Increase/Decrease in Hours

You may have recently experienced a change in your standard scheduled hours that could impact your benefits eligibility. Employees will have 31 days from the date of promotion or transfer to update their benefit enrollments.

Here are a few things to keep in mind:

- If you are manager or supervisor and have new employees reporting to you, please make sure to submit a Direct Report Request Form. If you work in PS, please submit the request to ldoonan@columbuslibrary.org. Admin managers can submit directly to payrollbenefits@columbuslibrary.org. The form is available on MyCML under Forms & Templates→Forms.
- There is a one-week delay in updating transfers and promotions in ADP due to check processing. Your work profile will be updated in the second week of the payroll period.
- Refer to the Summary of Benefits Chart to see which plans you may be eligible for.
- If you are going from part time to 30+ hours per week, you may now qualify to elect additional benefits. When you log into ADP:
    - A window will open up and you can follow the prompts to sign up for benefits.
    - You can also go Myself→Benefits→Enrollments to access the Work Event enrollment window.
- If you are going from part time to full time or vice versa and you are currently enrolled in medical, dental, or vision, these benefits will be automatically continued to ensure no gaps in coverage. If you wish to make eligible changes to these plans, you will be able to do so through the ADP enrollment window.
- Employees going from full time to part time may qualify for ACA coverage (premiums at the full-time rate) for the remainder of the plan year. Please reach out to payrollbenefits@columbuslibrary.org for additional information.
- If you need to update your tax information, you can do so by going to Myself→Pay→Tax Withholdings.
- If you are moving to a new location or department, you can view your work information and make changes to work phone number by going to Myself→My Information→Profile and clicking on View More under Work Info.

SUMMARY OF BENEFITS

ALL EMPLOYEES RECEIVE THE BENEFITS BELOW (1-19 Hours; 20-39 Hours; 40+ Hours)	ADDITIONAL BENEFITS FOR EMPLOYEES WHO WORK 20-39 AND 40+ HOURS PER WEEK	ADDITIONAL BENEFITS FOR EMPLOYEES WHO WORK 40+ HOURS PER WEEK
• Ohio Public Employees Retirement System (OPERS)[4] • 403(b) Investment Program • 457 Deferred Comp • Employee Assistance Program[1] • Cancer Bridge[1] • Headspace[1] • Pet Insurance • ID Theft Protection	• Short-Term Disability[1] • Medical/Choice Plus PPO[2][4] • Medical/High Deductible Health Plan with Health Savings Account (HDHP/HSA)[2][4] • Dental[2][4] • Vision[2][4] • Flexible Spending Account (Health, Dependent Care, Limited Purpose[3]) • Legal Insurance • Voluntary Insurance: Employee, Spouse, Dependent Life • Accident Insurance • Critical Illness Insurance • Hospital Indemnity Insurance	• Basic Life Insurance[1] • Accidental Death and Dismemberment Insurance (ADD)[1] • Long-Term Disability[1] • Basic Dependent Life

[1] CML paid benefits   [2] FT rates apply at avg. 30 hrs/week   [3] If enrolled in the HDHP/HSA   [4] Jointly paid by CML and staff

Your benefits eligibility is determined by the number of hours you are regularly scheduled to work each week.