



Welcome to the Bethany Community!

We look forward to having you join the Bethany community. To get your employment started, there are many forms to complete. Since your employment is classified as full-time and is defined as at least 30 hours per week, you are eligible for all of the Benefits Bethany offers. By now you have received your employment letter and request for permission to run a background check from the President's Office. Thank you for returning those documents.

On Moodle you will find all the documents to get set up on payroll and begin the benefits you choose. Please begin with the section called "First Submission Documents" and work your way down the site where it notes that the section is for all employees or full-time employees.

First Submission Documents:

- The **New Hire Exhibit** which needs to be the first document you complete and return to us. This information is for internal use only. This provides all the information in one place to begin the process of adding you to our payroll system.
- The **I-9 Employment Eligibility** will need to be completed and original documentation presented to someone in the Business Services Office. It is an important form that will need to be completed within three days of your start date and before you can be paid.
- Payroll **direct deposit** required for all employees. Include Health Savings Account information here if you are signing up for a High Deductible Health Plan and have a Health Savings Account.
- **Housing Allowance** designation for licensed or ordained clergy in a faculty position.

Tax Withholding:

- Tax form for **federal withholding** to be completed at least once each calendar year.
- Tax form for appropriate **state withholding** to be completed at least once each calendar year. 1) If you live and work in Indiana you will complete Indiana. 2) If you live outside Indiana and work in Indiana you will complete Indiana unless you live in a state that has a reciprocal agreement with Indiana, in which case, you have the option of completing your own state form. If you choose your own state then a **Certificate of Residence** is required. 3) If you live outside of Indiana, work outside of Indiana and don't find your state form on this site, be in touch us so appropriate arrangements can be made.

Insurance Benefits – Full-time:

- An **Insurance Enrollment** form to be completed for election of various types of ancillary insurance plans. Select **Long Term Disability** and **Basic Life Insurance** which is provided for you by Bethany at no cost to you. Any additional elections such as dental, vision, short term disability, supplemental and dependent life and AD&D insurance will be at your own expense. Complete Section 2, sign and return to the Business Office.

- You will need to make decisions about **medical insurance** coverage. If you choose to accept medical coverage, Bethany provides a portion of the medical premium based on a high deductible single coverage plan to all employees regardless of your choice of coverage. If you choose coverage for other members of your family, Bethany will also provide a portion of the additional amount of premium beyond the single coverage plan.
- Based on the amount of the medical deductible chosen, you are eligible to sign up for either a **Flex Plan or a Health Savings Account**. Those who waive medical insurance are still eligible to sign up for the flex plan. Let us know if you wish to enroll in the Flexible Spending Plan. If you participate in a High Deductible Health Plan, Bethany will contribute to your Health Savings Account. Include the account information on the direct deposit form in the First Submission Documents section.
- For whatever insurance benefits you elect you will need to complete the **Salary Reduction Agreement** which allows Bethany to withhold any premiums you are responsible for directly from your pay check.

Employee Handbook:

- The handbook is in this section as well as an employee **handbook acknowledgement form** that we need to have you sign saying you have read the handbook. There is also an employee **Teaching Faculty Addendum acknowledgement form (if applicable)**. Please look over the handbook and faculty addendum and return this at your earliest convenience.

Pension Plan Enrollment:

- **Pension Plan enrollment** Bethany pays 10% toward a retirement plan and gives you a choice between either the Brethren Pension Plan (BPP) or TIAA plan. Enrollment is now done electronically. Start at the TIAA website to enroll in that plan. If you wish to enroll in the BPP let us know and we'll reach out to BPP and they will contact you to set up an account. We'll be glad to assist you if you have questions about either plan or process.
- **Salary Reduction Agreement** necessary if you wish to have funds withheld from your pay check to add to the contribution Bethany makes to your pension plan. If this is the case and you chose TIAA, you will need to complete a separate enrollment for a Supplemental Retirement Account (not included on Moodle). Note that this Salary Reduction Agreement is different than the one for insurance premiums.

You will be issued a nine-digit employee ID number, in order to obtain your employee ID and parking pass issued free of charge the first time by the Earlham College Campus Safety and Security Office. Your ID card is necessary to gain access to the building after hours. Stop by the Business Office to have your card activated and to be assigned any keys you might need.

While all this may be overwhelming upon first glance, we are happy to answer questions through email, over the telephone, or in person. Again we welcome you to employment at Bethany Theological Seminary.

Contacts:

Tammy Glenn 765-983-1804 or email at glennta@bethanyseminary.edu.
 Elena Jones 765-983-1808 or email at ionesel@bethanyseminary.edu.