Penn Benefits & Special Programs
Benefits and Employee Services: Overview

**Health & Welfare**
- Medical (PPO, POS, HMO)
- Prescription drug plan (Medco)
- Dental (PFP, MetLife PDP)
- Vision
- Flexible Spending account
- Health & welfare for disabled employees
- Health Advocate

**Retirement**
- Tax-deferred retirement plan
- Supplemental retirement annuity plan
- Retirement allowance plan
- Roth 403(b) retirement option
- Default investment funds
- Health & welfare for retirees
- Retirement counseling

**Insurance & Disability**
- Life (Basic, supplemental, dependent)
- AD&D
- Group life
- Long-term care
- Short-term disability
- Long-term disability

**PTO & Leave**
- Accrued PTO
- Special holiday vacation option
- Holidays
- Accrued sick days
- Family & medical leave
- Worker’s compensation
- Leave with pay
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Health & Welfare

Contact Information for Health and Welfare Plans:
http://www.hr.upenn.edu/myhr/benefits/health

Summary Plan Description (Medical, Dental, Vision, etc.):
http://www.hr.upenn.edu/myhr/benefits/forms/spd

Dependent Eligibility Verification:
http://www.hr.upenn.edu/myhr/benefits/health/eligibility/verification

Medical Cost Estimator Tool:
http://www.hr.upenn.edu/myhr/benefits/health/medical/options

Health Risk Assessment:
http://www.hr.upenn.edu/myhr/worklife/healthy/hra

Medical Plan Rates:
http://www.hr.upenn.edu/myhr/benefits/health/medical/options/rates

Medical Plan Summaries and Comparison:
http://www.hr.upenn.edu/myhr/benefits/health/medical/options

Medical Plan Enrollment and Provider Directories:
http://www.hr.upenn.edu/myhr/benefits/health/medical/options

Behavioral Health:
http://www.hr.upenn.edu/myhr/benefits/health/medical/behavioral

Medical Claims and Mental Health Forms:
http://www.hr.upenn.edu/myhr/resources/forms/benefits#med

Vision Plan Options:
http://www.hr.upenn.edu/myhr/benefits/health/dentalandvision/vision/options

Vision Plan Rates:
http://www.hr.upenn.edu/myhr/benefits/health/dentalandvision/vision/options#rates

Vision Provider Directory:
http://www.hr.upenn.edu/myhr/benefits/health/dentalandvision/vision

Vision Claims Forms:
http://www.hr.upenn.edu/myhr/resources/forms/benefits
Dental Plan Options and Summaries: http://www.hr.upenn.edu/myhr/benefits/health/dentalandvision/dental/options

Dental Plans Comparison: http://www.hr.upenn.edu/myhr/benefits/health/dentalandvision/dental/options#compare

Dental Plan Rates: http://www.hr.upenn.edu/myhr/benefits/health/dentalandvision/dental/options#rates

Dental Provider Directory: http://www.hr.upenn.edu/myhr/benefits/health/dentalandvision/dental

Dental Claims Forms: http://www.hr.upenn.edu/myhr/resources/forms/benefits#dental

Prescription Drug Coverage: http://www.hr.upenn.edu/myhr/benefits/health/medical/prescription

Health Care Flexible Spending Account: http://www.hr.upenn.edu/myhr/benefits/health/fsa/health

Dependent Care Flexible Spending Account: http://www.hr.upenn.edu/myhr/benefits/health/fsa/dependent

Flexible Spending Account Claims: http://www.hr.upenn.edu/myhr/benefits/health/fsa/claims

Flexible Spending Account Forms: http://www.hr.upenn.edu/myhr/resources/forms/benefits#fsa
Insurance & Disability

Summary Plan Description (Group Life Insurance, Dependent Life Insurance, Long-Term Care, Long-Term Disability, etc.):
http://www.hr.upenn.edu/myhr/benefits/forms/spd

Basic Life (full-time):
http://www.hr.upenn.edu/myhr/benefits/health/life/basic

Supplemental Life (full-time):
http://www.hr.upenn.edu/myhr/benefits/health/life/supplemental

Dependent Life (full-time):
http://www.hr.upenn.edu/myhr/benefits/health/life/dependent

Optional Life (part-time):
http://www.hr.upenn.edu/myhr/benefits/health/life/optional

AD&D (full and part-time):
http://www.hr.upenn.edu/myhr/benefits/health/life/accidental

Funeral Planning Services:
http://www.hr.upenn.edu/myhr/benefits/health/life/funeral

Long-Term Care:
http://www.hr.upenn.edu/myhr/benefits/additional/ltc

Summary Plan Description for Retirees and Disabled Employees (prepared for disabled employees):
http://www.hr.upenn.edu/myhr/benefits/forms/spd

Short-Term Disability:
http://www.hr.upenn.edu/myhr/resources/policy/timeoff/std

Short-Term Disability (other):
http://www.hr.upenn.edu/myhr/resources/policy/timeoff/sickgrade28

Supplemental Long-Term Disability:
http://www.standard.com/mybenefits/upenn/

Supplemental Long-Term Disability Presentation:
http://www.hr.upenn.edu/myhr/benefits/time/disability#supp
Retirement

Contact Information for Retirement:
http://www.hr.upenn.edu/myhr/benefits/retirement/contact

Retirement Counseling:
http://www.hr.upenn.edu/myhr/benefits/retirement#counseling

Retiring from Penn (Retiree Benefits, FAQ, contact information, etc.):
http://www.hr.upenn.edu/myhr/benefits/retiree

Health and Welfare Summary Plan Description for Retirees and Disabled Employees (prepared for retirees):
http://www.hr.upenn.edu/myhr/benefits/forms/spd

Retirement Plan Guide (Tax-Deferred Retirement, Supplemental Retirement Annuity): 
http://www.hr.upenn.edu/myhr/benefits/retirement/tdr

Retirement Eligibility: http://www.hr.upenn.edu/myhr/benefits/retirement/eligibility

Financial Planning: http://www.hr.upenn.edu/myhr/benefits/retirement

Retirement Plan Distribution: http://www.hr.upenn.edu/myhr/benefits/retirement/distributions

Retirement Regulations: http://www.hr.upenn.edu/myhr/benefits/retirement/tdr/contributions

Default Investment Funds: http://www.hr.upenn.edu/myhr/benefits/retirement/tdr/defaultfunds

Roth 403(b) Retirement Option: http://www.hr.upenn.edu/myhr/benefits/retirement/tdr/roth

Tax-Deferred Retirement (TDR): http://www.hr.upenn.edu/myhr/benefits/retirement/tdr

TDR Summary Plan Description: http://www.hr.upenn.edu/myhr/benefits/forms/spd

Retirement Allowance (RAP): http://www.hr.upenn.edu/myhr/benefits/retirement/rap

RAP Summary Plan Description: http://www.hr.upenn.edu/myhr/benefits/forms/spd

Supplemental Retirement Annuity (SRA): http://www.hr.upenn.edu/myhr/benefits/retirement/sra

SRA Summary Plan Description: http://www.hr.upenn.edu/myhr/benefits/forms/spd
PTO & Leave

Tracking Time Away From Work: http://www.hr.upenn.edu/myhr/benefits/time/tracking
All Time Off Policies: http://www.hr.upenn.edu/myhr/resources/policy/timeoff

Paid Time Off (PTO): http://www.hr.upenn.edu/myhr/resources/policy/timeoff/pto
PTO Management System: https://medley.isc-seo.upenn.edu/pto/jsp/fast.do
PTO FAQ: http://www.hr.upenn.edu/myhr/resources/policy/timeoff/pto/faq
PTO Request Form: http://www.hr.upenn.edu/myhr/resources/forms/staffandlabor#time

Holidays: http://www.hr.upenn.edu/myhr/resources/policy/timeoff/holidays
Sick Leave: http://www.hr.upenn.edu/myhr/resources/policy/timeoff/sick
Bereavement: http://www.hr.upenn.edu/myhr/resources/policy/timeoff/bereavement
Jury Duty: http://www.hr.upenn.edu/myhr/resources/policy/timeoff/juryduty
Family and Medical Leave: http://www.hr.upenn.edu/myhr/resources/policy/timeoff/fmla
Military Leave: http://www.hr.upenn.edu/myhr/resources/policy/timeoff/military

Worker’s Compensation Leave: http://www.finance.upenn.edu/riskmgmt/Workcomp/index.shtml

Leave of Absence without Pay:
http://www.hr.upenn.edu/myhr/resources/policy/timeoff/leavewithoutpay
Learning & Career Assistance

Tuition Assistance for Staff: http://www.hr.upenn.edu/myhr/resources/policy/benefits/tuitionfacultystaff
Tuition Benefits Eligibility: http://www.hr.upenn.edu/myhr/benefits/tuition/eligibility

On-Site Courses: http://knowledgelink.upenn.edu/
Career Coaching: http://www.hr.upenn.edu/myhr/learning/career/coaching

Learning & Education
3624 Market St.
Suite 1B South
(215-898-3400)
Quality of Work-Life

Worklife Balance:
http://www.hr.upenn.edu/myhr/worklife

Health, Promotion and Wellness:
http://www.hr.upenn.edu/myhr/worklife/healthy

Penn Walking Program
http://www.hr.upenn.edu/myhr/worklife/healthy/walking

Staff Recognition and Appreciation:
http://www.hr.upenn.edu/myhr/appreciation

Quality of Worklife Forms:
http://www.hr.upenn.edu/myhr/resources/forms/worklife
Family

Tuition Assistance for Children Attending Penn:  
http://www.hr.upenn.edu/myhr/resources/policy/benefits/tuitionchildrenpenn

Tuition Assistance for Children Attending Another College:  
http://www.hr.upenn.edu/myhr/resources/policy/benefits/tuitionchildrenother

Tuition Assistance for Spouses/Same-Sex Domestic Partners Attending Penn:  
http://www.hr.upenn.edu/myhr/resources/policy/benefits/tuitionspouse

Dependent Care Support Services and Work & Family Services portal:  
http://www.hr.upenn.edu/myhr/worklife/workandlife/resources
Employee Services

Deals@Penn:
http://www.upenn.edu/highlights/faculty_deals.php

"Hidden Benefits at Penn":  
http://www.med.upenn.edu/oe/hidden.shtml

Penn Transit Services:  
http://cms.business-services.upenn.edu/parking/sustainable-commuting/penn-transit-services.html

Car Discount:  
http://www.hr.upenn.edu/myhr/benefits/additional/cardiscount

Cell Phone and Service Plan Discount:  
http://www.upenn.edu/computing/voice/cellular/

Enhanced Forgivable Loan program:  
http://cms.business-services.upenn.edu/homeownership/my-phos/25-enhanced-forgivable-loan.html

Closing Cost Reduction program:  
http://cms.business-services.upenn.edu/homeownership/phos-programs/26-closing-cost-reduction-program.html

Penn Club of New York:  
http://www.pennclub.org/

Pennsavers (weekly email with discounts):  
http://www.phillyfunguide.com/submit/pennsavers_signup

PennCash:  
http://cms.business-services.upenn.edu/penncard/about-penncash/account-features.html

PennCard services:  
http://cms.business-services.upenn.edu/penncard/where-to-use-penncard/university-services.html