



HUMAN RESOURCES

Supervisor's Tool Box

BENEFITS ELIGIBILITY

Supervisors and administrative staff need to be aware of benefits eligibility requirements in order to make appropriate commitments for pay and benefits to prospective new hires, ensure proper enrollment in benefits upon hire, and communicate benefit status in case of reappointment or leave situations. Also, class codes and job codes must be harmonious to avoid confusion about eligibility.

The following information will provide guidance in these areas. In all cases, the employee must be assigned an appropriate job code. Additional eligibility requirement such as FTE may also be required.

If you have additional eligibility questions, call Employee Services on the Stillwater campus, (405) 744-5449, for assistance.

**Benefits Eligibility Groups
(Employees Hired 7-1-04 or After)**

Job Attribute Codes	Job Attribute Codes Definition	FTE	Possible Benefits Available	Eligibility Group Codes
A, C	<p>Continuous, Regular Faculty (Monthly Paid)</p> <p>A, C - Faculty Professor, Associate Professor, Assistant Professor, and Instructor; Corresponding Clinical, Research, or Regents/Regents Service Faculty, Lecturer; Endowed Chair; Scholar-Artist-Professional in Residence; Teaching Associate; Research Associate</p>	.75> *	Health, Dental, Vision, Life, Supplemental Life, LTD, Long-Term Care, Cancer, Flex, OTRS, Alternate Retirement Plan, OLEERS, Workers' Compensation, Unemployment, TDAs, 457(b)	01
B	<p>Continuous, Regular Non-Retirement Faculty (Monthly Paid)</p> <p>B – Non-Retirement Faculty Adjunct, class code 6615 Visiting, class code 1852 Interns, class code 1979 Residents, class code 1971 Post Doctoral Fellows, class code 6589</p>	.75>*	<p>Health, Life, Supplemental Life, LTD, Dental, Vision, Flex, Long-Term Care, Cancer, Workers' Compensation, Unemployment, TDAs, 457(b)</p> <p>Non-retirement faculty may be eligible for OTRS. However, they are not eligible for OSU contributions. All Visiting Faculty are eligible to participate in OTRS at their own expense. Visiting and Adjunct who were previously members of OTRS and mandated under law before 7-1-04 are responsible for declaring previous membership so that OSU can pay the appropriate OTRS employer fee by treating them as "mandated members" under the law prior to 7-1-04.</p>	05

E, G,	Continuous, Regular Exempt Staff (Monthly Paid) E - A/P Exec. Hi-1 G - A/P Reg. Lo-1	.75> *	Health, Dental, Vision, Life, Supplemental Life, LTD, Long-Term Care, Cancer, Flex, OTRS, Alternate Retirement Plan, OLEERS, Workers' Compensation, Unemployment, TDAs, 457(b)	01
I, J, P, Q, R	Continuous, Regular Nonexempt Staff I, J - Classified Monthly P, Q, R Classified Biweekly	.75> *	Health, Dental, Vision, Life, Supplemental Life, LTD, Long-Term Care, Cancer, Flex, OTRS, Alternate Retirement Plan, OLEERS, Workers' Compensation, Unemployment, TDAs, 457(b)	01
X	Long Term Disability Employee X - Long-Term Disability		Health, Dental, Vision, Long-Term Disability Premium Waiver, Life Waiver	02 (Corp 2)
D	Temporary/Periodic Faculty (assignment of 6 months or less; or working no more than 1,020 hours/fiscal year) (Monthly Paid) D - Faculty (Temp)		Workers' Comp, Unemployment Graduate Student Health, TDAs, 457(b)	03
N,O, U,V,W	Temporary/Periodic Employees (assignment of 6 months or less; or working no more than 1,020 hours/fiscal year) and Student Employees N - Student/Temp. 1 O - Student/Temp. (includes Graduate Students) U - Student/Temp. Biweekly V - Student/Temp. Biweekly W - Student/Temp. Biweekly		Workers' Comp, Unemployment Graduate Student Health, TDAs, 457(b)	03
Same as Benefits Eligibility Group 1	Employee with Federal Benefits Same as group 1		Federal Health, Federal Life, Federal Retirement, OTRS, State Dental, State Vision, Flex, LTD, Long-Term Care, Cancer, Workers' Comp, Unemployment, TDAs, 457(b)	04 (Must manually enter to override)
Y	OSU Retirees (must meet OSU retirement criteria -- includes those receiving an OSU supplemental check and those who do not) Y - Retired (Monthly)		Retiree Life	06 (Corp 2)

* Employees in job codes A, B, C, E, G, H, I, J, K, P, Q, R, S who are at least .5 FTE, but less than .75 FTE who have elected OTRS continue OTRS and pay the member contribution (currently 7% of total compensation) themselves. OSU pays the employer fee.

Notes:

- The eligibility group code is viewed on HRS screen 012 under the “Current Group.” It is used for benefits coding purposes only.
- The eligibility group code determines which benefits will be available to an employee and only certain benefits will be visible (pulled from the Benefits Plan Table) for coding on screen B01.
- The eligibility group code is determined by the job code. The Group code can be overridden.
- The eligibility groups are corporation dependent. Eligibility Groups 2, 6 are used on Corp. 002. Eligibility Groups 1, 3, 4, & 5 are used on Corp 001.
- Graduate Student Health Coverage is batch coded once each semester. Benefits staff has the ability to code, but do not do so. If a Graduate Student (with Graduate Student Health) becomes eligible for regular benefits, the Benefits Eligibility Code will change, but the Graduate Student Health will remain coded on until its end-of-semester expiration date. The Graduate Student may have duplicate coverage for a while.

UNIVERSITY- PAID BENEFITS DURING UNUSUAL SITUATIONS

TYPE OF SITUATION	WHO PAYS		
	FACULTY	A/P EXEMPT	CLASSIFIED NON-EXEMPT

Sabbatical Leave

OSU

N/A

N/A

Note: See appropriate *Benefits and You* handout for details.
www.okstate.edu/osu_per/benefits/sabbatical.doc

Summer Leave

Up to 3 months

OSU

OSU

OSU

4 months (Okmulgee only)

OSU

OSU

OSU

OSU will continue to pay benefits during the summer months if the leave is at the convenience or request of OSU. If the leave is at the convenience or request of the employee, then the employee is responsible for paying the cost of benefits. The EA Form should specify if benefits are to be continued as OSU-paid and must show a continuing appointment in the fall.

FTE Reduced Below 75%

Temporary or short term

OSU

OSU

OSU

Long-term or indefinite time

COBRA

COBRA

COBRA

During temporary reductions in FTE (generally no more than three months), the department may at its discretion continue to pay benefits. The employee must be in a benefits-eligible position prior to the reduction in FTE and must have a benefits-eligible assignment after the reduction in FTE. The department should specify on the EA to continue benefits during the period of reduced FTE. This allows temporary reductions in FTE throughout the year to be treated the same as summer reductions. If the reduction in FTE will be long term (generally longer than 3 months), benefits will be terminated and the employee directed to consider COBRA.

Reappointment

Less than 6 months

OSU

OSU

OSU

If an employee was in a benefits-eligible position prior to the reappointment of less than 6 months, benefits will be continued during the new appointment. However, new hires must have completed at least a 6-month appointment to be eligible.

Leave Without Pay Employee Employee Employee
(Not FMLA or after FMLA is exhausted)
 See appropriate *Benefits and You* handout for details.
www.okstate.edu/osu_per/benefits/byleaveofabsencewopay.htm

LTD 180 Day Elimination
 Health Care OSU OSU OSU
 Life OSU OSU OSU
 See appropriate *Benefits and You* handout for details.
www.okstate.edu/osu_per/benefits/LTDdepart.htm

LTD Beyond 180 Days (Claim Approved)
 Health Care OSU OSU OSU
 Life May Be Waived May Be Waived May Be Waived
 See appropriate *Benefits and You* handout for details.
www.okstate.edu/osu_per/benefits/LTDdepart.htm

LTD Beyond 180 Days (Claim Pending) Employee Employee Employee
 If an LTD claim has not been approved prior to the end of the 180-day elimination period (and there is no accrued sick leave), the employee is placed on leave of absence without pay (pending approval) usually not to exceed three months and the employee is billed for health insurance and life (if the life waiver has not been approved).

Workers' Compensation Leave OSU OSU OSU
 See appropriate *Benefits and You* handout for details.
www.okstate.edu/osu_per/benefits/WC%20Procdrs%20for%20Dept.doc

Lay-off (Not to extend beyond one year) Employee Employee Employee
 Rehire Regular .75-1.00 FTE OSU OSU OSU
 See appropriate *Benefits and You* handout for details.
www.okstate.edu/osu_per/benefits/layoffresign.htm

Military Leave Employee Employee Employee
 Special considerations for benefits are given upon return from Military Leave. Also, there is a War Exclusion clause in most benefit plans, so typically, employees choose to cancel coverage. See the *Benefits and You* handout for details. www.okstate.edu/osu_per/docfiles/BYmilitary.doc.

N Retirement benefits are not paid if the employee is not paid with the exception of the special provisions
O for sabbatical. In the case of Military Leave, retirement contributions may be paid upon return of the
T employee to work. See the appropriate Benefits and You Handout for the details of these special
E exceptions.