



POSTDOCTORAL SCHOLARS BENEFITS PACKAGE

SECURE E-FAX
Benefits & Leaves | 480.993.0007
Retirement | 480.993.0008

NEW EMPLOYEE ORIENTATION & ONBOARDING

We encourage you to attend New Employee Orientation to learn about your benefit plan options.

LEARN about NEO and onboarding: cfo.asu.edu/hr-postdoconboarding

BENEFIT PROGRAMS

HEALTH, LIFE, SHORT-TERM DISABILITY, FLEXIBLE SPENDING ACCOUNTS and HEALTH SAVINGS ACCOUNT

Enrollment must be completed **within 30 days of your hire or eligibility date.**

COMPARE your benefit plan options: cfo.asu.edu/hr-benefitsguide

LEARN about your healthcare plan options: cfo.asu.edu/hr-health

REVIEW our Health Insurance Marketplace Notice: www.asu.edu/hr/documents/2013marketplacenotice.pdf

ENROLLMENT FORM AND INSTRUCTIONS: cfo.asu.edu/hr-forms#health

IMPORTANT: Failure to complete your benefits enrollment during your 30-day enrollment period **waives your right to enroll** in health/welfare plans until the next Benefits Annual Open Enrollment period, unless you have a Qualified Life Event.

LONG-TERM DISABILITY INSURANCE

Coverage is automatically provided through The Hartford at no cost to you and is effective on your hire or eligibility date.

VACATION HOURS

Full-time postdoctoral scholars on a fiscal appointment accrue (ten) 10 vacation days in the first year of appointment and fifteen (15) vacation days in subsequent years. Vacation days do not carry over from year to year and are not paid out at the conclusion of the postdoctoral appointment. Full-time postdoctoral scholars on an academic appointment do not accrue vacation.

SICK HOURS

All full-time postdoctoral scholars accrue sick leave at the rate of 3.69 hours per pay period.

RETIREMENT PROGRAMS

Although postdoctoral scholars are not eligible to participate in a mandatory retirement plan, you are eligible to participate in of our voluntary retirement plans, the Arizona University System Voluntary 403(b) and/or the 457(b) Deferred Compensation Plan, at any time during your employment.

LEARN about your voluntary retirement plan options: cfo.asu.edu/hr-retirement

QUESTIONS?

Visit cfo.asu.edu/hr-askhr for contact information