

HR Forms

Forward all signed and completed forms to the director of human resources, stocklib@mcpherson.edu.

Benefits Information and Forms for 2019:

- [Who to Contact List for All Insurances for 2019](#)
- [McPherson College Benefit Guide 2019](#)
- [BCBS Enrollment or Change of Enrollment Form 2019](#)
- [BCBS of KS Understanding the Coverage You Need 2019](#)
- [BCBS of KS Glossary of Health Coverage and Medical Terms 2019](#)
- [BCBS of KS Rights Information 2019](#)
- [BCBS of KS Summary of Benefits and Coverage \\$1000 Deduct 2019](#)
- [BCBS of KS Summary of Benefits and Coverage \\$1500 Deduct 2019](#)
- [BCBS of KS Summary of Benefits and Coverage \\$2500 Deduct 2019](#)
- [BCBS of KS Summary of Benefits and Coverage High Deduct Plan 2019](#)
- [Telehealth Amwell Brochure 2019](#)
- [Prime Therapeutics Speciality Pharmacy 2019](#)
- [BCBS Dental Brochure 2019](#)

- [Maestro Benefits Supplemental Enrollment Form 2019](#)
- [Maestro FSA Eligible Expense List 2019](#)
- [Maestro FSA Medical Reimbursement Request Form 2019](#)
- [Maestro FSA Dependent Care Reimbursement Request Form 2019](#)
- [Maestro HSA Employee Benefit Guide 2019](#)
- [Maestro HSA Employee Welcome Guide 2019](#)
- [Maestro HSA Employee Investment Guide 2019](#)
- [Employee Assistance Program \(EAP\) Brochure 2019](#)
- [Employee Assistance Program \(EAP\) Wallet Card 2019](#)
- [EAP Guidance for On-Line Access 2019](#)

Benefits Information and Forms for 2018:

- [BCBS Enrollment or Change Form 2018](#)
 - [BCBS 2018 Dental Plan Brochure](#)
 - [EAP-Brochure 2018](#)
 - [EAP Guidance for Online Access 2018](#)
 - [EAP Wallet Card 2018](#)
- Summaries of Benefits and Coverage- Health Insurance
- [BCBS-\\$1000 Deduct Summary of Benefits and Coverage 2018](#)
 - [BCBS-\\$1500 Deduct Summary of Benefits and Coverage 2018](#)
 - [BCBS-\\$2500 Deduct Summary of Benefits and Coverage 2018](#)
 - [BCBS-High Deduct Summary of Benefits and Coverage 2018](#)
 - [BCBS Waiver Form](#)

[Summary Annual Report Health Insurance 2017](#)

[Summary Annual Report Life Insurance 2017](#)

[Summary Annual Report Disability Insurance 2017](#)

Compensation

[Request for Payroll Change 10.27.2015](#)

Employment

[Confidentiality Statement and Proprietary Information Obligations Policies](#)

[McPherson College General Information Sheet](#)

[Guidelines for Keys](#)

[Hiring Disclosure Form 10.27.2015](#)

[I-9 8.31.2019](#)

[Personnel Action Form 10.2015](#)

[Separation Checklist](#)

Family and Medical Leave Act (FMLA)

[FMLA Certification Current Service Member 5.2018](#)

[FMLA Health Care Certification Employee 5.2018](#)

[FMLA Certification Family Member 5.2018](#)

[FMLA Exigency for Military Family Leave 5.2018](#)

[FMLA Designation Form 5.2018](#)

[FMLA Rights and Responsibilities 5.2018](#)

Payroll

[Kansas Employee's Withholding Allowance Certificate \(K-4 2015\)](#)

[Notice of Payroll Deductions for College Property Form 7.2015](#)

[Direct Deposit Form](#)

[W4 2019](#)

[Overtime Authorization Form 11-21-2016](#)

Performance Management

[Staff Annual Performance Evaluation 5.2018](#)

[Performance Coaching Worksheet 5.2018](#)

[Performance Coaching Worksheet Example 5.2018](#)

Retirement 403(b)

[SRA Agreement](#)

[403\(b\) Fee Disclosure TIAA 2018](#)

[403\(b\) Fee Disclosure Letter TIAA 3.2018](#)

[Lincoln Fee Disclosure CR22882 162 5.2018](#)

[Lincoln Fee Disclosure CR22882 185 5.2018](#)

[Lincoln Fee Disclosure CR22882 203 5.2018](#)

[Lincoln Fee Disclosure Letter 5.2018](#)

[Need a little help understanding fee disclosures? 403\(b\) Fee Explanation 5.2018](#)

[403\(b\) Menu Change Notice 5.5.2017](#)

[403\(b\) Summary Plan Description 1 1.2015](#)

[TIAA-CREF Mariner Transition Letter 2.25.2015](#)

[Lincoln Mariner Transition Letter 2.25.2015](#)

[403\(b\) Summary Annual Report 2017](#)

TIAA-CREF Customer Service 800-842-2252

Monday – Friday, 8am – 10pm, Sat 9am – 6pm (EST)

Thomas Whisenant, TIAA Financial Consultant for McPherson College

thomas.whisenant@tiaa.org

Monday – Friday, 8am to 5pm MST

Lincoln Financial Group Customer Service 800-454-6265

Monday-Friday, 8am – 8pm (EST)

Safety

[RAVE Registration Staff](#)

[Release of Liability Waiver 2.2013](#)

Student Employment

[Student Worker Handbook-7-2015](#)

Travel Forms

[McPherson College Travel Form 7.2016](#)

[McPherson College Travel Release of Liability Waiver-7-2016](#)

Worker's Compensation

[Workers' Comp First Report of Injury](#)

[Workers' Comp 221-8754 to Employee](#)

[Workers' Comp 221-8755 to Employee](#)