



## Year-End Updates & Reminders From the Office of Human Resources – Benefits

December 18, 2008

Sacramento Hall, Room 162

916-278-6213; 86213

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Please review the following information regarding deadlines and reminders that affect your eligibility for healthcare benefits, tax-sheltered annuity new processing instructions, and year end open enrollment information. This information is limited. If you have specific questions and/or concerns, contact the Human Resources Benefits Office for more detailed information, or go to our website at [www.csus.edu/hr/benefits](http://www.csus.edu/hr/benefits)

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### **Health Premium Rate Changes For 2009:**

- **Health premium contributions** (both employer and employee) will change on your December warrant (warrant issued January 1, 2009). The 2009 health premium monthly rate chart was previously distributed. See the Benefits Office website at [www.csus.edu/hr/benefits](http://www.csus.edu/hr/benefits) .
- **Individuals who authorized a change in enrollment during the annual open enrollment** (September) should notice the new deduction description and/or premium deduction amount on their earnings statement in December.
- **Individuals who have not received their new health plan identification card**, or received the incorrect card should contact California Public Employees Retirement System (CalPERS) Health Benefits Services at 1-888-225-7377, or your health plan.
- **Individuals who have problems accessing healthcare benefits during the winter break** should contact the individual carrier insurance directly. See the Benefits Office website for provider information.

### **New CSU Tax Sheltered Annuity (TSA) Program Changes:**

Internal Revenue Code Limit for Tax Year 2009:

*Full program rules will be distributed in January.*

- The Tax Sheltered Annuity (403b) program open enrollment ended on November 28, 2008. To continue enrollment in this program individuals were required to complete the newly created online enrollment process administered by AIG Retirement Manager.
- The online enrollment system, Retirement Manager, was deactivated for the month of December to allow time to apply all contributions and to fully implement.
- To process a new enrollment, or to change/cancel the monthly contribution (salary reduction) for the **January pay period (warrant issued February 1)** individuals must complete the online enrollment process via the Retirement Manager during the January processing period **beginning January 1, 2009 and ending January 5, 2009**. Note: The Retirement Manager will not be activated until January 1.

- Enrollees who have not selected an investment option (e.g., allowed their contributions to be placed in a life cycle default account), or whose desired investment option is not available until January 1, must contact their investment fund sponsor directly in order to update or change their asset allocations and to determine their investment fund sponsor's deadlines and timeframes.
- Visit the Benefits Office webpage at [www.csus.edu/hr/benefits](http://www.csus.edu/hr/benefits) and click on "Retirement Manager Cutoff Dates" for the full 2009 deadline schedule, and log on to the Systemwide benefits portal at [www.calstate.edu/hr/benefitsportal](http://www.calstate.edu/hr/benefitsportal) to update/change your TSA enrollment. All tax sheltered annuity transactions are no longer processed by the campus Benefits Office.

### **CalPERS Annual Member Statement:**

CalPERS experienced several data problems that resulted in misinformation printing on annual member statements. Consequently, the annual member statements distributed to members has information that in a few cases is incorrect. A few CSU employees reported the following notation on their statement: "Our records indicate that you are no longer working for a CalPERS-covered employer and do not pay member contributions."

If you are actively employed, please do not be alarmed by this statement. CalPERS has assured the CSU via the Chancellor's Office that they are working on these issues and expect to mail corrected statements to members sometime in January. Unfortunately, there is nothing the Benefits office can do to correct the information or expedite the processing.

### **Beneficiary & Address Updates:**

All employees are reminded to keep their address and beneficiary information updated. Each year it is a good idea to review this information for accuracy. Forms may be downloaded on the Human Resources website.

#### **Contact the campus Benefits Office in Sac Hall 162:**

- Standard Life Insurance - Employer-paid
- Standard Life Insurance - Voluntary Employee-paid

#### **Contact the campus Payroll Office in Sac Hall 161:**

- Designee for Last Warrant

#### **Contact the TSA 403(b) investment fund sponsor:**

AIG Investments: 888-568-2542  
Fidelity Investments: 800-343-0860  
ING: 800-262-3862  
MetLife: 877-948-4638  
TIAA-CREF: 800-842-2776

**To review and/or update your address, telephone number and/or emergency contact information**

Log in to MySac State at <https://my.csus.edu> and review Employee Personal Information.