

# BENEFITS ENROLLMENT NOTICE

## **BENEFIT ELECTIONS MUST BE MADE WITHIN 31 DAYS OF YOUR DATE OF HIRE!**

Congratulations on your employment at Nova Southeastern University! You are eligible for Health Benefits and Flexible Spending Accounts as of your date of hire and you are eligible for Life and Disability Benefits after three (3) months of employment.

### IMPORTANT NOTES ABOUT EMPLOYEE PREMIUM CONTRIBUTIONS

- ◆ Employee Health Benefit premium contributions are due from your Effective Date (your Date of Hire)
- ◆ Premium payment for your Health Benefit plans will begin in the first available Pay Date after your enrollment elections are made
- ◆ Premium payment for Supplemental Life Insurance will begin in the first Pay Date of the month following three (3) months of employment
- ◆ If you miss a premium payment because you enroll towards the end of your enrollment period, your missed premium contribution will be collected through extra payroll deductions
- ◆ An enrollment audit is regularly performed to identify missed premium, looking back at enrollments made sixty (60) days prior. This means the repayment of any premium missed by you may begin sixty (60) days following your enrollment. You will receive notice before collection of missed premium begins

### IMPORTANT INFORMATION ABOUT HOW TO ENROLL

- ◆ Your Enrollment Period begins on your Date of Hire and ends 30 days following your Date of Hire for a total of 31 days
- ◆ Enrollment into the NSU Benefit plans is completed online at <http://icubabenefits.org>
- ◆ **DO NOT WAIT until you attend a New Employee Orientation to enroll in your Benefit plans if this means you will miss your Enrollment Period**
- ◆ Benefit information can be found online at <http://www.nova.edu/cwis/hrd/benefits/index.html>
- ◆ If you need assistance in locating benefit information for selection purposes please call 954-262-HR4U and ask to be directed to the Benefits Department or e-mail [hr4u@nova.edu](mailto:hr4u@nova.edu) and a representative will respond to your questions within 24 hours.

### OTHER IMPORTANT BENEFIT INFORMATION

- ◆ Benefit plan elections will remain in effect until the next annual Open Enrollment period unless you experience a Qualifying Event as defined by the Internal Revenue Service
- ◆ If you miss your initial enrollment period, you may enter the Benefit plans during the next annual Open Enrollment period
- ◆ Benefit eligibility is based on scheduled hours. Employees scheduled between 19.2 and 28 hours are eligible for all benefits except medical and flexible spending. Employees working 28 hours or more are eligible for all benefits including medical and flexible spending

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Employee Signature

Date

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Employee NSU ID Number

**My signature acknowledges receipt and review of this memorandum pertaining to enrollment into the NSU Benefits Plan.**



BENENR-Benefits Enroll