

Northeastern University

Human Resources Management

northeastern.edu/hrm

IMPORTANT CONTACTS

General Questions: HRM Customer Service Center: 617.373.2230, HRMInfo@neu.edu

Health Plan Information: Blue Cross Blue Shield of Massachusetts: 1.888.543.8770

Retirement Plan: Fidelity Investments: 1.800.343.0860 and/or TIAA-CREF: 1.800.842.2252

Commuter Benefit: Crosby Benefit Systems: 1.800.462.2235

IMPORTANT DATES

Date	Location	Event
Friday, November 1 - Friday, November 22		Annual Benefits Open Enrollment
Friday, November 1		First day to sign up online for 2014 benefit elections, including your January 2014 commuter and/or parking pass
Wednesday, November 6	CSC Ballroom, 10:00 – 2:00	Benefits Fair
Wednesday, November 6	CSC 444, 10:00-10:45, 11:00-11:45, 12:00-12:45 and 1:00-1:45	Medical Plan Briefing: overview of health plans, including the new High Deductible Health Plan (four sessions)
Tuesday, November 12	Snell Room 90, 10:00 – 11:30	Retirement Plan Briefing: Fidelity
Monday, November 18	Curry 346, 10:00-10:45 and 11:00-11:45	Medical Plan Briefing: overview of health plans, including the new High Deductible Health Plan (two sessions)
Tuesday, November 19	Snell Room 90, 10:00 – 11:30	Retirement Plan Briefing: TIAA-CREF
Wednesday, November 20		Last day to enroll for your January 2014 commuter and/or parking pass
Thursday, November 21	Curry 444, 11:30 – 1:00	Retirement Plan Briefing: Fidelity and TIAA-CREF; participants may bring lunch
Friday, November 22		Last Day of Benefits Open Enrollment
Monday, December 2		New investment fund line-up and self-directed brokerage window becomes available for the retirement plan
Monday, December 2, 2013 – Wednesday, January 15, 2014		Elect how you want your future retirement fund allocations to be invested in the new investment fund line-up; you may also select how you want your current balances to be invested in the new fund line-up.
Wednesday, December 4	Curry 346, 2:00 – 3:30	Retirement Plan Briefing: TIAA-CREF
Friday, December 6	Curry 333, 1:00 – 2:30	Retirement Plan Briefing: Fidelity
Tuesday, December 10	Curry 444, 11:30 – 1:00	Retirement Plan Briefing: Fidelity and TIAA-CREF; participants may bring lunch
Monday, December 16	Curry 346, 12:00 – 1:30	Retirement Plan Briefing: Fidelity; participants may bring lunch
Wednesday, December 18	Curry 346, 1:00 – 2:30	Retirement Plan Briefing: TIAA-CREF
Wednesday, January 8	Curry 346, 10:00 – 11:30	Retirement Plan Briefing: Fidelity and TIAA-CREF
Wednesday, January 15 – Wednesday, April 16, 2014		Select how you want your current retirement balances to be invested in the new fund line-up.

ONLINE ENROLLMENT INSTRUCTIONS: BENEFITS OPEN ENROLLMENT

Before you begin, please determine which benefits you plan to elect for 2014. As a reminder:

- *If you plan to maintain the same medical, dental, and Supplemental Life Insurance coverage, no action is required by you.*
- To participate in the Health Care Reimbursement Account and/or the Dependent Care Reimbursement Account, you must re-enroll.
- Please note: if you are adding someone new in the **Beneficiaries** and **Dependent** section, the **Beneficiary** or **Dependent** field is required. The default is "**Beneficiary**." Select "**Both**" to enroll the person in medical/dental and to select them as a Life Beneficiary.

To get started:

- Go to myNEU.
- Enter your username and password.
- Click on the **Services** and **Links** tab.
- Click on **Benefits Open Enrollment**.

The welcome screen provides instructions and displays your current benefit elections at the bottom of the screen.

Medical / Dental

- If you want to change your medical or dental plan, click on **Medical/Dental** and make your election.
- You may view and update the covered dependents on your plan.
- *To enroll a new dependent, you must provide HRM with the required documentation by November 22, 2013.*
- A green check mark indicates your elections have been made.

Life Insurance

- To review your Life Insurance, click **Life Insurance** or, from the **Medical/Dental** page, click on the **Continue Enrollment** box.
- Please note: life insurance is calculated based on your salary and age as of January 1, 2013. Amounts will be updated on January 1, 2014 to reflect changes.
- Please take this opportunity to review and, if needed, update your **Beneficiary Allocations** to ensure accuracy.
- A green check mark indicates your elections have been made.

Flexible Spending / Health Savings

- *To participate in the Health Care Reimbursement Account and/or the Dependent Reimbursement Account, you must re-enroll; your 2013 election amounts do not carry forward.*
- To enroll in the Health Care Reimbursement Account, Dependent Care Account, and/or the HSA, click **Flex Spending / Health Savings** or, from the **Life Insurance** page, click on the **Continue Enrollment** box.
- Click on the account(s) and enter a dollar amount.
- After you have completed this section, select **Benefits Open Enrollment** to return to the main page to review and submit your 2014 elections.

Review Enrollment and Submit Enrollment

- When you have completed your elections, click the **Review Enrollment** box.
- After you review your elections, click **Submit Enrollment**, which completes the process.
- You will be prompted to print your 2014 Open Enrollment Benefit Elections; keep this confirmation for your records.

ONLINE ENROLLMENT INSTRUCTIONS: COMMUTER BENEFIT

- Log on to myNEU
- Select the **Services** and **Links** tab
- In the box labeled *HRM Services*, select **Commuter Benefit**
- You will see "*welcome to your new commuter benefits platform*"
- Confirm or edit your pre-populated "delivery" address; your commuter/transit pass and/or parking reimbursements will be sent to the delivery address. If you change your delivery address, it will not change your address in Employee Self-Service.
- Follow the prompts to place your order