

Benefit Question & Answers – Health & Wellness

Q - *When am I eligible to enroll in benefits?*

A – You are eligible on your first day of employment.


Q - *When is our plan year?*


A – Our plan year is January 1 through December 31.

Q – *How do I enroll in benefits?*

A – Go to **MyPageNYPA**

- Select **Benefits and Payment**
- Select **New Hire**
- Verify your information is correct and click on “Health Plans” to begin enrolling in your benefits. Click on the

Pencil  to make changes

- Be sure to click  to Save your elections on the last Tab Review and Save

Q – *What are my costs for coverage?*

A – See the costs for each plan within the New Hire Guide.

Q – *Am I required to enroll in benefits?*

A – You’re not required to enroll in any healthcare coverage. But you do have to visit MyPageNYPA to make elections, even if that’s waiving benefits.

Q – *How and when can I make changes to my employee benefit selections?*

A – Each year during open enrollment (typically each fall) you have an opportunity to change your benefit selections. Once Open Enrollment ends, you can only change benefits under limited circumstances, known as a qualifying event which is a change in status that cause you, your spouse/domestic partner or dependent(s) to gain or lose coverage eligibility. This includes marriage, divorce, adoption, birth of a child, change in the employment status of your spouse/domestic partner or dependent child(ren), or having your dependent(s) reach the maximum eligible age for coverage.

Q – *What happens to my coverage if I leave the company?*

A – You will receive a COBRA package from TASC, the third-party administrator for NYPA’s COBRA coverage. You’re able to continue the same plan, covering the same dependents that you have now as an active employee **for a total of 36 months** (18 months and with the NYS Extension you are able to continue it for an additional 18 months).

Q – *When will I get my ID cards?*

A – Once you complete your benefit enrollment, we will send your information to our vendors. They will then send you ID cards within 7-10 business days. You can print temporary cards by logging into the vendor website or access via their mobile app. Here is a link to our vendor contacts.

Q - *How do I order new ID cards if I lost mine?*

A. You can print temporary cards by logging into the vendor website or access via their mobile app. You can call the vendor and request a new ID card. Here is a link to our vendor contacts.


Q – When will my deductions begin?

A. Once you complete your benefit elections, we will notify Payroll of your new bi-weekly benefit deductions. Since your benefits are effective on your first day of work, you may have retroactive deductions that need to be made.

Q – How do I change my name or address with the vendors?

A. You can initiate an address change by logging into **MyPageNYPA**

- Select **Personal Information & Formal Education**
- Select **Addresses**
- Click on **Edit under Permanent residence**
- Update your information and click on **Review**

- Click on Save  to Save your changes
- You can also update the address of your Emergency contact by clicking on **Edit** under the **Emergency address** tab

We will then notify the medical, dental, vision, 401(k)\457 providers of your new address. You will need to contact the New York State and Local Retirement Plan or the VDC Plan.