

| Employment Category | Benefit Plans | Plan Details | Instructions |
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| Sessional Lecturers/Writing Instructors | Health Care Spending Account (HCSA) | <ul style="list-style-type: none"> - \$325 per half course, up to a maximum of \$1,592 - Half course (50 and 239 hours worked) - Full course (240 and 379 hours) - One and a half course (380 and 520 hours) - Two full courses (520 and 660 hours) | <p>In order to begin using your HCSA, you must enroll by completing the Green Shield enrollment form located on our website. Enrollment must be completed during the plan year (Sept-Aug) in order to submit claims.</p> <p>Please submit completed form to vic.hr@utoronto.ca.</p> <p>You should receive your Green Shield subscriber card in a few weeks. Once you have received your card, you can start submitting claims to your HCSA.</p> |
| Teaching Assistants/Undergraduate Tutors | Plan A (Top-Up & HCSA) OR Plan B (HCSA Only) | <p>Plan A (Top-UP & HCSA)</p> <p>In order to be eligible for Plan A, employees must have a contract worth, or have worked, a minimum of 30 hours AND must have enrolled in a “base” student plan (GSU or UTSU plans).</p> <p>You must remain in both the extended health and dental portions of their base plan to be eligible for Plan A. Plan A also includes a \$300 Healthcare Spending Account (HCSA). The HCSA amount increases to \$600 for employees with dependents</p> | <p>If you do not elect a plan, you will be automatically placed in Plan B – HCSA Only.</p> <p>Please contact vic.hr@utoronto.ca to make your election. You must also advise VIC HR if have dependants in order to be eligible for the increased HCSA amount.</p> <p>NOTE: To add your dependents to your primary plan (in order for them to have access to the Top-up Plan), you must opt them in. Please complete the Green Shield enrollment form (insert link) and submit completed form to vic.hr@utoronto.ca</p> |

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| | | Plan B (HCSA only) <ul style="list-style-type: none">• \$300 Single• \$600 Family | |
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How to set-up an online Green Shield Profile:

Green Shield Canada Plan Member Online Services

As a reminder, the following services are available via Green Shield's Plan Member Online Services at www.greenshield.ca:

- Submit certain claims
- Sign up for direct deposit
- Check coverage eligibility
- Look up drug names and get coverage info

To register, go to www.greenshield.ca, click "Login", select 'plan members' and click "Go" then follow the registration process. You will need to get a 'Registration Key' which can be accessed on the right-hand side of the page.

Be sure to have your Green Shield ID card handy as you will need to type your ID number and name exactly as it appears on your ID card.