

# COLORADO STATE UNIVERSITY

## Non-Student Hourly (Temporary Hourly)



This summary is not all-inclusive and contains benefits information as of Winter 2021 and should not be considered a replacement for more detailed information set forth in the certificates of coverage or master plan documents. In the event of any discrepancies between this document and in such other documents, the official documents will govern.

### ACA Medical



Under the Affordable Care Act (ACA), CSU is required to offer health insurance to eligible variable-hour employees, or those who work an average of 30 or more hours a week during the applicable measurement period. No action is required from you to determine if you are eligible for ACA medical coverage.

If you have worked an average of 30 hours per week or more for at least 90 continuous days, CSU Human Resources will provide an offer of coverage when criteria is met. ACA medical coverage is not guaranteed or available immediately following employment.



### ACA Medical Eligibility



### Sick Leave Accrual

Beginning January 1, 2021, the Healthy Families and Workplaces Act requires employers to provide paid sick leave to their employees, accrued at one hour of paid sick leave for every 30 hours worked, up to a maximum of 48 hours per year.

Leave may be used for treatment or recovery of an illness, injury or other health condition of the employee or an eligible family member. It may also be used if the employee is a victim of assault or criminal harassment and may need treatment or other services.



### Employee Assistance Program

ComPsych is a no-cost, confidential resource that helps employees and their family members address personal issues. Staffed by experienced clinicians 24/7, ComPsych can recommend licensed providers, answer legal or financial questions, or refer you to experts in the community.



### Mandatory Retirement

**CSU employees do not participate in Social Security**, so employees are required to contribute to Colorado PERA. Contribution amounts are determined by law.



### Voluntary Retirement

Voluntary plans are available to supplement the mandatory retirement. Options for a 403(b) account are available through AIG, Fidelity or TIAA, and PERA administers the 457 and 401(k) plans. An employee may make contributions up to the IRS annual maximums.



### CARE Program

Connects employees to both on campus and community resources that provide health and social services through a comprehensive resources directory and hands-on guidance. It also provides information about, and referrals to, agencies and organizations in Northern Colorado.



### DUO - Dual Authentication

Prior to accessing Employee Self-Service from off-campus, you must access DUO. It is a tool that provides two-factor authentication to better protect your account by requiring an additional piece of information beyond your user name and password.



### Employee Self-Service (ESS)

Use Employee Self-Service to access personal information, direct deposit, W-4 / W-2 information and pay advices.



**CSU Human Resources**  
(970) 491-6947  
[MyHR@colostate.edu](mailto:MyHR@colostate.edu)  
555 South Howes St | 2nd Floor