

Postdoctoral Fellows Healthcare Insurance Reimbursement

The purpose of this guidance is to enable postdoctoral fellows on NIH NRSA and other like awards to use a portion of their institutional allowance for reimbursement of the costs of their health insurance.

For example, National Institutes of Health Ruth L Kirschstein National Research Service Awards convey an Institutional Allowance in addition to a stipend. According to the terms of the award, the allowance can be used to help defray fellowship expenses such as health insurance, research supplies, equipment, books, and travel to scientific meetings.

A Fellow can obtain health insurance through the NYU Medical and Dental plans and the Fellow's health plan contribution will be processed as a payroll deduction with each pay cycle. Refer to the NYU Benefits Guide for Post-doctoral Fellows on how to obtain insurance through NYU (see link under related policies). Alternatively, a Fellow may purchase his or her individual or family health insurance outside of NYU.

The Fellow may seek reimbursement for their health plan contributions. The money will be deducted from the Institutional Allowance by following the procedures outlined below:

- The Department Administrator will notify Sponsor Programs Administration (SPA) how much of the institutional allowance the postdoc elects to put toward health benefits. This amount will be reflected in account 55003 – Instl Allow for Postdoc Insurance Supplement.
 - The remainder of the institutional allowance must be budgeted under Other Than Personnel Services (OTPS) expense accounts such as lab supplies and travel.
- The Fellow should submit copies of insurance premium invoice(s), or health benefits confirmation detailing cost, to their departmental administrator. The department administrator should confirm the Institutional Allowance budget balance and contact their department Human Resources (HR) Officer to request reimbursement for the Fellow's health insurance costs.
- The department HR Officer will process an action in Workday to reimburse the Fellow for the cost of the health insurance. It is essential that the HRO select the Activity Pay *Post Doc Insurance Supplement (PDIS)* and select the correct amount of pay periods when processing the action. The number of pay periods entered should coincide with the fellow's appointment period, or remainder of the appointment if retroactive payment is processed, to ensure full payment is received and no residual balance exists at the end of the appointment. The Fellow will receive payments with each payroll cycle, which can be amended as needed.
- If a retroactive payment is necessary for insurance costs incurred between the appointment start date and date of the reimbursement request, the HRO will need to process two Activity Pays in Workday as illustrated below.
 - Assume the first payment will be for 11/15, \$100 for 9 pay periods (semi-monthly) from 9/1/2015 through 1/15/2016 for Fall:

- **Activity 1 (retroactive one-time payment):**
 - Activity = PDIS
 - Activity dates = 9/1/2015 - 11/15/2015
 - Amount = \$500
 - # payments = 1
 - Payment dates = 11/1/2015 - 11/15/2015

- **Activity 2 (prospective payments):**
 - Activity = PDIS
 - Activity dates = 11/16/2015 - 1/15/2016
 - Amount = \$400
 - # payments = 4
 - Payment dates = 11/16/2015 - 1/15/2016

- The distribution will be different depending on when submitted.

- Payments will not generate any tax withholding. Fellows should refer to the tax implications letter, which is provided to them when their stipend is awarded, to determine any tax obligations. A copy of the letter can also be found with these instructions on the SPA Handbook website.

- All insurance premium bills and related payments pertaining to the health insurance costs **must** be maintained by the department administrator and made available in the event of audit review for a period of 3 years following the closeout of the award.

Related Policies

<http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/postdoctoral-appointments-policy-for-nyu-washington-square.html>

<https://wp.nyu.edu/hr-nyubenefitsguide/post-doctoral-fellows/>