For more information regarding your benefits, please visit www.auburn.edu/payroll or you may contact Payroll & Employee Benefits at 212 Ingram Hall, telephone 334-844-4183, fax 334-844-1799.

To access your Benefit Summary and see your current coverages go to Self Service Banner under AU Access.

1. Click on AU Access located at www.auburn.edu.
2. Enter your User Name and Password and click "Login Now".
3. Click the "Employee Services" tab at the top of the screen.
4. Click on the "Self Service Banner".
5. Click on the "Employee Tab".
6. Click on "Benefits and Deductions".
7. Click on "Employee Benefits Summary".

Auburn University is an Affirmative Action/Equal Opportunity Employer.
This booklet is a brief summary of certain benefits available as of January 2014. Should there be a conflict with this booklet, the Benefits Summary for Employees will govern. Auburn University reserves the right to change, modify, amend or terminate any plan benefit at any time.

### Eligibility

**Required Documents:**
- Marriage Certificate and Birth Certificate (& Marriage Certificate if step-child)
- Valid court order of adoption

**Insurance Dependent**
- Spouse
- Child

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### Overview of Benefits

- **Health Care Card** offers pre-tax dollars for unreimbursed expenses per year. The University assumes a 20% share of the annual cost and the remainder is the employee's responsibility.

### Covered Benefits

- **Basic Plan:**
  - Covered expenses not exceeding $5,000
  - $25 co-pay for generic drugs, $30 for preferred brand
  - $100 co-pay for specialty drugs.

### Enrollments

- **Change in family status:** employees or their dependents can change their coverage within 30 days of the change.

### Additional Information

- **Employer Assistance Program (EAP):** 800-451-6861.
- **COBRA:** 800-922-2203.
- **Texas Health and Disability Insurance Plan (Rhombus):** 800-922-2203.

### Conclusion

A new election must be made for coverage in a non-temporary position. Coverage is effective on the date of hire. An employee who is terminated must pay the full premium rate (maximum of $7000 per calendar year). Coverage is available during the open enrollment period, i.e. benefits that begin on the 181st day following the open enrollment period.:

- **Continuation Plan (SCP):** Follow the plans’ respective enrollment dates listed in the local area.
- **Long-Term (LTD) Group Disability Insurance:** Coverage is effective on the date the employee elects the benefit.
- **Short-Term Group Disability Insurance:** Coverage is available for employees and dependents. Both plans are payable at 80%, less the employee's contribution rate (maximum of $7000 per calendar year).
- **Group LTD and SCP that are combined:** Customizable disability program available only if employees participate in an optional supplemental disability program through the retirement systems of Alabama.
- **Group Life Insurance and AD&D:** Coverage is available for employees and dependents. Term Life and AD&D are available for individual or family basis. Portable coverage is available for employees and dependents. **Disability Insurance:** Coverage is available for employees and dependents. **Retirement:** Employees who are continuously employed for at least the minimum employment period are eligible for the Plan. Employees who are continuously employed for at least the minimum employment period are eligible for the Plan.

# Eligibility

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- **COBRA:** 800-922-2203.
- **Texas Health and Disability Insurance Plan (Rhombus):** 800-922-2203.

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