

Employee and Student Employment Forms



2024 Employee Health Information and Associated Materials:

- [2024 McPherson College Benefits Guide](#)

2024 Employee Health Insurance Premium Cost Sheets:

[2024 BCBS of KS Medical and Dental Employee Cost Sheet](#)

[2024 Supplemental Insurances Employee Cost Sheet](#)

2024 College Paid Benefits:

[Basic Life Insurance 2024](#)

[Basic Long Term Disability Insurance 2024](#)

[Employee Assistance Program \(EAP\) Brochure 2024](#)

Employee-paid benefits: All costs listed are the employee premiums, deducted from an employee's monthly paycheck.

2024 Medical Insurance Materials:

[BCBS of KS Three PPO Plans Summary Sheet for 2024](#)

[BCBS of KS High Deductible Plan Summary Sheet for 2024](#)

[BCBS of KS Summary of Benefits and Coverage \\$1000 Deduct 2024](#)

[BCBS of KS Summary of Benefits and Coverage \\$1500 Deduct 2024](#)

[BCBS of KS Summary of Benefits and Coverage \\$2500 Deduct 2024](#)

[BCBS of KS Summary of Benefits and Coverage \\$3200 High Deduct 2024](#)

[Amwell Telemedicine Flyer for 2024](#)

[BCBS of KS Finding the Right Mental Health Care Flyer for 2024](#)

[BCBS of KS Flex Access CoPay Assistance Program for 2024](#)

[Tria Health Benefit Guide with Detailed Overview](#)

[ScriptSourcing Enrollment Flyer](#)

[STRIVE BCBS of KS 2024](#)

[Experian ID Theft 2024 Flyer – Free ID Theft Insurance for BCBS of KS Health Insurance Enrollees](#)

Dental Insurance:

[BCBS of KS \\$1500 Dental Plan for 2024](#)

[BCBS of KS Buy Up Dental Plan for 2024](#)

Vision Insurance:

[Vision Insurance 2024](#)

[Eye Plan Providers for VSP in greater McPherson Area](#)

[Eye Plan Providers for VSP Big Box Stores](#)

Flexible Spending Accounts (FSA) and Health Saving Accounts (HSA):

[2024 Medical FSA Flyer](#)

[FSA Dependent Care Flyer 2024](#)

[FSA Medical and Dependent Care Contribution Limits IRS Regs 2024](#)

[H.S.A. Flyer 2024](#)

[HSA Contribution Limits 2024](#)

[WEX Mobile App – FSA and HSA 2024](#)

Other worksite and supplemental insurances:

[Critical Illness Insurance 2024](#)

[Accident Insurance 2024](#)

[Voluntary Short Term Disability Insurance 2024](#)

[Hospital Indemnity 2024](#)

[Voluntary Life Insurance 2024](#)

[ID Theft Allstate 2024](#)

Below please find:

Employee Benefits Materials for 2023, Compensation, Employment, Event Management, FMLA, Payroll, Performance Management, Retirement, Safety, Student Workers, Travel, Worker's Compensation

If you want to make any changes to your current insurance enrollment outside of the annual insurance open enrollment period, please contact your Human Resources Office at stocklib@mcpherson.edu or call (620) 242-0454.

2023 Employee Health Information and Associated Materials:

- [2023 McPherson Benefit Guide](#)
- [McPherson College 2023 Employee Benefits Changes](#)

- **2023 Employee Premium Cost Sheets:**
- [BCBS Enrollment or Change of Enrollment Form 2023 \(health and dental\)](#)
- [Benefits Supplemental Enrollment Form 2023 \(all other supplemental insurances\)](#)

2023 College Paid Benefits:

- [Basic Life Insurance 2023](#)
- [Long Term Disability 2023](#)
- [Employee Assistance Program \(EAP\) 2023](#)

Employee-paid benefits: All costs listed are the employee costs deducted from monthly paycheck.

Medical Insurance:

- [BCBS of KS Summary of Benefits and Coverage \\$1000 Deduct 2023](#)
- [BCBS of KS Summary of Benefits and Coverage \\$1500 Deduct 2023](#)
- [BCBS of KS Summary of Benefits and Coverage \\$2500 Deduct 2023](#)
- [BCBS of KS Summary of Benefits and Coverage \\$3000 Deduct 2023](#)
- [BCBS of KS Rx Formulary Drug List 2023](#)
- [Amwell Telemedicine Flyer 2023](#)
- [Tria Health Benefit Guide with Detailed Overview](#)
- [ScriptSourcing Enrollment Flyer](#)
- [STRIVE BCBS of KS 2023](#)

Experian ID Protection Services: New Free Benefit For BCBS of

KS Medical Insurance Participants for 2023: (Eligible employees may enroll Jan 1, 2023 or after)

- [Identity Protection Services from Experian for BCBS of KS Participants 2023](#)

Dental Insurance:

- [BCBS of KS Dental Insurance \\$1500 Max Plan 2023](#)
- [BCBS of KS Dental Insurance Buy Up Plan for 2023](#)

Vision Insurance:

- [Vision Insurance 2023](#)

Flexible Spending Accounts (FSA) and Health Saving Accounts (HSA):

- [F.S.A. Medical Flyer 2023](#)
- [Dependent Care FSA Wex 2023](#)
- [F.S.A. Grace Period 2023](#)
- [Health Savings Account \(HSA\) 2023](#)
- [Health Savings Account \(HSA\) Contribution Limits Flyer 2023](#)

Other worksite and supplemental insurances:

- [Short Term Disability Insurance 2023](#)
- [Voluntary Life Insurance 2023](#)
- [Hospital Indemnity Insurance 2023](#)
- [Critical Illness Insurance 2023](#)
- [Accident Insurance 2023](#)
- [Allstate ID Theft Flyer 2023](#)

Compensation

- [Request for Payroll Change 10.27.2015](#)

Employee Referral Program

- [ADM #375 Employee Referral Program Form for Referring Employee](#)
- [ADM #375 Employee Referral Program Form for Supervisor Approval](#)

Employment

- [New Employee On Boarding Plan](#)
- [Confidentiality Statement and Proprietary Information Obligations Policies](#)
- [McPherson College General Information Sheet](#)
- [Guidelines for Keys](#)
- [Hiring Disclosure Form 7.2024](#)

Event Management

- [ADM 360 – McPherson College Rental and Space Use Policy](#)
- [ADM 380 – McPherson College Campus / College Sponsored Event Alcohol Use Policy Request Form](#)

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

- [K-4 Form revised 2018](#)

- [Notice of Payroll Deductions for College Property Form 7.2015](#)
- [W-4 2024](#)
- [W-4 Education Letter 1.1.2020](#)
- [Overtime Authorization Form 11-21-2016](#)
- [I-9 List of Acceptable Documents exp 7.31.2026](#)

Performance Management

- [Staff Annual Performance Evaluation 5.2018](#)
- [Performance Coaching Worksheet 5.2018](#)
- [Training and Career Development Plan Worksheet](#)

Retirement 403(b)

Fee Disclosures:

TIAA and Legacy Lincoln:

- [403\(b\) Lincoln Fee Disclosure CR22882 1185 FD 12.31.2021](#)
- [403\(b\) Lincoln Fee Disclosure CR22882 1162 FD 12.31.2021](#)
- [403\(b\) Lincoln Fee Disclosure CR22882 1203 FD 12.31.2021](#)
- [403\(b\) Lincoln Fee Disclosure CR22882 1162 6.30.2023](#)
- [403\(b\) Lincoln Fee Disclosure CR22882 1185 6.30.2023](#)
- [403\(b\) Lincoln Fee Disclosure CR22882 1203 6.30.2023](#)

- [403\(b\) TIAA Fee Disclosure 6.30.2023 data 10.4.2023](#)
- [403\(b\) TIAA Fee Disclosure 1.23.2023 data 10.2.2023](#)
- [TIAA Fee Disclosure Cover Letter 10.2.2023](#)
- [403\(b\) TIAA Fee Disclosure 500760 8.5.2022](#)
- [403\(b\) TIAA Fee Disclosure 500760 12.31.2021](#)
- [403\(b\) TIAA Fee Disclosure Cover Letter 500760 12.31.2021](#)
- [403\(b\) TIAA Fee Disclosure 3.31.2021](#)

Alliance Lincoln:

- [403\(b\) Lincoln Fee Disclosure MPC-01 6.30.2023](#)
- [403\(b\) Lincoln Fee Disclosure MPC-01 5.2022](#)
- [403\(b\) Fee Disclosure Lincoln 1.1.2022](#)
- [403\(b\) Fee Disclosure Lincoln 12.16.2021](#)

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

Summary Plan Descriptions:

- [403\(b\) Summary Plan Description 7.2020](#)
- [403\(b\) Summary Plan Description 5.1.2022](#)
- [MPC-001_403\(b\) Plan Amend 1 eff 06-15-23](#)
- [403\(b\) Summary of Materials Modification for McPherson College 403\(b\) Plan CARES Act](#)
- [403\(b\) Summary of Materials Modification for McPherson College 403\(b\) Plan eff 07-21-24](#)

Summary Annual Reports:

- [403\(b\) Summary Annual Report Retirement Plan 2020](#)
- [403\(b\) Summary Annual Report AD&D, Life and Other Supplemental Insurances Plan 2020](#)
- [403\(b\) Summary Annual Report Health and Dental 2020](#)

- [403\(b\) Summary Annual Report Health and Dental 2021](#)
- [403\(b\) Summary Annual Report AD&D, Life and Other Supplemental Insurances 2021](#)
- [403\(b\) Summary Annual Report 403\(b\) Retirement Plan 2021](#)

- [403\(b\) Summary Annual Report Health and Dental Plans for 2022](#)
- [403\(b\) Summary Annual Report 403\(b\) Plan for 2022](#)
- [403\(b\) Summary Annual Report AD&D, Life and Other Supplemental Insurances for 2022](#)

- TIAA Customer Service 800-842-2252
Monday – Friday, 8am – 10pm, Sat 9am – 6pm (EST)

Lincoln Financial Customer Contact Center any business day, from 8:00 a.m. to 8:00 p.m. Eastern Standard Time at 800-234-3500

[403\(b\) How to Contact Lincoln Flyer 5.26.2022](#)

- Lincoln Sr. Retirement Consultant, Michael Stelzig: Michael.Stelzig@LFG.com for an individual retirement consultation, call him toll free at 866-434-8903 or you can use the following click 2 meet link to schedule a meeting directly with Michael <https://lfg.com/mcphersonschedule>
- [403\(b\) Lincoln Participant Website Overview 1.1.2022](#)
- [403\(b\) Lincoln Participant Registration Guide 1.1.2022](#)

Safety

- [RAVE Registration Staff](#)
- [Release of Liability Waiver 2.2013](#)

Student Employment Documents

- [Student Employment Handbook](#)
- [Student Employment Handbook Acknowledgement 6.2022](#)
- [I-9 List of Acceptable Documents exp 7.31.2026](#)
- [Student Employment Approval Process](#)

Supervisor's Tool Kit

- [Selecting Successful Employees \(decision criteria matrix\) 10.18.2017](#)

Travel Forms

- [McPherson College Travel Form 7.2016](#)
- [McPherson College Travel Release of Liability Waiver-7-2016](#)

Worker's Compensation

- [First Report of Injury Form 3.2023](#)
- [Workers' Comp 221-8754 to Employee](#)
- [Workers' Comp 221-8755 to Employee](#)