no dental plan changes for 2022, but here is a reminder of our current benefit:

- Preventive fluoride treatments, x-rays and sealants are covered at 100%*.
- Basic Service benefits for Delta Dental PPO network providers continue to be paid at 85% while Delta Dental Premier network providers remain at 80%.

*Some services are subject to deductible and/or age restrictions.

HSAs (Health Savings Accounts) and FSAs (Flexible Spending Accounts)

What is an HSA (Health Savings Account)?

An HSA is a great way to save for current and future health expenses. You can open and contribute to an HSA if you are enrolled in the HSA Qualified Health Plan. You are NOT eligible to contribute to an HSA if:

- You are covered by Medicare or another non-qualified health plan;
- You are claimed as a dependent on another person's tax return;
- You are receiving Social Security Income benefits;
- You or your spouse are enrolled in a General Purpose FSA; or
- You are covered by Tri-care military insurance or have received VA benefits in the last 3 months.

In addition to your own contributions, the University will also contribute to your HSA. Contributions are pre-tax and your maximum contribution is indexed annually by the IRS. You must contribute 25% of the University seed amount via payroll deduction in order to receive the University's contribution. The maximum allowable HSA contribution amounts for 2022 are as follows:

- Individual Coverage = \$3650
 - University Seed = \$528 annually
- Employee Plus Children/Family Coverage = \$7,300
 - University Seed = \$1,320 annually
- Age 55 or Older Catch-up Contribution = \$1,000

How does an HSA work?

- Funds can be used tax-free for eligible medical, prescription, dental and vision expenses.
- You will receive a debit card that can be used for your eligible expenses once the money is in the account.
- Your unused funds rollover from year to year.
- If you lose eligibility to contribute to your HSA or leave the University, your HSA funds are still yours to use and remain in your account.
- You can change your HSA contribution at any time via the online benefit enrollment platform.

Please note that if you are opening an HSA for the first time and you currently have an FSA, you must completely spend down your FSA by December 31, 2021, to open and/or contribute to your HSA as of January 1, 2022. If you have FSA funds available for use on or after January 1, 2022, you will have to wait until you have spent your remaining 2021 FSA funds to open your HSA and receive the University seed. If you wish to open an HSA before spending your 2021 FSA, then your 2021 FSA will be converted to a limited purpose FSA that can only be used for dental and vision expenses. If this applies to you, please contact the Office of Payroll and Employee Benefits.

What is a FSA (Flexible Spending Account)?

A FSA allows you to put money aside on a pre-tax basis for out-of-pocket health expenses (doctor's visits, prescriptions, dental services, eye exams, etc.) for you and your IRS tax dependents. If you are enrolled in the HSA Qualified Health Plan, then you will want to open an HSA and/or open a Limited Purpose FSA that can only be used for dental and optical expenses. You can participate in a Dependent (Daycare) FSA no matter which health plan option you enroll in.

The maximum allowable FSA contributions for 2022 are as follows:

- General/Limited Purpose FSA = \$2,750
- Dependent (Daycare) FSA = \$5,000 per household

How does an FSA work?

- Your full General/Limited Purpose FSA election amount is loaded onto a VISA debit card and is available for your use on January 1, 2022. Even if you spend your full election on day one of the plan, the deductions are still spread out over the full year.

- You have from January 1, 2022, until March 15, 2023, to incur expenses for your 2022 FSA election. Funds not spent during this time period will NOT rollover. This is why an FSA is known as a "use it or lose it" plan.
- You can also submit claims for reimbursement via mail, fax and online if you are unable to use your debit card at the time of purchase.
- **If you terminate or retire from the University you can only be reimbursed from your FSA for expenses incurred prior to midnight of your termination date. You have 90 days after your termination date to submit claims for reimbursement.**
- Your Dependent (Daycare) FSA election amount is only available when you have a balance available in your account. Reminder – this type of FSA is ONLY for dependent daycare expenses.

Voluntary Benefits

(100% Employee Paid)

Voluntary/Supplemental Life Insurance

Supplemental life insurance provides extra life insurance protection for you or your spouse and/or your dependent children up to age 26. If you are electing coverage for the first time or electing to increase your current coverage by more than \$10K (not to exceed 5 times your salary), you will need to provide evidence of insurability that is satisfactory to The Hartford Insurance Company before coverage can become effective.

Voluntary Short-Term Disability (STD) Insurance for Faculty, Professional and Staff Employees

The University currently subsidizes STD benefits for Service employees only, which allows employees to bridge the gap between STD and Long-Term Disability (LTD) benefits. However, during Benefits Open Enrollment, The Hartford offers Voluntary STD benefits to our faculty, professional and staff employees. Eligible employees can elect a flat weekly benefit amount ranging from \$100 to \$1,000 (not to exceed 60% of their weekly earnings). Premiums are based upon age, duration of benefits (choice of 13 or 26 weeks) and waiting period selected (8 or 30 days). **Service employees are not eligible for this voluntary STD benefit.**



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Voluntary Vision Benefits - VSP

VSP offers two levels of coverage, Basic and Premier, with no changes to premium rates for 2022. The Basic coverage plan is the lower cost option and has copays for exams and lenses; whereas the higher cost option, the Premier coverage plan, has \$0 copays and larger allowances for other covered expenses.

Voluntary Accident and/or Critical Illness Benefits - Allstate

- Voluntary Accident insurance can help with costs that arise when you experience a covered accident such as a fracture, dislocation or laceration.
- Voluntary Critical Illness insurance provides cash benefits if you or your spouse is diagnosed with or treated for a covered illness such as cancer, a heart attack or a stroke.
- Voluntary Hospital Indemnity insurance pays a cash benefit for hospital confinement.

Other General Information

Tobacco-Free Premium Discount

Employees will complete the 2022 Tobacco-Free Premium Discount Affidavit as part of the online enrollment platform's workflow. The Tobacco-Free Premium Discount will remain at \$900 for 2022 (\$75/month). If you would like information on tobacco cessation programs, please contact Working Well at 765-285-9355.

Working Spouse Provision

The Working Spouse Provision remains in effect for our health plans. If your spouse is:

- working full time, and;
- his or her employer offers group health care coverage, and;
- the employer funds at least 60 percent of the coverage,

you cannot cover your spouse as a dependent on your medical plan unless he or she is also enrolled in his/her employer's group health plan. It is important if your spouse has a change in employment that you complete and submit an updated Working Spouse Affidavit via the online enrollment platform.

Qualifying Event Changes

Benefits Open Enrollment is the only time during the year that you can make changes to your benefits. The only exception to this rule is if you experience a Qualifying Event such as the birth of a child, marriage, divorce, gain/lose other coverage, etc. You would then be able to make a corresponding change to your benefit elections, BUT ONLY within 31 calendar days of the event. **Please remember if your family experiences a birth of a child, please contact the Office of Payroll and Employee Benefits within the 31 calendar day deadline. The child will not be automatically added to your coverage. If you miss the 31 calendar day deadline, you will have to wait until the next Benefits Open Enrollment period (changes effective January 1st), or until you experience another Qualifying Event to add your child to coverage.**

Ball State Employee QuickClinic

The Ball State Employee QuickClinic is a great resource located right here on our campus. The QuickClinic provides care for common illnesses and minor injuries. Please remember it is NOT meant to replace your primary care physician or family doctor. Services will be paid at 100% for employees and covered dependents on the High Deductible Wellness Plan. However, services for anyone covered under the HSA Qualified Plan will only be paid at 100% **after** their deductible has been satisfied. Please have a picture ID and your insurance card with you when you arrive to the QuickClinic to ensure you can receive treatment. Visits to the QuickClinic are by appointment only.

2022 HEALTH PLAN PREMIUMS (Medical + Prescription)	HSA Qualified Health Plan		High Deductible Wellness PPO Plan	
	Biweekly			
	10 month (18 pays)	12 month (26 pays)	10 month (18 pays)	12 month (26 pays)
TF = Tobacco Free				
Single TF Discount	\$46.75	\$32.37	\$80.28	\$55.58
Single Full Rate	\$96.75	\$66.98	\$130.28	\$90.20
EE+CH TF Discount	\$88.84	\$61.50	\$152.56	\$105.62
EE+CH Full Rate	\$138.84	\$96.12	\$202.56	\$140.24
Family TF Discount	\$121.39	\$84.04	\$208.42	\$144.29
Family Full Rate	\$171.39	\$118.66	\$258.42	\$178.90

DENTAL PLAN PREMIUMS	Biweekly	
	10 month (18 pays)	12 month (26 pays)
Single	\$8.53	\$5.90
EE+CH	\$16.19	\$11.21
Family	\$22.09	\$15.29

EE+CH = Employee Plus Child(ren)

Contact Us

Office of Payroll and
Employee Benefits
Administration Building, G29
Muncie, IN 47306
765-285-8461
Fax: 765-285-8480
Email: peb@bsu.edu

bsu.edu/payroll

Ball State University practices equal opportunity in education and employment and is strongly and actively committed to diversity within its community. Ball State wants its programs and services to be accessible to all people. For information about access and accommodations, please call the Office of Disability Services at 765-285-5293 (TTY users only 765-285-2206) or visit bsu.edu/disabilityservices.

2022 OPEN ENROLLMENT BALL STATE INFORMATION SESSIONS

Meeting Type	Date	Time	Location
<i>Open Enrollment Video Presentation Online – view on demand</i>	Tuesday, October 26 – Thursday, November 11	8:00 am	Link available at bsu.edu/payroll
<i>Open Enrollment Presentation</i>	Wednesday, October 27	2:00 pm – 4:00 pm	Student Center, Forum Room
<i>Reserved Computer Lab</i>	Friday, October 29	1:00 pm – 2:00 pm	Bracken Library, BL 224
<i>Meet and Greet with Benefits Staff</i>	Monday, November 1	3:00 pm – 5:00 pm	Service and Stores Building (SV)
<i>Open Enrollment Presentation - Zoom</i>	Tuesday, November 2	3:00 pm – 5:00 pm	Zoom - Online
<i>Reserved Computer Lab***</i>	Thursday, November 4	10:00 am – 11:00 am	Administration Building, AD G29
<i>Meet and Greet with Benefits Staff</i>	Friday, November 5	10:00 am – 12:00 pm	Atrium
<i>Open Enrollment Presentation – Zoom</i>	Monday, November 8	9:00 am – 11:00 am	Zoom - Online
<i>Reserved Computer Lab***</i>	Tuesday, November 9	8:30 am – 9:30 am	Administration Building, AD G29
<i>Reserved Computer Lab***</i>	Wednesday, November 10	3:00 pm – 4:00 pm	Administration Building, AD G29

Masks and social distancing are required at all in-person events. The Open Enrollment presentation is recorded and can be viewed on our website on demand. We are also offering the same presentation via Zoom on 11/2 and 11/8.

***These Reserved Computer Labs will be conducted in the PEB office on a first-come, first-serve basis. Additional computer assistance is available by appointment and can also be provided over the phone.