

How to Print a Benefits Confirmation Statement

Follow the instructions to print a confirmation statement for your Cost Share Benefits or Retirement Plan elections. You may print this confirmation of your benefit enrollment elections at any time of the year in Employee Self-Service.

1. Click on the **CSU EMPLOYEE SELF-SERVICE** responsibility to expand the menu. Click **CSU Benefits** and select the CSU Cost Share plan or Retirement Program and then click **Next**.



Select Program

Instructions

Refer to the [Faculty and Admin Pro Privileges and Benefits Summary](#) for detailed information about your insurance and retirement plan choices. Only benefit eligible employees can enroll in insurance plans, but all employees must be enrolled in a retirement plan.

If you were returned here after clicking the "Finish" button on the Confirmation Statement screen and have completed both your Insurance and Retirement Program elections, click the Logout button at the top of the screen to exit Employee Self Service. Otherwise click on the appropriate radio button below to continue making your Insurance or Retirement Program elections.

Insurance Plans

Enrollment for All New Employees: You must complete your enrollment elections within 30 days of your date of hire. To initiate this process, contact [Human Resources](#) at (970) 491-MyHR (6947).

Open Enrollment Process: Choose the radio button below for the Cost Share insurance plan and then click the Next button to initiate the enrollment process.

Mid-Year "Qualifying" Events: Generally, you may only make changes to existing elections outside of the annual Open Enrollment period within 30 days of a [Mid-Year "Qualifying" Event](#). To initiate this process, contact [Human Resources](#) at (970) 491-MyHR (6947).

Retirement Plans

Enrollment for All New Employees: Generally, all new employees are enrolled in the University's Defined Contribution Plan (DCP) for retirement. Upon initial appointment however, some employees may also have the option to enroll in the defined benefit plan of the Colorado Public Employee Retirement Association (PERA) (refer to [Retirement Plans \(DCP and PERA\)](#)). Enrollment in PERA is restricted to those meeting PERA's eligibility criteria which includes, but is not limited to being an active PERA participant with at least 12-months of service credit, an in-active member with that amount of service credit or a current PERA retiree however, unless you are a PERA retiree, you may not elect PERA as your retirement plan if you have previously been employed by a public college or university in Colorado offering an "ORP" if during that employment you made an election to participate in that institution's ORP. In addition, if your election at that time was to participate in PERA, you may not now elect the ORP. Such elections are by law irrevocable. Effective January 1, 2011, present PERA retirees may elect either PERA or the ORP as their retirement plan each time they are reappointed. Any election to participate in PERA will require you to make the required employee or working retiree contribution to that Plan. **Failure to complete the Retirement Plan Enrollment Form, within 30 days of your date of eligibility will eliminate any option you might otherwise have had to select PERA in lieu of the DCP** but will also, after 90 days, result in election of a DCP investment company for you in accordance with the default procedure established by the University. All initial DCP contributions are placed in a non-interest bearing account until an investment company election or default election has been made.

Changes for Current Employees: Employees participating in the DCP have the opportunity to change the vendor receiving their contributions for the upcoming calendar year during the Open Enrollment period, but not when experiencing a mid-year "qualifying" event.

Tax Deferred Investments: Contact [Human Resources](#) at (970) 491-MyHR (6947) for information about enrolling in a [Tax Deferred Investment plan](#): the University's 403(b) Plan, PERA's 457 plan or PERA's 401(k) plan. Enrollment in these plans is not available through the Online Benefits Enrollment System.

Select Insurance and Retirement Programs

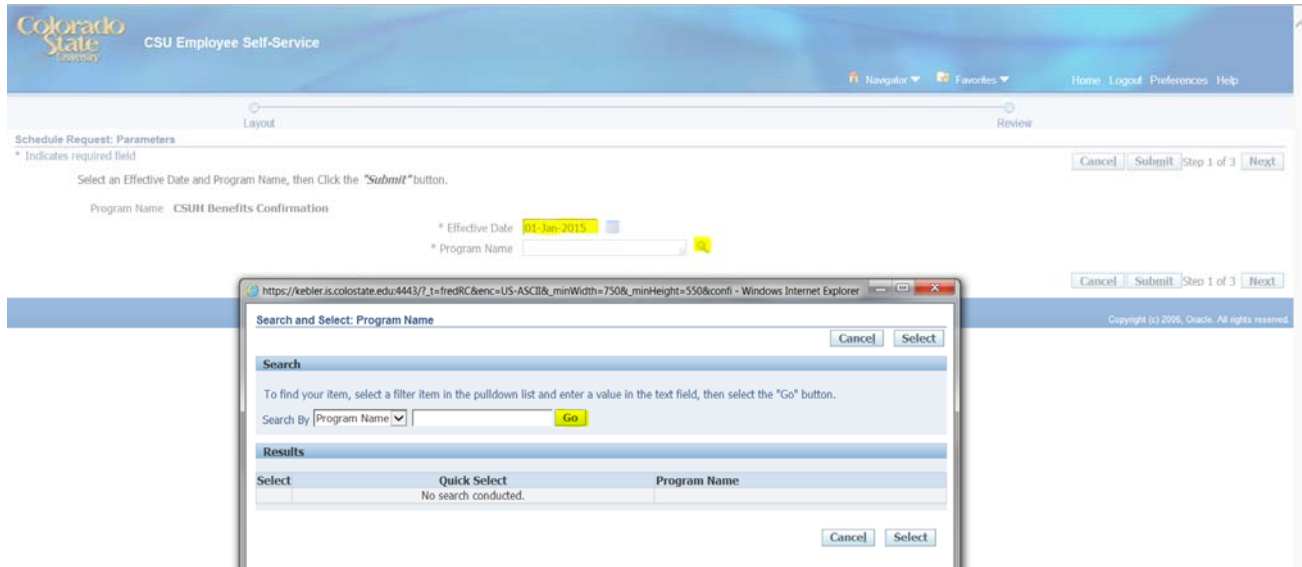
CSU Benefits Plan (Cost Share)

Retirement Program

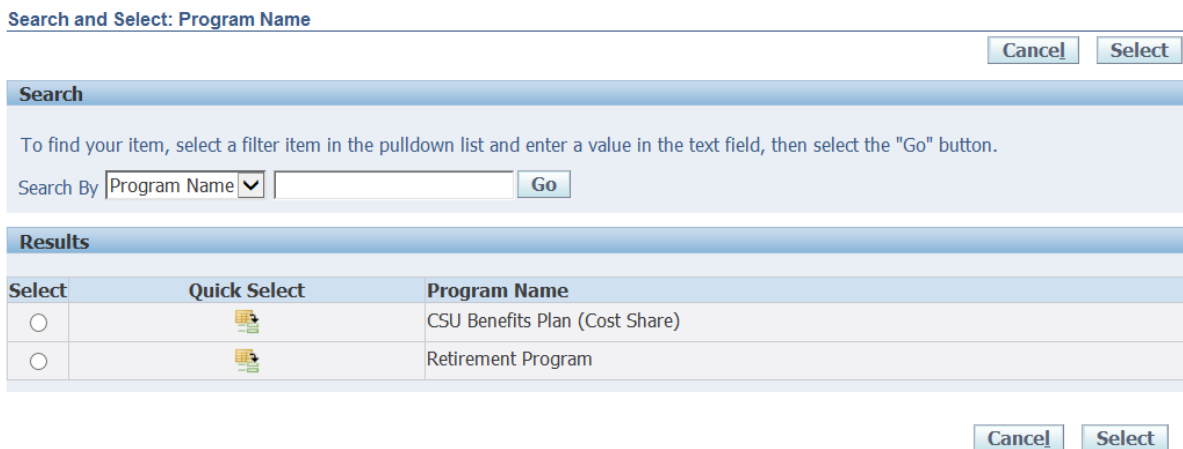
2. The **CSU Benefits** page displays two tabs to select from. Select the **Current Benefits** tab and click on **Confirmation Statement**.



- Enter the date you wish to obtain a Confirmation Statement for by entering the date (01-Jan-2015) or use the calendar option. Then click on the magnifying glass and click **Go**.



- Next click on the CSU Benefits Plan (Cost Share) or Retirement Program to request for the system to create your Confirmation Statement. Enter **Select** to proceed.



- After you select the benefit plan program you wish to see, the following page will display. Click **Next** to continue. This will bring you to Step 2 of 3, click **Next** again.

- The following page displays after you complete Step 2 of 3. Please click Submit.

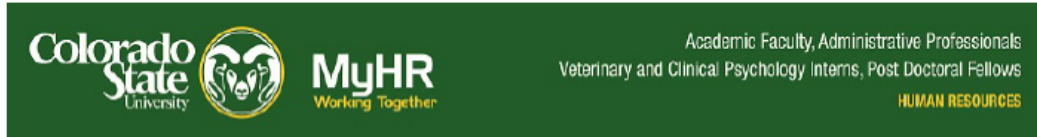
- Your Employee Self-Service request is now being created by the system. Next, select **OK**.

- To open a pdf of your Confirmation Statement, click **Output**.

Request ID Name	Phase	Status	Scheduled Date	Output
8808851 CSUH Benefits Confirmation	Completed	Normal	04-Sep-2015 11:22:01	

Congratulations - you have **completed** creating your Confirmation Statement. Please know you may print confirmation statements for Cost Share insurance elections as well as your Retirement Plan election by following this process in Employee Self-Service. The date you enter will generate the data you request. If you are looking for information tied to a specific date, enter the appropriate date you wish to see on the Confirmation Statement.

An example for the Cost Share Program is displayed below.



Benefits Confirmation Statement

September 4, 2015

Employee Number: _____

You have successfully completed your benefits enrollment process for the CSU Benefits Plan (Cost Share) Program. Your elections are displayed below.

Human Resources must receive official documentation within 30 days of the qualifying event for eligible individuals you wish to cover on an insurance plan (i.e., spouse, common law spouse, domestic partner, civil union partner, your child or the child of a common law spouse, domestic partner or civil union partner). Coverage may be delayed or denied if the required documentation is not received timely (i.e., marriage certificate, birth certificates, affidavit, etc.). Additional information is located at: <http://www.hrs.colostate.edu/benefits/fap-insplans.html>.

Premium Deductions/Effective Dates: Benefit elections are generally effective the 1st of the month following your hire/change date (refer to Faculty and Admin Pro Privileges and Benefits Summary for additional information) providing you meet any applicable Actively at Work provisions, with the exception of Voluntary Group Term Life Insurance when subject to proof of insurability. Insurance premiums and Flexible Spending Account (FSA) contributions are deducted in the month of coverage. For elections made during Open Enrollment: new premiums and FSA contributions will be deducted from your January pay, and; benefit elections are effective January 1st, subject to any applicable Actively at Work provisions, except for Voluntary Group Term Life Insurance when subject to proof of insurability.

Suspended Elections, Interim Coverage & Action Items

Voluntary Group Term Life "Suspended Coverage" - If you enrolled or increased coverage in Voluntary Group Term Life Insurance, and that coverage is subject to proof of insurability, the total amount of coverage you elected will be listed as "suspended" in the table below, and the "guaranteed issue" amount will be listed as "interim". When this occurs, you must complete the Group Life Insurance Evidence of Insurability process with The Hartford. You will receive an email and/or letter from The Hartford instructing you how to complete this process through their secure system. Should you fail to properly document your eligibility for insurance in excess of the "guaranteed issue" in a timely manner, your coverage will be limited to the "guaranteed issue" amount.

Suspended	Interim Coverage	Action Item
Employee Voluntary Term Life Coverage	Employee Voluntary Term Life Coverage	Enrollment Certification Required

Benefits Selections

Plan	Option	Coverage Amount	Coverage Start Date	Employee Pre-tax Cost	Employee After-tax Cost	Imputed Cost	Employer Cost
Medical - Waive Medical Coverage			01-JAN-12	0.00	0.00	0.00	0.00
Dental - Waive Dental Coverage			01-JAN-12	0.00	0.00	0.00	0.00
Vision - Waive Vision Coverage			01-JAN-12	0.00	0.00	0.00	0.00
Short Term Disability - STD	AfterTax		01-JAN-12	0.00	4.00	0.00	4.00
Long Term Disability - LTD	AfterTax		01-JAN-12	0.00	45.00	0.00	45.00
Basic Group Term Life (AD&D) - Basic Life	Coverage	70,000.00	01-JAN-12	0.00	0.00	4.60	4.83