



Brigham Young University

New Employee Orientation

Handbook 2020

Contents

Welcome to BYU 1

Personnel Conduct Policy 2

Compliance | Y-Alert System | University Police 3

Risk Management | Employee Relations | Equal Opportunity 4

Title IX | Information Security 5

Software | Training 6

Value Added Benefits 7

BYU Wellness Program 8

Deseret Mutual Insurance 9

Supplemental Benefits 12

Retirement Plans 15

Tuition 18

General Information 21

Forms 23

Deseret Mutual Phone System 29

General Contact Information 30



Welcome To BYU

Nestled at the foot of “Y Mountain” BYU stands as an ensign to the nations and the flagship educational institution of the Church of Jesus Christ of Latter-day Saints.

We are excited that you have chosen to pursue your career at Brigham Young University and contribute your talents and skills in achieving the mission of BYU. You have chosen to join a community of faculty, staff, and students, who desire to strengthen faith in Jesus Christ, obtain knowledge through study and prayer, and seek to serve others.

We hope you will participate in the many opportunities on campus to learn and grow personally and professionally. BYU’s greatest resource is its people, men and women of faith and competence. You bring a unique set of gifts and talents to the university and we are better because of you. You have the opportunity and responsibility to have a positive influence on the students, staff, faculty, alumni, and guests who frequent our community.

Our Mission

The mission of Brigham Young University – founded, supported, and guided by the Church of Jesus Christ of Latter-day Saints – is to assist individuals in their quest for perfection and

eternal life. Education at BYU aims to have **both those who teach in the classroom and those who direct activities outside the classroom responsible for contributing to this complete educational vision.**

Aims of A BYU Education

BYU seeks to develop students of faith, intellect, and character who have the skills and the desire to continue learning and to serve others throughout their lives. These are the common aims of all education at BYU. Thus, a BYU education should be:

- Spiritually Strengthening
- Intellectually Enlarging
- Character Building
- Lifelong Learning and Service

This handbook is a resource for you as a new member of the BYU community. It will provide valuable information as you begin to work and make benefits decisions. This handbook is not a contract of employment. Human Resource Services retains the right to change or modify the contents of this document without notice.

Personnel Conduct Policy

Brigham Young University exists to “assist individuals in their quest for perfection and eternal life” by providing education in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. ([BYU Mission Statement](#)). That atmosphere is created and preserved through commitment to conduct that reflects those ideals and principles. Members of the faculty, administration, staff, and student body are selected and retained from among individuals who voluntarily live the principles of the gospel of Jesus Christ. (See [Church Educational System Honor Code](#)).

It is a condition of employment that all personnel (including student employees) act in accordance with university policies and the Church Educational System Honor Code, including the Dress and Grooming Standards, and refrain from behavior or expression that seriously and adversely affects the university mission or The Church of Jesus Christ of Latter-day Saints. Examples include behavior or expression that

- Contradicts or opposes, rather than analyzes or discusses, fundamental Church doctrine or policy;
- Deliberately attacks or derides the Church or its general leaders; or
- Violates the Church Educational System Honor Code.

All personnel are expected to be role models of a life that combines the quest for intellectual rigor with spiritual values and personal integrity, and to conduct their work in a professional manner consistent with the values espoused by the university and the Church. Members of the Church in nonstudent positions also accept as a condition of employment the standards of conduct consistent with qualifying for temple privileges. The university regularly contacts ecclesiastical leaders concerning the temple eligibility of all nonstudent personnel who are members of the Church.

The cornerstone of the university’s personnel conduct standards is the Church Educational System Honor Code, which states in part

We believe in being honest, true, chaste, benevolent, virtuous, and in doing good to all men. . . . If there is anything virtuous, lovely, or of good report or praiseworthy, we seek after these things. (Thirteenth Article of Faith).

As a matter of personal commitment, the faculty, administration, staff, and students of Brigham Young University seek to demonstrate in daily living on and off campus those moral virtues encompassed in the gospel of Jesus Christ, and will

- Be honest
- Live a chaste and virtuous life
- Obey the law and all campus policies
- Use clean language
- Respect others
- Abstain from alcoholic beverages, tobacco, tea, coffee, and substance abuse
- Participate regularly in church services
- Observe Dress and Grooming Standards
- Encourage others in their commitment to comply with the Honor Code

Additional critical expectations of all who work at BYU are set forth in the Personnel Conduct Policy and include the following:

- Obey the law and all university policies found at [policy.byu.edu](#)
- Be wise stewards over entrusted resources
- Respect others and refrain from unlawful discrimination, harassment, or sexual misconduct
- Ensure a safe working environment by following safety programs and reporting unsafe conditions
- Disclose, reduce, and manage conflicts of interest in employee hiring and vendor selection
- Report suspected noncompliance with laws or policies to supervisors or the compliance hotline

Read the full [Personnel Conduct Policy](#) at [policy.byu.edu](#).

Integrity & Compliance

BYU’s Integrity and Compliance Office (ICO) oversees the university’s compliance and ethics program by promoting a culture of integrity and compliance in day-to-day decisions and actions. The ICO provides the campus community with information and updates about relevant laws and university policies, facilitates the university’s policy-making process, maintains the searchable university policy website ([policy.byu.edu](#)), and administers the compliance hotline (1-888-238-1062) for confidentially reporting of suspected compliance violations. For more information, visit [compliance.byu.edu](#) or call 801-422-6103.

Y-Alert System

The Y-Alert System is the emergency alert system on BYU campus. This system is used by University Police will inform the campus community of an emergency on BYU campus. Please watch the Y-Alert online training at [ytrain.byu.edu](#) for more instructions.

Follow the steps to register your cell phone number to receive a Y-Alert Emergency text message. If you have any questions regarding the Y-Alert System, please contact the University Police.



University Police

University Police patrol campus 24 hours a day, 365 days a year. Call 801-422-2222 to connect to the University Police Dispatch Center. If you dial 911 while on campus, the call will go to Provo Police Dispatch, which will then route the call to the University Police. For more information about police services, visit the University Police website at [police.byu.edu](#).

Parking

Park only in designated areas. Parking in non-designated areas might result in a citation or a loss of your campus parking privileges. To park on campus, you must register your vehicle at [cars.byu.edu](#). Enter your vehicle information including the license plate number. You can register more than one vehicle; however, only one vehicle can be designated as active in the registration system. The active vehicle is the only vehicle you are allowed to park on campus in “A,C,G,or Y” lots.

Safe Walk

The University Police provide a walking escort service from one campus location to another, which is available 24 hours a day to any employee or student. To schedule a Safe Walk escort, call the University Police Dispatch Center (801-422-2222). Be prepared to notify the dispatcher of your current location and your desired destination. Call at least 10 minutes prior to your desired departure, and be prompt in your arrival at your meeting location. Please note these services apply only to locations on campus, and do not extend to off-campus locations.

Digital Safe Walk

A digital safe walk feature on the BYU Mobile app allows students and employees, who don’t feel safe walking to their destination to activate a tracking system with police dispatch.

Emergency Preparedness

All BYU faculty and staff are requested to watch *20 to Ready*, *Shots Fired* (the school version), and *Flash Point*, which are available at [ytrain.byu.edu](#).

Risk Management & Safety

Risk Management and Safety seeks to protect life, prevent harm, and preserve sacred resources by identifying, analyzing, and managing uncertainties, including:

Environmental Management:

Ensuring compliance with laws such as the Resource Conservation and Recovery Act (RCRA), Clean Air Act (CAA), and Clean Water Act (CWA); and managing the safe disposal of hazardous materials and wastes.

Health & Safety:

Promoting a culture of safety and compliance through customized training, incident investigation, and hazard identification, evaluation, and control. Technical experts provide guidance on OSHA compliance, research and academic safety, industrial hygiene, ergonomics, fire safety, commercial motor vehicles, etc.

Incident Reporting:

Providing a process for reporting incidents, including vehicle accidents, BYU property damage, employee injuries, general injuries, and near-misses.

Risk Management:

Mitigating and transferring risk through event review and approval, contract negotiations and reviews, risk assessments, and insurance management.

BYU is committed to providing a safe environment for students, employees, and visitors. If you identify a hazardous situation or need assistance with any of the above topics, please contact the Risk Management office at (801) 422-4468 or visit risk.byu.edu.

Employee Relations

Employee Relations provides counsel and direction to management and/or personnel in the process of resolving conflicts, problems, complaints, and grievances within the workplace. It also monitors, interprets, and applies laws, trends, practices, and procedures in performing those responsibilities.

The office also provides training to departments, upon request, on a variety of topics including:

- Performance and development planning
- Avoiding legal land mines
- Developing positive employee relations
- Documenting discipline
- Dealing with difficult employees

For additional information, please contact the Employee Relations Manager, 801-422-9065, or visit the Employee Relations website at hrs.byu.edu/employee-relations-office.

Equal Opportunity

The Equal Opportunity (EO) Office promotes practices that ensure fairness and equal opportunity within the campus community and assists employees, students, and visitors in the resolution of complaints alleging unlawful discrimination.

The Equal Opportunity Manager:

- Provides semi-annual training to current personnel on discrimination law, legal hiring practices, and appropriate conduct in the workplace
- Serves as a Deputy Title IX Coordinator and assists in the resolution of complaints alleging sexual misconduct in the workplace. New employees are encouraged to receive Title IX training upon hire. For additional information regarding Title IX, visit the website at titleix.byu.edu.

- Assists employees with disabilities who request reasonable accommodation to functions. Requesting accommodation is an interactive process involving the employee, department, and the EO office and may be initiated by the employee directly with their supervisor or through the EO office
- Assists employees who request leave under the Family and Medical Leave Act (FMLA). FMLA allows eligible employees to take up to twelve weeks of unpaid leave in a twelve-month period for specified medical, family, and military-related exigencies

For additional information regarding these resources, please contact the Equal Opportunity Manager, 801-422-5895, or visit the website at byu.edu/hr/equal-opportunity.

Title IX

In accordance with Title IX of the Education Amendments of 1972, Brigham Young University prohibits unlawful sex discrimination against any participant in its education programs or activities. The university also prohibits sexual harassment—including sexual violence—committed by or against students, university employees, and visitors to campus. As outlined in university policy, sexual harassment, dating violence, domestic violence, sexual assault, and stalking are considered forms of “Sexual Misconduct” prohibited by the university.

University policy requires all university employees in a teaching, managerial, or supervisory role to report all incidents of Sexual Misconduct that come to their attention. Incidents should be reported to the Title IX Coordinator at t9coordinator@byu.edu or (801) 422-8692 or 1085 WSC. Reports may also be submitted online at titleix.byu.edu/report or 1-888-238-1062 (24-hours a day).

BYU offers confidential resources for those affected by Sexual Misconduct, including the university’s Sexual Assault Survivor Advocate, as well as a number of nonconfidential resources and services that may be helpful. Additional



information about Title IX, the university’s Sexual Misconduct Policy, reporting requirements, and resources can be found at titleix.byu.edu or by contacting the university’s Title IX Coordinator.

Information Security

Educational institutions, including BYU, continue to be a target for cybercriminals. In order to function efficiently and serve our community, the university uses personal information and other types of sensitive data including, but not limited to, financial information, medical records, and Social Security numbers. The university also generates sensitive information and data from research projects. It’s vital that we work together to protect and safeguard this information.

Being proactive with information security will not only protect your own devices and information but will also help keep the university safe and secure.

Please read the Information Security Guide within your first 15 days of employment. It can be found at: go.byu.edu/securityguide.



Software

Distribution:

To easily obtain the software you need to do your job, visit software.byu.edu. Many software programs are available under university licensing agreements. Check the “Terms of Use” to determine any restrictions associated with the use of each software program. For example, some software can be installed on employees’ privately-owned computers, and can be used for non-commercial personal use. Other software can only be installed on BYU-owned computers for academic purposes. Please be sure you understand and abide by these licensing agreements.

Training:

To help you learn how to use the software, classes are offered to all current BYU employees, their spouses, and retirees for the following skills and software programs:

- **Adobe Creative Cloud:** Illustrator, InDesign, Photoshop, Premiere Pro, and Lightroom
- **Microsoft Office:** Excel, Outlook, PowerPoint, and Word
- **Other:** Qualtrics, Electronic Thesis and Dissertations, WordPress, and podcasting

To find out more about the classes offered or to register for a class, visit train.byu.edu, stop by 4840 HBLL, call 801-422-1353, or email learnsoftware@byu.edu.

Professional Development

BYU employees are eligible to enroll in training sponsored through the Human Resource Development department. Topics offered include customer service, time management, supervisory skills, and crucial conversations. Departments may also request specialized training sessions for their employees. To schedule this training, contact the HRD Office, located at 2001 JKB, ext. 2-5886. More information about these workshops can be found at training.byu.edu.

Online Training - YTrain

YTrain is a Learning Management System (LMS) with over 1000 online modules available to all BYU employees to help them learn about a variety of job-related topics.

The benefit of using YTrain is to: train employees, have access to standardized information, provide self-paced learning with 24/7 accessibility, and to keep a record of completed training. To learn more about the opportunities and advantages of using YTrain to assist your department, contact HRD Online Training at 801-422-5887 or 801-422-9442.

To access YTrain go to ytrain.byu.edu and log in using your Net ID and password.

Value Added Benefits

Campus Benefits

Full-time ID card holders may use the following:

- Richards Building and Smith Fieldhouse facilities
- Harold B. Lee Library
- Parking privileges
- Free notary services available from Benefits Services
- Campus events discount — contact 801-422-BYU1 or visit byutickets.com
- 10% discount at the BYU store
- 15% discount at the Museum of Art store
- 20% discount at the Bean Museum store
- 60% discount on *BYU Studies Quarterly* subscription byustudies.byu.edu
- .25% APR discount on auto loans and credit cards at Deseret First Credit Union visit dfcu.com
- Auto and homeowner’s insurance discounts
- BYU cell phones and service discount byucellphones.byu.edu

Check byudiscounts.byu.edu for more discounts available on insurance and from various area merchants

The spouse and children of full-time employees also receive the following benefits (children must be 12–30 years of age to qualify):

- 10% discount at the BYU Store
- Use of the Richards Building and the Smith Fieldhouse facilities
- Use of the Harold B. Lee Library
- UTA

For more information and rates visit:

dmba.com (My Plans>Discount Programs)



Cougar Cash

Cougar Cash is an account on your BYU ID card that allows you to make purchases from restaurants and retailers across campus.

Using Cougar Cash to pay for purchases gives you discounted meals at the Cannon Commons (for you and your guests) and save you sales tax on prepared food purchases. The University also benefits when you use Cougar Cash because we do not pay merchant fees associated with debit and credit card processing.

As a new employee, you are given a Cougar Cash prepaid account when you get your BYU ID. You can load funds onto your card via the BYU app or online. Two other Cougar Cash plans you can sign up for are Cougar Cash Direct and Cougar Cash Payroll. Cougar Cash Direct works similar to a debit card, once you link your account, it will automatically withdraw purchases from your checking account. Cougar Cash Payroll automatically deducts purchases from your pay check. To make deposits onto Cougar Cash Prepaid, or to sign up for Cougar Cash Direct or Cougar Cash Payroll go to cougarcash.byu.edu

Disclaimer: This orientation handbook contains only general information. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general benefit programs described. If you have any questions concerning eligibility for a particular benefit program, you should direct your questions to BYU Benefits Services. The benefit programs described here may be modified or discontinued from time to time. Attempts will be made to inform you of any changes as they occur. However, it is your responsibility to keep current on all benefit programs.

BYU Wellness Program

The mission of the University Wellness program is to encourage university personnel and their families to strengthen their health and well-being as an essential part of provident living, and to establish a work environment that promotes healthy lifestyles, decreases the risk of disease, and enhances the quality of life.

Getting Started

The BYU Wellness Team invite all faculty and staff and their spouses to participate in all the offerings and services available to them through the University Wellness Program.

To participate, employees and their spouses need to have a personal BYU NET ID and password. (These can be created on any BYU login page.)

Once those credentials have been obtained, participants can go to the Wellness website (wellness.byu.edu) to find out more about the program and register for any of the offerings.

Offerings

Wellness offerings are designed to be convenient, affordable, and fun. During the course of a year you have opportunities with the following:

- Fitness classes (e.g. yoga, cycling)
- Health screenings & immunizations
- Family activities
- Well & Wise Seminars
- Healthy Me Challenges
- Health Risk Assessments
- Living Well Classes (Diabetes, Chronic Conditions, Full Plate-Weight Management)
- Workout rooms and recreational facilities
- Y-Be-Fit Lifestyle Assessment and Coaching
- Fitness coaching
- Employee Assistance Program (EAP)
- Sanvello Stress Management App (premium)



Healthy Me Cash-Back Incentive Program

Full-time BYU employees and their spouses (who are covered by a a qualifying DMBA health insurance plan) may each earn up to \$250 each year for their participation.

The first \$180 is earned in \$30 increments, every two months, by successfully completing Healthy Me Challenges promoting positive lifestyle behaviors. The bi-monthly incentive is paid out the month following the end of the challenge. Participants may choose from the following three options for receiving their incentive:

1. A featured prize valued at \$30
2. \$30 of Cougar Cash on their BYU ID card
3. \$30 on the employee’s paycheck

The additional \$70 may be earned by filling out the Health Risk Assessment available on the BYU Wellness website. This money is put on the employee’s paycheck the quarter in which they submit the assessment. Biomedical information needed to fill out the assessment may be received for free at the Student Health Center by registering for a triple screening on the wellness website. All incentives are taxable and will be added to the employee’s W-2.

Employee Assistance Program (EAP)

This is a free service for BYU employees on a DMBA health insurance plan and those in their household (including those who are away to school or military service.)

- Emotional support: (3 sessions) Counseling for anxiety, depression, conflict resolution, substance misuse, relationship issues, stress, eating disorders, etc.
- Legal advice (30 min. consultation) Advice with contracts, wills, real estate, adoption, civil judgements, divorce, car accidents, etc.
- Financial planing (1 hour consultation) Advice regarding taxes, retirement planning, loans, debt management, budgeting, child support, etc.
- Family care (24/7 assistance by phone or online chat) Help in finding child or adult care, education, pet care, community services, parenting, travel info, etc.

Schedule an appointment at myeaphelper.mybeaconwellbeing.com/ or call 844-280-9629.

Sanvello Stress Management App

Sanvello is an app that offers on-demand help for stress, anxiety, and depression. It contains clinically validated techniques and support to help relieve symptoms. BYU faculty and staff can download the app and get free access to a premium account using their net ID as an email (netID@byu.edu)

Department Wellness Advocates

Employees may become Wellness Advocates for their departments to help promote practices leading to health and well-being. To become a Wellness Advocate, first obtain approval from your department leader and then fill out an application on the Wellness website. Advocates will gain access to an online portal containing a variety of helpful resources. They are also invited to attend bi-monthly collaboration meetings and an annual retreat.

Contact information

For more information about the Wellness Program, or to register for events, go to wellness.byu.edu For additional questions contact the Wellness Office 801-422-5884 or wellness@byu.edu.

Deseret Mutual Insurance

Deseret Mutual History

Deseret Mutual Benefit Administrators is a non-profit organization created in 1970 to serve the insurance and retirement needs for employees of The Church of Jesus Christ of Latter-day Saints and its member organizations. The premiums, the majority of which are paid by BYU, cover the cost of the program. Premium amounts increase or decrease depending upon the use of all participants in Deseret Mutual insurance plans.

Disclaimer: *Benefits Counselors in Benefits Services are not agents for Deseret Mutual. Information about specific coverage must be obtained directly from Deseret Mutual.*

Eligibility

To be eligible for medical, dental, and life insurance, you must meet one of the following employment classifications:

- Full-time Staff
- Full-time Administrative Staff
- Full-time Regular Faculty
- Visiting Full-time Faculty
- Research Associates, Research Staff, or Post-Doctorate Fellows

Note: Part-time employees, 3/4 time employees, and benefitted part-time adjunct faculty are not eligible for medical, dental, or life insurances.

Plan Costs / Premiums

Premiums are paid on a pretax basis. Staff personnel are paid every other Friday and premiums are taken out of the second check of the month to pay for the current month. Administrative and Faculty personnel are paid on the last banking day of the month and premiums are taken out of this check to pay for the current month.

If your hire date is the first day of the month, you will be required to pay for that month. If

your hire date is the second day or any other day in the month, the University pays your entire first monthly premium. More details about medical plan coverage and premiums are found in the DMBA handbook.

Enrollment

- You **must** enroll in a medical plan within 30 days of your hire date
- All family members must be on the same plan
- If you waive medical coverage you will not be allowed to enroll at a later date unless:
 - (a) You have other insurance at the time of the waiver and subsequently involuntarily lose eligibility for the other coverage, in which case you must apply for the insurance within 60 days of the loss of coverage, or
 - (b) You choose to enroll during the annual open enrollment, or
 - (c) You gain a new dependent. In this case the employee and the new dependent may enroll within 60 days of acquiring the dependent.

Preauthorization

You must contact Deseret Mutual to preauthorize for select services. Failure to preauthorize will result in paying a \$200 penalty. In case of surgery and/or hospitalization, you or your doctor must preauthorize at least two working days prior to services. If you are unsure if a particular service needs to be preauthorized, contact Deseret Mutual before receiving the service.

Emergency and Urgent Care

Emergency Care is immediate care needed to save a life. To avoid a \$200 penalty, you must contact Deseret Mutual within 48 hours of being admitted to a hospital. If the individual seeking emergency care is treated at an ER and released the same day, you do not need to call Deseret Mutual.

Urgent Care is available to help solve urgent, non-life-threatening medical problems. You do not need to preauthorize visits to contracted Urgent Care Centers. After-hours care with a contracted

provider will add an additional amount to your co-payment.

Prescriptions

Deseret Mutual insurance plans have a prescription benefit managed through Magellan. You can use local, contracted-approved pharmacies to fill prescriptions. (See dmba.com for a list of approved pharmacies.)

When taking a medication that can be filled in a 90-day supply, you also have the option to use a mail-service pharmacy. The Deseret Mutual pharmacy prescription mail-service benefits are through Magellan Rx. Some benefits of using mail-service include saving money on maintenance medications, having a 90-day supply (instead of a 30-day supply), and having auto renewal.

How the prescription process works:

1. Obtain the prescription from your doctor for a 90-day supply plus refills
2. Register with Magellan Rx through the Deseret Mutual website
3. Complete the prescription order forms, attach the original Rx and mail to Magellan Rx. A form must be completed for each medication
4. Most medications require a new prescription each year

Some medications require preauthorization with Deseret Mutual, such as medications that have a high cost, require long-term maintenance, or come in large quantities. You will be responsible for all charges incurred if you do not preauthorize applicable medications. If you have any questions regarding preauthorization of certain medications, contact the Deseret Mutual Pharmaceutical Team.

If you will be leaving the country for longer than three months, contact the Deseret Mutual Pharmaceutical Team at least 6 weeks before you leave so they can make arrangements for you to receive your medications while out of the country.

VSP Vision Services

VSP Vision Services is a vision protection plan to help reduce the cost of glasses, contacts, or both. Coverage is optional and you pay the entire cost of the monthly premium in addition to your regular medical premium. VSP will begin the month following your initial enrollment.

Enrollment in VSP carries over from year to year. If you are enrolled in VSP in the current year, you'll be enrolled in the new year unless you opt out during Open Enrollment in October.

Coverage for VSP must match your medical insurance coverage. For example, if you have family medical coverage, you must have family VSP coverage. Use contracted providers to receive the most benefit. (See the VSP page for more details including monthly premium costs, covered vision care centers, and the relative benefit available for each type of eyewear.)

VSP offers a discounted lasik surgery program.

VSP is an independent company and not part of Deseret Mutual. For questions regarding VSP, you must contact them directly at 1-800-877-7195 or vsp.com.

TruHearing Plan

DMBA participants receive special pricing on hearing aids and a personalized purchasing process through TruHearing. TruHearing is not an insurance – it is an independent company that provides savings on a wide variety of the latest brand-name hearing aids.

This voluntary program is available to you and your family, including parents and grandparents, but you pay the entire cost.

For questions or more information, contact TruHearing at 844-207-1682.

Life and Disability Insurance

When you enroll in a medical and/or dental plan, or both, you and your eligible dependents are automatically enrolled in GTL, and you are enrolled in OAD&D and disability insurances without having to meet health standards. If you do not enroll within your first 30 days of hire and wish to do so at a later date, you must meet Deseret Mutual's health standards.

Excluded Charges

Certain goods and services are not covered under Deseret Mutual insurance plans. For a complete list see the Deseret Mutual website or contact Deseret Mutual directly. Excluded items or procedures include, but are not limited to the following:

- Glasses and contacts (see VSP Vision for these services)



- Surgery for cosmetic purposes
- Experimental procedures
- Illegal procedures

Dental Plans

The Deseret Mutual Dental Plan allows you to visit any dentist of your choice; however, if you use contracted dentists, you will be financially protected from paying charges over the maximum allowable. Visit the Deseret Mutual website to find a list of contracted providers.

1. Deseret Dental

Deseret Dental provides comprehensive benefits that include preventative care, restorative care, and orthodontic work. In general, co-pays are \$15 and co-insurance is 50%. The annual maximum is \$1,100 per person.

2. Deseret Dental Plus

Deseret Dental Plus provides premium dental benefits that include preventative care, restorative care, and orthodontic work. In general, co-pays are \$15 and co-insurance is 20%. The annual maximum is \$1,500 per person.

Note: If you or a dependent are currently using orthodontic services and enroll in a dental plan, your benefit will cover the remaining payments, according to plan limits.

Disability Benefits

When you enroll in a Deseret Mutual medical and/or dental plan, you and your eligible dependents are automatically enrolled in Group Term Life Insurance. You, as an employee, are enrolled in Occupation Accidental Death and Dismemberment Insurance and Long term Disability insurance without having to meet health standards. If you do not enroll within your first 30 days of hire and wish to do so at a later date you must meet Deseret Mutual’s health standards.

Long term Disability

If you would like more information about your Long Term disability benefits please visit DMBA.com or contact the Leaves Manager (2-4496)

Short Term Disability

Full time employees who are away from work due to illness, injury, or surgery for a period exceeding 7 calendar days may be eligible for the University’s short-term disability benefit. Employees must submit a Request for Short-term Disability Leave form, including a doctor’s note, and meet eligibility requirements as set forth in the plan to qualify. The first seven calendar days are a waiting period with short-term disability beginning on the later of either the eighth day or the completion of the requirements for participation under the short-term disability plan; accrued sick leave may be used during this waiting period. If sick leave runs out or is not available, then vacation leave may be used.

- This paid leave benefit will pay two-thirds (66 2/3%) of the employee’s regular compensation, for the lesser of 45 calendar days, until the employee is able to return to work, or the employee qualifies for long-term disability (whichever occurs first).
- Employees will continue to have medical insurance, retirement, taxes, and other approved deductions taken out of their paycheck while on short-term disability.
- Employees receiving short-term disability payments do not receive holiday pay.
- Employees may not supplement this benefit with sick or vacation leave, but may choose to use any or all of their accrued leave (in full day increments) for full pay prior to switching to short-term disability.

- Once an employee obtains short term disability, the employee may not use sick or vacation pay until the short-term disability benefit has been exhausted.
- Short-term disability may not be used for intermittent leave or partial work days
- After 45 consecutive calendar days the employee may be eligible for long-term disability. However, the employee may begin the long-term disability application process at any time.
- Employees may not work during the time they are on short-term disability, nor may they work while applying for or receiving long-term disability benefits, unless it is part of a partial long-term disability return to work process.

A Frequently Asked Questions sheet (FAQ) can be found at hrs.byu.edu/procedures/administrative-staff-leaves-procedures

Supplemental Benefits

VSP Vision Services

VSP Vision Services is a vision protection plan to help reduce the cost of glasses, contacts, or both. Coverage is optional and you pay the entire cost of the monthly premium in addition to your regular medical premium. VSP will begin the month following your initial enrollment.

Enrollment in VSP carries over from year to year. If you are enrolled in VSP in the current year, you’ll be enrolled in the new year unless you opt out during Open Enrollment in October.

Coverage for VSP must match your medical insurance coverage. For example, if you have family medical coverage, you must have family VSP coverage. Use contracted providers to receive the highest benefit.

VSP is an independent company and not part of Deseret Mutual. For questions regarding VSP, you



must contact them directly at 1-800-877-7195 or go to vsp.com.

TruHearing Plan

DMBA participants receive special pricing on hearing aids and a personalized purchasing process through TruHearing. TruHearing is not an insurance – it is an independent company that provides savings on a wide variety of the latest brand-name hearing aids.

This voluntary program is available to you and your family, including parents and grandparents, but you pay the entire cost. For questions or more information, contact TruHearing at 844-207-1682.

Flexible Spending Account (FSA)

Full-time employees are eligible to participate in the FSA program, which is offered through the federal government as a tax-saving program for out-of-pocket medical, dental, and/or dependent day care expenses.

24-Hour Accidental Death and Dismemberment Insurance (AD&D)

Full-time employees are eligible to participate in the 24-Hour Accidental Death and Dismemberment Insurance plan. See the DMBA handbook for details.

Supplemental Group Term Life Insurance (SGTL)

You must be enrolled in GTL to apply for SGTL. You may also apply for coverage for your spouse and eligible dependents whether you are enrolled in SGTL or not. Your spouse and eligible dependents

do **NOT** have to be enrolled in basic life insurance to be eligible for supplemental coverage. You must meet the health standards of the plan to be eligible for coverage. If you enroll your spouse, eligible dependents, or both, for SGTL within 30 days of your hire date and they do not meet the health standards, they are guaranteed the minimum amount of \$3,000. After the 30 days, this guarantee is no longer in effect. (The policy does not take effect until approved by Deseret Mutual.)

You may purchase SGTL for yourself based on your income level (up to six times your annual salary). Premiums are calculated based on your age and the amount you choose to purchase. To find your income level, round your annual salary to the next \$10,000. For example, if your annual salary is \$47,000, your income level would be rounded up to \$50,000.

You may purchase SGTL for your spouse based on the following amounts and calculated according to the age of your spouse:

- | | |
|-------------|-------------|
| • \$3,000 | • \$120,000 |
| • \$20,000 | • \$140,000 |
| • \$40,000 | • \$160,000 |
| • \$60,000 | • \$180,000 |
| • \$80,000 | • \$200,000 |
| • \$100,000 | |

Use the chart on the next page to calculate your monthly premium for SGTL.



Retirement Plans

Eligibility in the BYU Master Retirement Plan, Retirement Plus Plan, and Deseret 401(k) Plan

To qualify for participation in the three retirement plans offered through BYU and Deseret Mutual, you must be at least 21 years old and be hired into an included classification.

For staff and administrative employees, you must be one of the following classifications:

- Full-time Employee (approximately 40 hours per week)
- 3/4 time (28 hours)

For faculty, you must be in one of the following classifications:

- Full-time Regular Faculty
- Benefited Part-time Adjunct Faculty

Note: Visiting Full-time Faculty, Research Associates, Research Staff, and Post-Doctorate Fellows are not eligible to participate in the BYU Master Retirement Plan, the Deseret 401(k) Plan, and the Retirement Plus Plan.

BYU Master Retirement Plan (MRP)

The Master Retirement Plan is a pension plan that is fully funded by BYU. At retirement, you will receive a benefit based on an average of your five highest salaries, benefit credit (years of eligible service), and a multiplier of .75%. If you have previous service with The Church of Jesus Christ of Latter-day Saints or its affiliates, please see Benefits Services.

To be eligible for the MRP, you must have been hired into one of the eligible classifications and meet both of the following requirements.

The first requirement is that you work at least 1,000 hours within one calendar year. Your first calendar year is calculated from the first anniversary of your hire date. If the 1,000 hours are not met within your anniversary year, then time will be calculated based on a January to December calendar year.

The second requirement is that you earn five years of vesting credit (time of service). Previous employment at a participating member organization of The Church of Jesus Christ of Latter-day Saints may count towards the vesting credit according to Deseret Mutual's calculations. Benefits Services notifies Deseret Mutual to start vesting credit for each employee.

If both requirements are not met when you leave BYU, you will not be eligible for the Master Retirement.

If both requirements are met, you “own” your Master Retirement. Please visit “Employee Benefits” website at byu.edu/hr for more information.

Employer Discretionary Retirement Contribution (EDRC)

Only BYU contributes to the Employer Discretionary Retirement Contribution; no employee contributions are allowed. The amount BYU will contribute is 3.5% of your eligible salary (subject to future change).

BYU starts the contributions with your first paycheck, and contributions continue with every paycheck. You are always 100% vested, meaning you own all of it. Additionally, upon termination

SGTL PREMIUMS EFFECTIVE APRIL 1, 2020 x					
Age as of April 1	Amount Per \$1,000	Age as of April 1	Amount Per \$1,000	Age as of April 1	Amount Per \$1,000
Under 35	\$.026	44	\$.048	54	\$.122
35	\$.026	45	\$.054	55	\$.134
36	\$.028	46	\$.060	56	\$.150
37	\$.030	47	\$.066	57	\$.168
38	\$.032	48	\$.072	58	\$.186
39	\$.034	49	\$.078	59	\$.206
40	\$.036	50	\$.086	60 to 64	\$.288
41	\$.038	51	\$.094	65 to 69	\$.508
42	\$.040	52	\$.102	70 to 74	\$0.857
43	\$.044	53	\$.110	75 +	\$1.456

You may purchase SGTL for your eligible children for the following amounts:

OPTION	1	2	3
Live Birth - 6 Months	\$1,000	\$1,000	\$1,000
6 Months - 26 Years	\$3,000	\$7,500	\$15,000
Premium	\$0.44	\$0.96	\$1.74

Monthly Premium Example for Supplemental Life Insurance:

Employee:	Age 39	Spouse:	Age 38	Children:	Unlimited Number
Salary:	\$46,000	Salary:	N/A	Salary:	N/A
	\$50,000 x 6 = \$300,000		\$180,000		\$15,000
Rate:	300 x 0.034	Rate:	180 x 0.032	Rate:	N/A
Premium:	\$10.20	Premium:	\$5.76	Premium:	\$1.74 (flat fee for any number of children)
TOTAL PREMIUM: \$17.70					

Note: Personnel on a J-1 Visa are required to enroll their spouse and eligible dependent children for SGTL for at least the \$3,000 level if the spouse and dependent children are residing in the United States.



or retirement, you are able to roll it over to another qualified account. Investment options are the same as those in the Deseret 401(k) Plan. The default investment is the Long-term preset mix. However, you can change the investment after the first contribution has been made.

The funds within the EDRC are preserved for retirement, which means loans and withdrawals from the account are not allowed while you remain an active employee.

The Deseret 401(k) Plan

To be eligible for participation in the Deseret 401(k) Plan, you must have been hired into one of the eligible classifications and meet the age 21 requirement. If you meet the qualification, you may immediately begin to participate in the 401(k) Plan and receive a corresponding match from BYU. This is an excellent opportunity to start investing for retirement.

When you participate, you are placing your contribution in various funds that Deseret Mutual invests in and are agreeing to abide by Deseret Mutual and IRS regulations. You may only withdraw funds prior to age 59½ in the case of death, disability, early retirement (age 55+), termination, or financial hardship. If you are

eligible to withdraw prior to age 59½, you will be required to pay appropriate taxes and applicable penalties.

Please visit [irs.gov](https://www.irs.gov) for more information on various retirement accounts and their regulations.

2020 Contribution Limits

- Under age 50:
 - \$19,500 max. Before-tax and Roth 401(k) contributions
 - \$57,000 max. Before-tax, Roth 401(k), EDRC, and employer match
- Over age 50:
 - \$26,000 max. Before-tax and Roth 401(k) contributions
 - \$63,000 max. Before-tax, Roth 401(k), EDRC, and employer match

To view more information about Deseret Mutual investment options, visit www.dmba.com. Under the My Retirement tab, go to Access Account. This will show the eleven different fund options, the pre-set mixes, performance, and other links to detailed information about the retirement funds.

TIAA 403(b) Plans

www.tiaa.org 1-800-842-2776

The following employee classifications are eligible to participate in TIAA retirement plans:

- 1/2 time
- 3/4 time
- Full-time Staff
- Full-time Administrative Staff
- Full-time Regular Faculty
- Visiting Full-time Faculty
- Research Associates, Research Staff or Post-Doctorate Fellows
- Benefited Part-time Adjunct Faculty
- Part-time Adjunct Faculty
- Athletic Professionals

403(b) (GSRA and RA)

TIAA offers two types of 403(b) plans: a Group Supplemental Retirement Annuity (GSRA) and a Retirement Annuity (RA). Both plans include the following features:

- The principal is tax-sheltered
- Interest earned is tax-sheltered
- Includes a short-term advantage of saving taxes on each paycheck

NOTE: TIAA contributions are not matched by BYU.

For fund performance information, contact TIAA at 1-800-842-2776 or online at [tiaa.org](https://www.tiaa.org).

Roth IRA

TIAA also offers a Roth IRA option. The advantages include:

- 2020 contribution limit of \$6,000 (\$7,000 for those age 50+)
- Earnings grow tax-free (not just deferred), if withdrawn after five years and past age 59 ½
- Principal contributions are available for withdrawal anytime, penalty free



- No mandatory minimum distribution age since your contribution is made with after-tax dollars
- Up to \$10,000 in earnings can be used for purchase of a first home after five years
- Contributions can be made by payroll deduction
- There are 27 different investment funds available

An individual can contribute to the Roth IRA if his or her 2020 adjustable gross income is less than \$124,000 (\$196,000 for joint filers).

Partial contributions are available to individuals with income between \$124,001 and \$138,999 (\$196,001 and \$205,999 for joint filers).

Financial Planners

Financial Planners from both Deseret Mutual and TIAA visit BYU campus to provide information, counseling, and advice regarding important financial considerations. This is a free service for University Personnel. The Financial Planners are not paid on commission and are not selling products to participants. The appointments are generally one hour in length.

To schedule an appointment with Deseret Mutual, call 1-800-777-3622 extension 5627 and ask to make an appointment with the Financial Planners who visit BYU campus. To schedule an appointment with TIAA, call 1-800-732-8353 and schedule an appointment with one of the Utah representatives who comes to campus.



Tuition

As a full-time University employee, you are eligible to receive tuition benefits upon hire in conformity with the semester or term add/drop deadlines. Your spouse and children are eligible to receive tuition benefits if you are at least age 30, or have five years of eligible service. If you were previously employed full-time within the Church Educational System units, that time may count towards tuition benefit eligibility for spouse and dependents, if you are under age 30.

If you are hired before the admissions add/drop deadline, your tuition benefits start with that semester or term. If you are hired after that date, benefits are available starting the following semester or term. The add/drop deadline also applies in situations of marriage or divorce. Please check eligibility with Benefits Services.

Tuition benefits will apply only to the following BYU programs:

- Day school
- BYU-Idaho (available only to eligible children)
- BYU-Hawaii (available only to eligible children)
- LDS Business College (available only to eligible children)
- Evening classes
- Classes taken for official audit
- College level Independent Study programs (available only to full-time employees for possible reimbursement—not spouses or children)
- Conferences and Workshops credit courses (available only to employees and spouses—not children)
- Salt Lake Center credit courses
- Study Abroad (available only to eligible spouses and children)
- Jerusalem Center (available only to eligible children)

Regular tuition benefits are limited to direct tuition costs and will **NOT** apply to:

- Any course not offered for college credit
- BYU-Idaho online courses
- Education Week and Women’s Conference
- Conferences and Workshops seminars, conferences, or training classes not offered for credit
- IT skills training classes
- Fees (for classes, challenge exams, credit purchases, testing, concurrent enrollment, discontinuance, fines, late fees, etc.)
- Private lessons
- Books, manuals, syllabi, food



Steps to Take Classes

Step 1—Admissions

All who wish to receive the tuition benefit, including employees, spouses, and children, must be admitted to the university as a student by the proper deadline (no exceptions). The admissions process is the same process all students must go through; there is no special admission process for employees, spouses, and their children.

However, there are several different types of admission that you can pursue. Below is a list of the types and which office to contact for questions or assistance:

- Seeking a Graduate Degree—Graduate Studies Office (801-422-4091 or gradstudies.byu.edu)
- Seeking an Undergraduate Degree—Admissions Office (801-422-2507 or admissions.byu.edu)
- Post-Bacc Studies (already have a degree and want to take classes for credit without seeking a degree)—Admissions Office (801-422-5000 or admissions.byu.edu)
- Evening Classes—Evening Classes Office (801-422-2872 or eveningclasses.byu.edu)
- Audit Only Student—Evening Classes Office (801-422-2872 or eveningclasses.byu.edu)

*Independent Study courses (employees only)—enroll in the course online at is.byu.edu and pay out-of-pocket. Once you complete the course in the time allotted and receive a final course grade, contact the Tuition Benefit Specialist for a reimbursement.

**Conference & Workshop courses (employees & spouses only)—enroll in the course online at ce.byu.edu or by calling 801-422-8925. The benefit will be applied during checkout.

Step 2—Register for Class

After you are officially admitted, you’ll be allowed to register for the class(es) you want to take. Registration is usually done by logging into myBYU and selecting “Register for Classes” in the School area of myBYU. If you have questions or need assistance with registering, contact the Registrar’s Office at 801-422-2631.

If the system does not allow you to register for classes, there is usually an issue with your admission status. Go back to step 1 and contact the correct office for help.

Additionally, registering for audit courses is different than the regular method. Please contact the Evening Classes office (801-422-2872) for questions or assistance.



Step 3—Tuition Benefit is Applied

The tuition benefit will automatically pay for the tuition charge in the following situations:

- Employees—if all classes start after 5:00 pm on weekdays or Saturdays
- Spouse—if not pursuing a graduate degree
- Children—if total credits earned are under 130

The tuition benefit needs to be approved and applied manually by the Benefits Office for the following situations:

- Employees—any class that starts between 7:00 am and 5:00 pm, use the “Employee Request for Class Attendance” form (pg. 43 or online at byu.edu/hr) to request approval
- Spouse—if in a graduate program. Employee will need to complete “Tuition Taxation” form (at byu.edu/hr)

- Children—if total credits earned are over 130

For questions, please contact the Tuition Benefit Specialist at 801-422-4496 or benefits@byu.edu.

Limits and Rules

Employee:

You may register for up to six credit hours each semester or four hours in a term. During Spring and Summer terms, the total credit hours may not exceed six credits for both terms together.

For classes that are from 7:00 am to 5:00 pm, TBA classes, thesis hours, or dissertation hours, you must complete an Employee Request for Class Attendance form (see page 43). You are expected to make up the time you are absent from work to be in compliance with applicable wage and hour laws.

Spouse and Eligible Dependents:

Your spouse does not have a credit hour limit. The spouse tuition benefit for graduate courses may be a taxable benefit and a completed “Tuition Taxation” form is required for each semester or term. (You can find this form by going to byu.edu/hr/. Select “Employees,” “Employee Benefits,” and then “Tuition Benefits.”) Once your children become eligible for tuition benefits and have been admitted as students, they may register for undergraduate credit hours. The tuition benefit for eligible children is one-half the regular tuition amount. The tuition benefit for children stops once one of the following limits is reached:

- The completion of the first undergraduate degree at any college or university
- The dependent reaches the age of 30
- The completion of 152 BYU-Provo/BYU-Idaho/BYU Hawaii/LDSBC benefited credit hours (Credit hours earned from testing for language credit, Advanced Placement credit, or transfer credits from other institutions will NOT count against the 152 credit hour limit)

More information and forms are available under “Employee Benefits” at byu.edu/hr.



General Information

Payroll Web Self-Service

Campus personnel may access the Individual Self-Service functions by following these steps:

1. Navigate to the BYU Home Page (byu.edu)
2. Use your Net ID and password to log in to myBYU
3. Under the “Campus Links” heading, select and expand the “Work” folder
4. Select “View Paycheck”
5. Click on the “Check Date” header to sort the column. Then click on “view Paycheck” on the row of the paycheck you wish to view. The check will appear in a separate tab as a pop-up (Please allow pop-ups from this BYU site)

Print Check Stub

After viewing your paycheck as instructed above, print within the browser options.

Note: The most recent check will display the year-to-date totals

Direct Deposit

1. Complete Steps 1-3 above
2. Select “Direct Deposit”

3. Click on “Add/Update Bank Accounts” and enter your account information

Update W-4 Tax Information

To update the total number of allowances you are claiming for Federal and Utah State withholding, complete these steps for Payroll Web Self-Service:

1. Select “Human Resources/Payroll”
2. Click “Main Menu” in the top left corner, select “Self Service”
3. Click “Payroll and Compensation,” select “W-4 Tax Information”
4. Populate the cell beneath the heading “W-4 Tax Data,” with the appropriate number of allowances you are claiming (i.e., 0, 1, 2, etc.) and select marital status
5. Once you have updated your information, click the “Submit” button to save the changes. Note that the IRS requires any employee filing EXEMPT on the W-4 to renew this status annually

Any non-resident, alien employee will be required to file his or her W-4 Form in the BYU Payroll Office, D-55 ASB.

W-2 View/Print, Consent

1. Complete Steps 1–3 for Payroll Web Self-Service
2. Select “W-2 View/Print, Consent”
3. “W-2/W2c Consent,” must note “Your Current Status: Consent received”
4. Click “Return to Payroll and Compensation”
5. Click “View W-2/W-2c Forms”
6. Select “Year End Forms” in the row of the year you wish to view. For other years, click “View a Different Tax Year”

The W-2 will appear in a separate tab as a pop-up. (Please allow pop-ups from this site.)

For assistance in performing any of these actions or questions regarding payroll, please call the BYU Payroll Office at 801-422-8186.



Sick Leave

Administrative personnel accrue one day of sick leave for each month of service. Staff personnel accrue 3.69 hours of sick leave for each pay period. Sick leave may only be used for illness of an employee and for an illness of members of the employee’s immediate family living in the employee’s home.

Vacation Leave

Depending on arrangements made with their respective deans, faculty members may teach or use the spring and/or summer terms for vacation. Administrative personnel accrue 14.67 hours of vacation for each month worked, resulting in the employee being credited for 22 days of vacation per year (176 hours). Staff personnel accrue 3.69 hours each pay period. Vacation accruals increase after 4 years of service.

2020 Holidays

New Year’s Day	Jan 1, 2020
Martin Luther King Jr. Day	Jan 20, 2020
Presidents’ Day	Feb 14, 2020
Memorial Day	May 25, 2020
Independence Day	July 4, 2020
Pioneer Day	July 24, 2020
Labor Day	Sept 4, 2020
Thanksgiving	Nov 26-27, 2020
Christmas	Dec 24-25, 2020
New Year’s Day	Dec 31-Jan 1, 2021

150 Social Hall Avenue, Suite 170
P.O. Box 45530 • Salt Lake City, UT 84145
Telephone: 801-578-5600 • Toll free: 800-777-3622
Fax: 801-578-5933 • Website: www.dmba.com

BENEFICIARY FORM

A. PARTICIPANT INFORMATION (REQUIRED)

NAME: _____
FIRST MIDDLE INITIAL LAST
DMBA ID NUMBER: _____ BIRTH DATE (MM/DD/YYYY): _____
PRIMARY TELEPHONE: _____ ALTERNATE TELEPHONE: _____
MARITAL STATUS: ☐ MARRIED ☐ WIDOWED ☐ SINGLE (NEVER MARRIED) ☐ SEPARATED ☐ DIVORCED

B. PARTICIPANT AUTHORIZATION (REQUIRED)

PARTICIPANT SIGNATURE: _____ DATE: _____

C. SPOUSAL CONSENT WAIVER (IF APPLICABLE)—See the back page for more information.

If you’re married and you choose a primary beneficiary other than or in addition to your spouse—including a trust—your spouse must give consent according to federal regulations.* Your signature must be witnessed by a notary public or an authorized DMBA representative.

SPOUSE SIGNATUREDATE

NOTARY PUBLIC OR DMBA REPRESENTATIVE SIGNATUREDATE

For waiver to be valid, spouse signature date and notary date must be the same.

NOTARY STAMP

D. BENEFICIARY DESIGNATION

If you want to designate different beneficiaries for each plan, you must complete a separate form for each plan. Please include your name, DMBA ID number, date, and signature.

CHECK BOX FOR ALL PLAN(S) THAT APPLY (REQUIRED):

LIFE BENEFIT PLANS

☐ GROUP TERM LIFE

☐ SUPPLEMENTAL GROUP TERM LIFE

☐ 24-HOUR ACCIDENTAL DEATH & DISMEMBERMENT

SAVINGS PLANS

☐ DESERET 401(K) PLAN

☐ RETIREMENT PLUS PLAN

RETIREMENT PLANS

☐ RETIREE GROUP TERM LIFE*

☐ RETIREE SUPPLEMENTAL GROUP TERM LIFE*

☐ MASTER RETIREMENT PLAN*

* You cannot preselect your beneficiaries. Available only on or after you apply for retirement.

LIST ALL BENEFICIARIES: Beneficiary payments are paid from the most recent, valid beneficiary designation. To name more beneficiaries, use the back of this page. To designate a trust as a beneficiary, see the back of this page.

☐ All primary beneficiaries share equally ☐ All alternate beneficiaries share equally

DESIGNATION (REQUIRED)	FULL GIVEN NAME OF BENEFICIARY (REQUIRED)	SOCIAL SECURITY # (REQUIRED)	RELATIONSHIP (REQUIRED)	BIRTH DATE (REQUIRED)	CONTACT PHONE #	% OF BENEFIT
<input type="checkbox"/> PRIMARY <input type="checkbox"/> ALTERNATE						
<input type="checkbox"/> PRIMARY <input type="checkbox"/> ALTERNATE						
<input type="checkbox"/> PRIMARY <input type="checkbox"/> ALTERNATE						
<input type="checkbox"/> PRIMARY <input type="checkbox"/> ALTERNATE						
<input type="checkbox"/> PRIMARY <input type="checkbox"/> ALTERNATE						

PLEASE SEE THE BACK FOR INSTRUCTIONS ON COMPLETING YOUR BENEFICIARY DESIGNATIONS BENFRM1MSB0919

22 BYU New Employee Orientation Handbook 2020

BYU New Employee Orientation Handbook 2020 23

BENEFICIARY DESIGNATION continued (designate a trust as a beneficiary or list additional beneficiaries)

DESIGNATION (REQUIRED)	FULL GIVEN NAME OF BENEFICIARY (REQUIRED)	SOCIAL SECURITY # (REQUIRED)	RELATIONSHIP (REQUIRED)	BIRTH DATE (REQUIRED)	CONTACT PHONE #	% OF BENEFIT
<input type="checkbox"/> PRIMARY <input type="checkbox"/> ALTERNATE						
<input type="checkbox"/> PRIMARY <input type="checkbox"/> ALTERNATE						
<input type="checkbox"/> PRIMARY <input type="checkbox"/> ALTERNATE						
<input type="checkbox"/> PRIMARY <input type="checkbox"/> ALTERNATE						
<input type="checkbox"/> PRIMARY <input type="checkbox"/> ALTERNATE						

DESIGNATION (REQUIRED)	NAME OF TRUST (REQUIRED)	DATE OF TRUST (REQUIRED)	CONTACT PHONE #	% OF BENEFIT
<input type="checkbox"/> PRIMARY <input type="checkbox"/> ALTERNATE				

E. IMPORTANT INFORMATION TO KNOW WHEN NAMING YOUR BENEFICIARIES

- Types of Beneficiaries**
 - Primary: Person to receive benefits when you die.
 - Alternate: Person to receive benefits when you die if the primary beneficiary is deceased.
- If you name multiple primary or multiple alternate beneficiaries**, benefits will be split equally, unless otherwise noted on the form. If you're allocating the percentage of benefit, please verify that the total for primary beneficiaries equals 100% and the total for alternate beneficiaries equals 100%.
- If you name minor children as beneficiaries**, we must have legal guardianship papers for each child at the time of your death if they are unmarried and younger than 18. This could mean legal expenses for the beneficiary and delay benefit payments. Please consider this when naming your beneficiaries.
- Spousal Consent Waiver**
 - Deseret 401(k) Plan, Retirement *PLUS* Plan: Required if you're married and choose a primary beneficiary other than—or in addition to—your spouse, including a trust.*
 - Master Retirement Plan
 - Life with 10, 15, or 20-year Certain payment options: Required if you're married and choose a primary beneficiary other than—or in addition to—your spouse, including a trust.*
 - Life with 50%, 75%, 100%, or Reduced Survivor Benefit payment options: Not required. Your beneficiary must be someone other than your spouse.
 - Life Benefit Plans (Group Term Life, Supplemental Group Term Life, Occupational/Accidental Death & Dismemberment, and 24-Hour Accidental Death & Dismemberment): Not required.
- When you die**, DMBA will contact your primary beneficiary to request additional information, including a death certificate.

** If you're married, the law requires your spouse to be your primary beneficiary. But you may choose a beneficiary other than or in addition to your spouse with your spouse's written, notarized consent. If you don't have a valid beneficiary designation on file when you die, the Qualified Preretirement Survivor Annuity (QPSA) benefit will be in effect. From the QPSA, 100% of your benefit or account balance will be paid to your current spouse. A more detailed explanation of the QPSA is available upon request.*

EMPLOYEE REQUEST FOR CLASS ATTENDANCE

BYU Benefits Services ♦ D240 ASB ♦ ext. 2-4496 ♦ fax. 2-0306 ♦ karmen_diaz@byu.edu

- Before completing this request, please read the tuition benefit information found on the reverse side of (or accompanying page to) this form.** It reviews University policy regarding BYU class work. Requests to use the tuition benefit that do not conform to policy will not be approved.
← Please initial here to indicate that you have read and understand these instructions.
- Completion of this form does not grant either acceptance for admission or guarantee registration of classes. For Admissions and Registration information, please contact the following offices.
Admissions contact: Admission Services, D-A209 ASB (2-5000) or Evening Classes, 102 HCEB (2-2872)
Registration contact: Registration, B-150 ASB (2-2631) or Evening Classes, 102 HCEB (2-2872)
- If your class schedule includes any class that begins at or before 5:00 P.M., TBA, thesis hours or dissertation hours, this Personnel Request for Class Attendance form must be completed and returned to Benefit Services **before** the add/drop deadline of the given semester. **Note: Benefit Services cannot post the tuition to your financial account until this form is received.**

4. Please complete the following:

Name (Last, First, Middle)

BYU ID Number (Please do not use your SS#)

Department

Campus Address

Campus Phone

Adjusted working hours approved by supervisor

Please list **ALL** classes you will be enrolled in during the term/semester, including **Audit Classes, TBA, Online, Conferences and Workshops, Independent Study, Continuing Education, Thesis and Dissertation hours.** **NOTE: If your schedule changes you must submit a new form.**

Total Credit Hours: _____ Not to exceed six hours per semester or 4 per term in Summer and Spring

Course	Sec	Block	Hrs	Class Time	Days
				— AM / PM AM / PM	M T W Th F
				— AM / PM AM / PM	M T W Th F
				— AM / PM AM / PM	M T W Th F
				— AM / PM AM / PM	M T W Th F

Note: If your class schedule changes, please complete and submit a new/updated form.

Comments: _____

Employee Signature

Date

5. Required signatures: (Final approval rests with Benefits Services.)

Department Chairperson or Supervisor

Dean or Director

For Benefits Services Use Only

Benefits Office Approval

Date

TUITION BENEFIT FOR FACULTY, STAFF AND ADMINISTRATIVE PERSONNEL
(See Personnel Tuition Policy and Procedures in the University Electronic Handbook)
<https://policy.byu.edu> – must log into MyBYU

ELIGIBILITY: As a full-time University employee, you are eligible to receive a full-tuition benefit. This benefit does not cover fees, books or other charges. Eligibility begins the semester/term of your hire date if you were hired by the add/drop deadline of that given semester or if you were hired after the add/drop deadline, your eligibility begins the following semester/term.

You must be admitted as a student through either Admission Services or the Evening Classes Office before you can register for classes. For information regarding admissions, please contact the following:

DAYTIME Section Classes, taken for GRADE	Admission Services A209 ASB 801-422-5000 apply.lds.org admissions@byu.edu
DAYTIME Section Classes, taken for AUDIT EVENING Section Classes, taken for GRADE EVENING Section Classes, taken for AUDIT	Evening Classes Office 102 HCEB (Harman Building) 422-2872 eveningclasses.byu.edu

LIMITATIONS: Once eligible, the following guidelines need to be followed.
Fall & Winter Semesters – You may register for a total of six credit hours per semester.
Spring & Summer Terms – You may register for three credit hours per term or four in one and two in another.
If no classes are taken spring term, six credit hours may not be taken summer term or vice versa.

TUITION PAYMENT: You will not be required to pay the cost of tuition and the benefit will automatically post to your account unless an Employee Request for Class Attendance form is necessary. If Benefit Services has not received the form by the final tuition payment deadline for the semester for which you are registered, your tuition will not post to your student financial account. This could result in holds, classes being dropped, additional fees, and/or ineligibility to register for following semesters.

PERSONNEL REQUEST FOR CLASS ATTENDANCE: The *Employee Request for Class Attendance* form is needed when a class begins at or before 5:00 p.m. **(even if the class is being audited), or is a TBA class, thesis hours or dissertation hours.** The completion of this form complies with University policy in that your supervisor and director have approved your taking classes during regular working hours and you are expected to make up the time absent from work. Class attendance may not be substituted for meal periods. *Completion of this form does not grant either acceptance for admission or guarantee registration of classes.*

The Employee Request for Class Attendance form may be obtained from Benefits Services, D-240 ASB, or online at <http://www.byu.edu/hr/?q=employees/employee-benefits/tuition-benefit>. The form must be completed fully and include **all** classes for which you are registered.

WITHDRAW OR DISCONTINUE: If you withdraw from your class(es) and/or discontinue your registration at the University, you are required to do so through the Discontinuance Office, B-150 ASB for day classes or contact Evening Classes,122 HCEB for evening classes. If you withdraw after the add/drop deadline, you will be responsible to pay the withdrawal fee.

EVENING CLASSES and AUDITING: Classes that begins at 4:00 p.m. are considered evening class according to registration; however, if you are enrolled in a class that starts at or prior to 5:00p.m., an *Employee Request for Class Attendance* form is needed. Audited classes will not appear on official University Records.

STUDENT HEALTH INSURANCE: If you are registered for one or more credits, the Student Health Office will send you information regarding student medical insurance or automatically enroll you in the insurance. If you are automatically enrolled, you must coordinate with the Student health Office, 2310 SHC, (2-4460 or 2-2661) to waive the student insurance.

Notes

Deseret Mutual Phone System

To access the Deseret Mutual phone system, dial toll free 1-800-777-3622. Have your Deseret Mutual insurance card on hand as you will have to enter your Deseret Mutual ID number (starts with 00). Follow the menu to access your desired information. For your convenience, the menu has been provided below.

- Press (1) for English
- Enter a four digit extension (____) if desired
- Enter your Deseret Mutual ID # (found on your Deseret Mutual insurance card)
- Select Member or Dependent (1)

Menu options:

- (1) SAVINGS, MRP, DISABILITY
 - 2. Savings Questions (a person will answer)
 - 3. MRP Questions
 - 4. Retirement Plus Plan Questions
 - 5. All other financial benefit questions
 - 6. Disability Questions

(2) PREAUTHORIZE

- 1. Mental Health
- 2. Prescription Drug
- 3. Medical

(3) MEDICAL, DENTAL, PRESCRIPTION DRUGS, FSA

- 1. Prescription Drug Claims
- 2. FSA Questions
- 3. Medical/Dental Claims or Benefits
- 4. Enrollment Questions

(4) DEPENDENT UPDATES, LIFE INSURANCE, OR OTHER ENROLLMENT QUESTIONS

- 1. Update Dependent Status
- 2. Life Insurance
- 3. Enrollment or Eligibility Questions

(5) PIN

Other menu choices:

- # - Repeat Menu
- * - Previous Menu
- 0 - All Other Questions

Important Contact Information

Benefits Services

801-422-4716
benefits@byu.edu

Compensation

801-422-4092
compensation@byu.edu

Employee Relations/Equal Opportunity

801-422-3863

Human Resource Development (HRD)

801-422-5011
training.byu.edu
hrd@byu.edu

Staff/Administrative Employment

801-422-3563
staff_employment@byu.edu

Payroll

801-422-8186

Office of Information Technology (OIT)

801-422-4000
For myBYU and Net ID information

Wellness

801-422-5884
wellness.byu.edu

Deseret Mutual

1-800-777-3622
dmba.com

Benefits, enrollment/membership, financial planners,
master retirement, pharmaceuticals, and savings.

Deseret Mutual Financial Planners:
1-800-777-3622 ext. 5627

MRx (Deseret Mutual Prescriptions)

1-877-879-9722
1-801-417-9722

VSP (Vision Services Plan)

1-800-877-7195
vsp.com

TIAA

1-800-842-2776
tiaa.org

TIAA Financial Planners
1-800-732-8353

TruHearing

(Hearing Aid Discount Program)
844-207-1682
truhearing.com

byudiscounts.byu.edu