Choose Well, Use Well, Live Well.

HEALTHY@HOPKINS WALKS
Spring into step and join your fellow co-workers on a one mile walk from 12-1 pm at the following locations:

Wed, May 20  Eastern (First Time at this Location!)
Brand New Track behind Building
Free Parking on Ellerslie Lot/Shuttle Service Available
Medical Vendors; EHP, BlueCross/Blue Shield, Kaiser Permanente
Give-a-ways, RAFFLE PRIZES!!

Wed, May 20  Bayview (Red Awning/Pavilion entrance to Hospital)
Participating employees will receive a bottle of water and a FREE give-away (while supplies last). Bring your walking shoes and the JHU registration form with you on the day of the walk. For more information and to print out the registration form, go www.benefits.jhu.edu and click on the desired location. Any additional questions can be directed to the Benefits Service Center at 410-516-2000 or benefits@jhu.edu.

DEPENDENT ELIGIBILITY AUDIT
The JHU Dependent Eligibility Audit is currently in process. Letters have been mailed to employees asking for documentation on dependents. Be sure to fax in your information to 443-997-5804. In the event that the fax line is busy, please use the alternate fax number 443-997-5820. You may use your letter as a coversheet. Remember, you would NOT receive a letter if: 1) you did not have any dependents on the university’s medical and dental plans or 2) all your dependents were already certified. For more information, click the Dependent Audit tab on the homepage of the Benefits Web site.
INVESTMENT PERFORMANCE CHARTS FOR 403(b) VENDORS: PERIOD ENDING 12/31/2008

Fund performance as of 12/31/08 for each of our five investment companies (American Century, Fidelity, TIAA-CREF, VALIC, Vanguard) is available on the Benefits Web site at www.benefits.jhu.edu. Click on Retirement Plans and locate the reports under Find It Fast.

ENHANCEMENTS TO WAGEWORKS HEALTH CARE FSA STATEMENTS

Participants with Health Care Card transactions needing verification will now find the Card Use Verification (CUV) form at the beginning of their monthly statement. Moving the CUV from the back of the statement to the front will increase visibility of the form and should lead to higher response rates and fewer card suspensions. In addition to the statement format change, participants with unverified card transactions will receive a special message in their monthly e-mail notification of statement availability. It will include a reminder to submit receipts or repayment on any outstanding request(s) in a timely manner to avoid card suspension or deductions from future claims to repay the account. To view your WageWorks statement online, go to www.wageworks.com.

CIGNA EXPANDS CUSTOMER SERVICE HOURS

CIGNA Dental is extending their Customer Service hours to include Saturdays (7:00 am – 6:00 pm ET) and holidays (7:00 am – 9:00 pm ET). This change is effective immediately. At a time when many companies are trimming services to lower costs, CIGNA is thrilled to be able to offer participants greater accessibility.
EDUCATION ASSISTANCE BENEFITS: TUITION GRANT

For Employees NEW to the Tuition Grant Program
The Tuition Grant Plan, available to the dependent children of: employees, retirees, and same-sex domestic partners, covers up to 50% of dependent children’s full-time undergraduate tuition at a degree-granting accredited institution. Universal mandatory fees also may be covered. The value of education benefits provided to the dependent children of employees’ same sex domestic partners, is in all cases considered taxable income to the employee.

To participate in the Tuition Grant Plan (for dependent children), employees must: complete two years of full-time JHU employment (or qualify to have the full-time employment requirement waived) by October 1 (for fall and spring participation) or February 1 (for spring only participation); continue in a full-time position; prove the dependent child status of the student they want to participate in the Tuition Grant Plan; and submit a completed 2009-2010 Tuition Grant Plan application (available on the web http://benefits.jhu.edu/EduBenefits/tuitiongrantform.pdf beginning May 15, 2009).

Employees who have received and responded to the Benefits Service Center Dependent Eligibility Audit Request letter for the purpose of participating in one of JHU’s health plans will not be required to provide dependent child documentation a second time. Education Assistance Benefits will coordinate with the Benefits Service Center for the submitted information.

Employees who have not had their dependent child’s status certified must fax proof directly to Education Assistance Benefits (443-997-6812 or 443-997-6868) by May 29, 2009. For acceptable documentation, refer to http://www.benefits.jhu.edu/eligibility/depchart.pdf.

For Current Continuing Participants of the Tuition Grant Program
Parents of students with continuing eligibility will receive the Employee Tuition Grant Plan Participation Continuation Letter in May to confirm their student’s intent to participate in the Tuition Grant plan for the fall 2009 and/or spring 2010 semester(s). The letter includes: the student’s semester count, an overview of the college notification and payment processes, program reminders and policy changes.

JOHNS HOPKINS UNIVERSITY
HUMAN RESOURCES

Total Rewards
WORKING FOR JOHNS HOPKINS UNIVERSITY
**Current Participants of Tuition Grant Program, continued**

Effective immediately, continuing employees must also prove their student’s dependent child status. Employees who have already provided documentation in response to the Benefits Service Center’s request for dependent child information, will not be asked to provide documentation a second time. Instead, parents will be asked to sign and return (via fax 443-997-6812/6868) the Continuation Letter to confirm: 1) they have provided the requested dependent child information to the Benefits Service Center; and 2) their dependent’s child intent to continue his/her full-time studies in fall 2009 and/or spring 2010. The Continuation Letter must be returned to Education Assistance Benefits by May 29, 2009. The Education Assistance Benefits office will coordinate with the Benefits Service Center for the required information.

Employees who have not had their dependent child’s status certified will be required to fax proof directly to Education Assistance Benefits (443-997-6812 or 443-997-6868) by May 29, 2009. For acceptable documentation, refer to [http://www.benefits.jhu.edu/eligibility/depchart.pdf](http://www.benefits.jhu.edu/eligibility/depchart.pdf).

Employees continuing their participation in the Tuition Grant Plan from the 2008-2009 academic year are asked not to complete the 2009-2010 Tuition Grant Plan application if there is no new student information to document (i.e. a student has transferred to a different college for fall 09; parent employee has another dependent child entering college, etc.).

**Reminders/Updates/Changes:**
- Full-time undergraduate tuition and universal mandatory academic fees only are eligible under the JHU Tuition Grant Plan.
- Coverage may not exceed 50% of the Hopkins' freshman undergraduate tuition.
- Dependent children turning 24 may not participate in the program during any semester of the calendar year in which they turn 24.
- The program does not cover part-time, graduate, non-credit, remedial courses, or coop programs that do not offer academic credits.
- Parents must notify JHU of additional scholarship, tuition remission and waiver support provided by other institutions/sources.
- Parents and students must make their payments by the school’s due date(s).

**EAB Contact Information:**
**Education Assistance Benefits**, JHU @ Eastern, Suite D-100, 1101 East 33rd Street, Baltimore, MD 21218.

**For Tuition Remission and Tuition Reimbursement, A-L,** contact Donna Italiano at 443-997-6890; ditaliano@jhu.edu

**For Tuition Grant and Tuition Reimbursement, M-Z,** contact Leeanne Boyd at 443-997-6810; lboyd7@jhmi.edu
 BENEFITS SERVICE CENTER CLOSINGS
The Benefits Service Center will be closed as follows:

- Every other Thursday from 8:30 to 10:30 a.m.
- Thursday, May 21st (Commencement Day)
- Monday, May 25th (Memorial Holiday)

We apologize for any inconvenience this may cause, but ongoing training is necessary to better serve your needs.

FOR MORE INFORMATION ABOUT YOUR BENEFITS
If you have questions or need help regarding your benefits, visit the Benefits website at www.benefits.jhu.edu or contact the Benefits Service Center:
Phone: 410-516-2000
E-mail: benefits@jhu.edu

JHU at Eastern
Office of Benefits Services
1101 East 33rd Street
Suite D-100
Baltimore, MD 21218
Fax: 443-997-5820
Monday - Friday
8:30 a.m. to 5:00 p.m.

East Baltimore Campus
Benefits Service Center
1830 E. Monument Street
Room 512
Monday & Wednesday
8:30 a.m. to 5:00 p.m.
By Appointment Only
Call 410-516-2000