January 14, 2016

Dear Einstein Faculty and Staff:

Please take a moment to review this memorandum which provides updated information on your paycheck frequency, benefit rates and new benefits reminders and 2016 tax rates and limits.

We are pleased to announce that a decision was made to maintain the current semi-monthly and bi-weekly payroll cycles for new Einstein. This means that if you are currently paid on the semi-monthly basis, you will continue to be paid on a semi-monthly basis in 2016. We originally announced that all employees would be moved to a bi-weekly pay cycle, however, further analysis concerning financial reporting for grants would be complicated by this change. So for now Einstein will continue to manage both semi-monthly and bi-weekly payroll cycles.

2016 Contribution Rates

During 2016’s Open Enrollment for the new Einstein/Montefiore benefits, all contribution rates were communicated as bi-weekly rates and these were reflected on your confirmation statement. Due to the decision to maintain a semi-monthly payroll you can now find and review the correct semi-monthly rates using the link below. For employees paid on a bi-weekly basis, the enrollment confirmation statement you received was correct.

In 2016, whether you are paid on a semi-monthly or bi-weekly pay cycle your first 2016 contribution will be reflected on the paycheck dated January 15, 2016.

New Einstein 2016 semi-monthly contribution rates.
New Einstein 2016 bi-weekly contribution rates.

Calendar Year 2016 Tax Information and Required Updates

- Social Security Rates and limits for FICA and Medicare remain the same. For FICA the maximum amount of earnings subject to the FICA Social Security Tax is $118,500 and the rate is 6.2%; the Medicare Tax Rate will remain the same as last year which is 1.45% up to $200,000 annual in annual earnings for single taxpayers and 2.35% for the portion of earnings in excess of $200,000.
- Full time students claiming tax exemption will need to update their annual exemption for both federal and state withholding by completing the Federal W4 Tax Form and the New York State IT2104E Tax Form. Please complete form found on this link.
- Employees who previously claimed tax exemption by completing Federal Tax Form 8233, Exemption from Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual, must renew a completed tax form annually.
Tax Table Withholdings for 2016

As the new calendar year begins we have updated federal, state and local tax tables. Supplemental tax rates for federal, state and local remained constant from last year.

Pay Advice Online and Other Employment Information on Einstein Portal

All payroll advices as of September 30th, are available through the Einstein Portal. You are able to access and print your pay advice, and other important personal information and forms, by using your active directory username and password. To access the Portal, go to https://portal.einsteinmed.yu.edu and enter your login information (normally your active directory and password), then click on Self Service Banner, then click on Employee Services.

Please remember to review your W2 address to ensure that your 2015 W2 Wage Statement will reach your current home address. You can find this information under the Personal Information, Update Address and Phones in Self Service Banner.

Reminders on Changes Resulting from Enrollment in Einstein/Montefiore Benefits

- If you enrolled in the Montefiore’s Medical plan prior to close of Open Enrollment window you should have received a new ID card. Your ID card contains important information about coverage as well as a unique ESI Pharmacy Group #. Your card and new Pharmacy ID placement appears as follows:

![Empire Blue Cross Blue Shield ID card]

- Fort faculty and staff your new Montefiore Medical plan features includes deductibles and co-insurance requirements for all medical services and providers unless you use a Montefiore Network provider for your services. Please go to www.einstein.yu.edu/hr/benefits for a refresher on MonteCare’s EPO and PPO plans.
• If you enrolled for vision coverage, a card will not be sent to you. If you visit a Spectera provider all you need to provide is your name and date of birth as providers have real time access and can verify eligibility and benefits immediately. If you want to print out a card you can go to www.myspectera.com.

• If you did nothing to enroll or waive coverage under the new Einstein/Montefiore benefit programs you will default into various programs. You will be defaulted into the MonteCare EPO for single coverage, the Preventive & Diagnostic Dental Plan for single coverage, Basic Life and AD&D Insurance and Basic LTD. Please note you will still be permitted to enroll or waive coverages. If you must take action please contact as soon as possible in order to avoid additional premiums from being deducted from your paycheck in future months. You must call 888-860-6166 to make changes. Retroactive changes are not permitted.

• All eligible faculty and staff will automatically be enrolled in the Einstein non-elective 403(b) retirement program. Faculty and staff wishing to make their own personal voluntary contributions to their retirement savings accounts can do so at any time during the year. You may do so by visiting www.403b.com. Finally, those individuals who were on boarded to Einstein between on or after September 9, 2015 and will be active employees as of December 31, 2015 may notice a lump sum contribution made to their Einstein Fidelity 403(b) account representing the employer non-elective contribution for the period ending December 31, 2015.

Access to Pre-Transition YU Payroll Data

Now that we have transitioned Einstein faculty and staff to Einstein/Montefiore benefits Yeshiva University will end all access to InsideTrack, YU’s employee portal at the end of January. I recommend that you sign in to YU’s InsideTrack https://insidetrack.yu.edu to print your last YU paystub for September and other information you wish to archive in your personal archives. After January 29, 2016 you will no longer be able to access your YU information.

If you have any additional questions please feel free to contact any of the following resources for additional assistance:

Payroll

Daryl Haley – 718-839-7201

Benefits

Carla Pasquali or Teresa Winoski – 718-430-3276 or 718-430-2566

Sincerely,

Yvonne M. Ramirez
Vice President, Human Resources & Diversity Officer