

## ADDITIONAL BENEFITS AND INFORMATION

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## **AN INTRODUCTION TO GETTING PAID BY NEW YORK STATE**

Information concerning how to understand your paycheck is available on the Office of the State Comptroller web site at: [www.osc.state.ny.us/payroll/files/gettingpaid.pdf](http://www.osc.state.ny.us/payroll/files/gettingpaid.pdf)

## **CAREER SERVICES FOR TODAY'S STATE EMPLOYEES**

The NYS Department of Civil Services offers career services for State Employees on the following: career counseling, job options, assessing your skills, preparing a resume, transfer information, how to apply for exams, eligible lists and canvass letters, information on probation and titles you can transfer into and much more.

For information regarding Career Mobility, the Merit System and Examinations, you can visit the Civil Service web site at: [www.cs.ny.gov](http://www.cs.ny.gov) or by contacting the following:

**Career Mobility Office:** Empire State Plaza, Building 1, Albany, NY 12239 (518) 485-6199 or toll-free 1-800-553-1322. Fax: (518) 457-9430 Email: [cs.sm.careermobility@cs.ny.gov](mailto:cs.sm.careermobility@cs.ny.gov)  
Website: <http://www.careermobilityoffice.cs.state.ny.gov>

**Examination Information Desk:** Empire State Plaza, Building 1, Albany, NY 12239 (518) 457-6216, or toll-free 1-877-697-5627. Fax: (518) 473-2372 Email: [examinfo@cs.state.ny.us](mailto:examinfo@cs.state.ny.us)

**Community Outreach Office, New York, NY:** Adam Clayton Powell, Jr. Office Building, New York (212) 961-4326.

**Community Outreach Office, Manhattan, NY:** Harlem State Office Building, Manhattan (212) 961-4326.

## **DEFERRED COMPENSATION PLAN**

As an employee of the State of New York, you are eligible to participate in the New York State Deferred Compensation Plan. The Plan is a voluntary retirement savings program allowed by Federal and State law which provides the following benefits:

- Your contributions are made automatically through payroll deduction.
- You won't pay any current federal or state income tax on your Plan contributions.
- You won't pay any current income tax on the interest or investment earning that build up in your Plan Account
- You won't pay federal or state income tax on your Plans savings until you receive the money from your Plan Account, usually during your retirement years, when you may be in a lower tax bracket.

For more information about the NYS Deferred Compensation Plan, call toll free 1-800-422-8463 or visit their web site at: [www.nysdcp.com](http://www.nysdcp.com)

## **EAP (Employee Assistance Program)**

The Employee Assistance Program (EAP) was established to help state employees balance the demands of work, home, and life.

EAP offers a professional and confidential source of help for people in need of assistance with personal problems or concerns. EAP is sponsored jointly by labor and management. This benefit provides referrals to community resources tailored to an individual employee's needs such as family related problems; emotional or physical illness; alcohol and other drug-related problems; child and elder care; legal and financial support services; health education and employee wellness programs.

For more information about EAP, call toll-free 1-800-822-0244 (available 24/7) or visit their web site at: [www.worklife.ny.gov/eap](http://www.worklife.ny.gov/eap)

## **FLEX SPENDING ACCOUNT**

The Flex Spending Account is a State employee benefit that saves you money by allowing you to pay for certain expenses with pre-tax dollars. Under this program you can choose two benefits:

**The Health Care Spending Account (HCSAccount)** lets you set aside an annual contribution amount (refer to the website for the minimum and maximum contributions offered for the upcoming calendar year) to pay for health care expenses that are not reimbursed by your health insurance or other benefit plan, including over-the-counter drug expenses and travel and mileage reimbursement. There are certain guidelines that apply.

**The Dependent Care Advantage Account (DCAAccount)** allows you to set aside an annual contribution amount (refer to the website for the maximum contribution allowed by law for the upcoming calendar year) in pre-tax salary for eligible child care, elder care, or disabled dependent care expenses that are necessary for you and your spouse, if you are married, to work. There are certain guidelines that apply.

For more information regarding the Flex Spending/Health Care Spending /Dependent Care Advantage call toll-free 1-800-358-7202 or visit their website at [www.flexspend.ny.gov](http://www.flexspend.ny.gov)

## **"IT'S GREAT TO WORK FOR NEW YORK STATE"**

(An Orientation to Employment in the Empire State)

Information provided:

- An overview of New York State government
- A general description of the benefits you receive as a State employee
- A description of some of the major policies and procedures that affect you as a State employee
- An overview of career development opportunities in New York State
- Information on educational programs to assist with your career development and advancement
- A checklist to help in following safety procedures
- A list of suggested activities to ensure that you receive a useful introduction to New York State employment during your orientation period
- An appendix listing the agencies and departments of the Executive Branch

This information is updated by the Governor's Office of Employee Relations with assistance from many other State agencies and employees. This booklet is available on the GOER website at: [www.goer.ny.gov](http://www.goer.ny.gov)

## **NEW YORK'S COLLEGE SAVINGS PROGRAM**

New York's 529 College Savings Program was designed to help you and families of all income levels save for college in the most convenient, flexible, and affordable way possible. The Program offers New York taxpayers an annual New York State income tax deduction for contributions of up to \$5,000 for individuals and up to \$10,000 for married couples filing jointly. The added bonus of federal and state tax deferral on earnings gives your savings an increased opportunity for potential growth.

For further information on the College Savings Program visit their web site at: [www.nycollegefund.com](http://www.nycollegefund.com) or call toll-free 1-877-NYSAVES (1-800-697-2837) or Email: [NY529@nysaves.org](mailto:NY529@nysaves.org)

## **NYPERL (New York State Public Employee Long Term Care Insurance Plan)**

NYPERL is your employer's voluntary, employee-pay-all group long-term care insurance plan. Long-term care is assistance you may need if you are unable to carry out the basic activities of everyday living.

NYPERL is designed to provide financial protection against the costs associated with long-term care covered services provided by a nursing facility, home health care agency, adult day care center, or assisted living facility.

New employees have 60 days from the date they first become eligible to enroll in NYPERL without having to produce evidence of insurability. An Employee Notice and Fact Sheet is included in your orientation packet for you to sign, confirming that you have been informed about this benefit.

For an enrollment kit and more NYPERL information call the MedAmerica Insurance Company of New York's NYPERL Customer Service toll-free at 1-866-474-5824 or by visiting their web site at [www.NYPERL.net](http://www.NYPERL.net)

### **PARKING**

For parking information for your work location ask the representative conducting your orientation, or contact OGS Parking Management by calling (518) 474-8118 or visit their web site at [www.ogs.ny.gov/parking](http://www.ogs.ny.gov/parking)

### **NYS-RIDE (Money-Saving Transportation Benefit for NYS Employees)**

If you take public transportation; bus, train, subway, ferry, or ride in a vanpool, NYS-Ride helps you use pre-tax dollars to save up to 40% on your commuting costs. Additionally, using NYS-Ride to buy your commuter pass will make your commute easier.

It's simple: You decide the amount to be automatically deducted from your paycheck, and tell them how you get to work. They'll use that money to pay for your transit pass, vanpool voucher, or commuter card and mail it to your home.

For enrollment and other information call toll-free 1-866-428-7781 or visit their web site at [www.nysride.com](http://www.nysride.com)

### **SEFA (State Employees Federated Appeal)**

SEFA offers a way for State contributors to support a network of vital community services all year long through one annual fund raising effort, which occurs in the Fall. Your gift to the State Employees Federated Appeal (SEFA) helps people cope with the kinds of problems many of us hope we never have to face. Charitable giving is a personal decision. SEFA offers State employees the opportunity to choose where their money goes and offers the convenience of payroll deduction. During the annual campaign you will receive information about SEFA and the participating organizations.

### **SEFCU (State Employees' Federal Credit Union)**

All New York State employees and their immediate family members are eligible for membership in the State Employees Federal Credit Union (SEFCU). SEFCU provides financial services, including savings and checking accounts, a holiday savings club, certificates of deposit (CD) and individual retirement accounts (IRA) at convenient locations throughout the State. For additional information, call (518) 452-8183 or toll-free 1-800-727-3328 or visit the SEFCU web site at [www.sefcu.com](http://www.sefcu.com)

In some areas there may be other credit unions available to you. For additional information ask the representative conducting your orientation.