

## **Benefits**

### *Questions*

- **Are student workers covered under Temple's worker's compensation policy?**
- **Can you tell me how to go about requesting FMLA? What forms need to be processed?**
- **How do I apply for tuition remission for myself or my dependents?**
- **How do I enroll for pre-tax public transportation passes and/or parking services?**
- **What percentage of my salary will I receive if I'm being covered by worker's compensation?**
- **What university benefits are offered to part-time employees?**
- **Where can I find information about vision coverage for Temple employees?**
- **Where can I find the university's benefit forms?**
- **Where is the FMLA/University Leave Of Absence/Return from Leave of Absence form?**
- **Where can I find a list of the official university holidays for the fiscal year 2009-2010?**
- **I have a new faculty member starting soon. How do they sign up for Benefits?**
- **Where can I find a brief description of benefits for which faculty members are eligible?**
- **How do faculty members sign up for direct deposit?**
- **What types of leaves are available for faculty and staff and how do they apply for them?**
- **How do I change or add a beneficiary for my life insurance benefits?**
- **What is the flexible spending health care or dependent care program (WageWorks) and how do I enroll?**
- **What is the Employee Assistance Program (LifeWorks) and how do I get more information?**
- **Does HR have a website?**

## Answers

### **Are student workers covered under Temple's worker's compensation policy?**

Yes, student workers are covered under Temple's workers compensation policy.

### **Can you tell me how to go about requesting FMLA? What forms need to be processed?**

You can call the Benefits Department at 215-204-4917 to request an application for FMLA. You can also submit a request through Employee Self-Service (accessible via the TUportal). Once your request is received, an application packet will be sent to your home address. You and your medical provider will need to complete these forms and return them to the Benefits office. For more information on FMLA, click here.

### **How do I apply for tuition remission for myself or my dependents?**

To apply for tuition remission benefits please complete the tuition remission form. Upon completion, please return the form, with required signatures, to the Bursar's office before the due date of your tuition bill.

### **How do I enroll for pre-tax public transportation passes and/or parking services?**

Information about the Commuter Transportation Program may be found on the HR website at <http://www.temple.edu/hr/departments/benefits/flexiblespending/commuter.htm>. Eligible employees and faculty enroll in the commuter transportation program by going to [www.wageworks.com](http://www.wageworks.com). You will need to create a user account on the Wageworks site, select the commuter tab and then follow the instructions. For parking services contact the Temple University Office of Parking Services at 215-204-5301 or go to their website at [www.temple.edu/parking](http://www.temple.edu/parking).

### **What percentage of my salary will I receive if I'm being covered by worker's compensation?**

66 2/3% of your salary.

### **What university benefits are offered to part-time employees?**

Generally part time employees are not eligible for benefits. Union employees should check their collective bargaining agreements.

### **Where can I find information about vision coverage for Temple employees?**

Please visit the Vision section of the Human Resources website.

### **Where can I find the university's benefit forms?**

Benefit forms can be found on the Benefits section of the Human Resources website.

**Where is the FMLA/University Leave Of Absence/Return from Leave of Absence form?**

This form, which is used by supervisors to inform HR /Payroll that an employee has gone on or returned from a leave of absence (FMLA, University Leave, etc.), is located here. Note to employees: Since the FMLA process has been revised and the new FMLA application forms are specific to each employee's condition, the Benefits Department will no longer post generic FMLA application forms on our website. Employees requesting a leave of absence should submit a request via Employee Self-Service (click here to access ESS via the TUportal) or call the Benefits office at 215-204-4917.

**Where can I find a list of the official university holidays for the fiscal year 2009-2010?**

The Holiday Schedule for fiscal year 2009-2010 can be found on the Human Resources website under Latest News and Upcoming Events.

**I have a new faculty member starting soon. How do they sign up for Benefits?**

Benefit enrollment is handled as part of the New Employee Orientation. Information about Orientation may be found on the HR website at <http://www.temple.edu/hr/departments/orientation/index.html>. Faculty members may schedule their orientation by calling Kimberly Sakil at 215-204-1683 or Eric Brunner at 215-204-3318.

**Where can I find a brief description of benefits for which faculty members are eligible?**

Benefit Summaries and Synopsis are available on the Benefits Website at <http://www.temple.edu/hr/faculty/benefits.htm>.

**How do faculty members sign up for direct deposit?**

Direct deposit enrollments and changes are handled on Employee Self Service. Employee Self Service may be accessed via the HR Home page, or directly at <http://ess.temple.edu>.

**What types of leaves are available for faculty and staff and how do they apply for them?**

For qualifying faculty and staff we offer Family and Medical Leave (FMLA), University Medical Leave, University Personal Leave, Leave under the Philadelphia Domestic and Sexual Abuse Ordinance, University Military Leave.

In addition, qualifying faculty may request study leave. Some leaves (FMLA, unpaid leaves of absence) affect the tenure clock but study leaves do not affect the tenure clock and can only be granted every six years, etc.

Faculty and staff may apply for these leaves on line through employee-self service, by phone or in person.

**How do I change or add a beneficiary for my life insurance benefits?**

Complete a Beneficiary change form and submit it to the Benefits Office for processing. Beneficiary change forms can be found on the HR website at <http://www.temple.edu/hr/departments/benefits/documents>.

Completed forms should be returned to our office at 1601 N. Broad Street, USB, Room 608, Philadelphia, Pa. 19122 or fax to 215-204-9336.

A new life insurance certificate will be mailed to your home address.

**What is the flexible spending health care or dependent care program (WageWorks) and how do I enroll?**

A Flexible Spending Account allows you to contribute money, on a pre-tax basis, to pay for eligible health care and dependent care expenses. You do not pay federal income tax or Social Security tax on these contributions. For plan details go to the HR website at <http://www.temple.edu/hr/departments/benefits/flexiblespending.htm>

**What is the Employee Assistance Program (LifeWorks) and how do I get more information?**

Lifeworks can help you and your family with a wide range of issues. For plan details go to the HR website at <http://www.temple.edu/hr/departments/benefits/eap.htm>.

**Does HR have a website?**

Yes, HR has a website with valuable information regarding Benefits, Compensation, Employment, Labor Relations, Learning and Development and Payroll Management. For specific details, go to the HR website at <http://www.temple.edu/hr/>.