

Employee and Student Employment Forms



If you would like 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.

2025 Employee Health Insurance Information and Associated Materials

(Jan 1 to Dec 31, 2025)

- [2025 McPherson College Employee Benefits Guide](#)
- [2025 Wellness and Disease Management Resources for Employees Flyer](#)
- [Ask Charlie – IMA Call Center for Employee Health Questions 2025](#)

2025 Employee Health Insurance Premium Cost Sheets:

[2025-BCBS-of-KS-Medical-and-Dental-Employee-Cost-Sheet](#)

[2025 Supplemental-Insurances-Employee-Cost-Sheet](#)

2025 College Paid Benefits:

[Basic Life Insurance 2025](#)

[Basic Long Term Disability 2025](#)

[Employee Assistance Program \(EAP\) 2025](#)

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

2025 Medical Insurance Materials:

Medical Insurance Changes for 2025:

[McPherson College Medical Insurance Changes for 2025 Flyer](#)

Medical Insurance Plan Summary Sheets:

- [2025 BCBS of KS Medical \\$1000~2000 Deductible Plan Summary Sheet](#)
- [2025 BCBS of KS Medical \\$1500~ 3000 Deductible Plan Summary Sheet](#)
- [2025 BCBS of KS Medical \\$2500~5000 Deductible Plan Summary Sheet](#)
- [2025 BCBS of KS High Deductible \\$3300~6000 Plan Summary Sheet](#)

Medical Insurance Summary of Benefits and Coverage Sheets:

- [2025 BCBS of KS \\$1000 Deductible Summary of Benefits and Coverage](#)
- [2025 BCBS of KS \\$1500 Deductible Summary of Benefits and Coverage](#)
- [2025 BCBS of KS \\$2500 Deductible Summary of Benefits and Coverage](#)
- [2025 BCBS of KS \\$3300 High Deductible Summary of](#)

Benefits and Coverage

Dental Insurance:

[2025 BCBS of KS Dental Max \\$1500 Flyer](#)

[2025 BCBS of KS Dental No Annual Maximum Flyer](#)

Vision Insurance:

[2025 Vision Plan Flyer](#)

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

[2025 HSA Flyer](#)

[HSA Contribution Limits Flyer for 2025](#)

[2025 Medical Flexible Spending Account \(FSA\)](#)

[2025 Dependent Care Flexible Spending Account \(FSA\)](#)

[FSA Contribution Limits Flyer for 2025](#)

Other Worksite and Supplemental Insurances:

[2025 Accident Insurance Flyer](#)

[2025 Critical Illness Insurance](#)

[2025 Voluntary Life Insurance Flyer](#)

[2025 Voluntary Short Term Disability Insurance Flyer](#)

[2025 Hospital Indemnity Insurance Flyer](#)

[2025 Allstate ID Theft Flyer](#)

COBRA

[2025 Cobra Flyer](#)

**2024 Employee Health Information and Associated Materials
(Jan 1 to Dec 31, 2024)**

- [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 2024, Compensation, Employment, Event Management, FMLA, Payroll, Performance Management, Retirement, Safety, Student Employees, Travel, Worker's Compensation

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Compensation

- [McPherson College Employee Compensation Philosophy Statement](#)
- [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:

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](#)

TIAA:

- [403\(b\) Fee Disclosure Cover Letter 10.23.2024](#)
- [403\(b\) Fee Disclosure TIAA 500760 as of 9.30.2024 sent 10.23.2024](#)
- [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 \(rev 10.2024\)](#)
- [Student Employment-Handbook-Acknowledgement \(rev 10.3.24\)](#)
- [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](#)