

New Employee Benefits Enrollment

Shepherd University

Enrollment in some of the benefits offered to Shepherd University employees is accomplished using paper forms, while some of the vendors are now requiring employees to enroll online. The following is a list of vendor contact information that may be needed by new employees. There are links to all of these companies or organizations on Shepherd University's Human Resources web site (www.shepherd.edu/hrweb). It is recommended that, prior to beginning the online enrollment process, you gather personal information that you will need to complete your enrollment (for example, the social security numbers of your beneficiaries).

Retirement Plans:

TIAA-CREF – You may use the paper enrollment form included in TIAA-CREF's Retirement Plan Enrollment Book or you may enroll online. Online enrollment is preferred by TIAA-CREF administrators. To enroll online, go to the microsite for employees of the West Virginia Higher Education Commission (including Shepherd), which is www.tiaa-cref.org/wvhepc. You will need the Access Code: WV102166. (Please note that the Access Code is case sensitive; the WV must be capitalized.)

Great-West – A paper form is included in the Great-West Enrollment Guide, which may be used to enroll.

Health and Life Insurance:

West Virginia Public Employees Insurance Agency (PEIA) – New employees are required to enroll online for health insurance and life insurance. Exceptions may be made by PEIA in rare circumstances where employees do not have computer access as a normal part of their jobs. PEIA's web site is www.peia.wv.gov. To register and enroll, click on the button labeled "Manage My Benefits".

Dental and Vision Insurance:

Mountaineer Flexible Benefits Plan – A paper enrollment form is still being used by **FBMC**, the company that administers the Mountaineer Flexible Benefits Plan. FBMC does encourage employees to make Open Enrollment changes online, however. Their web site is www.myfbmc.com.

Long-Term Disability Insurance:

The Standard uses a paper form for enrollment in their long-term disability plan.

Electronic Pay Stubs:

The **West Virginia State Auditor's Office** offers state employees the service of "electronic notice of deposits" and WV-2 Forms. To sign up to view your pay stub online rather than having it sent to you through the mail, go to www.wvsao.gov and register for "E-Nods".