



NEW COMMUTER BENEFIT FOR FULL TIME STAFF NOW AVAILABLE!

What is the Benefit?

KenCrest is now offering employees the ability to pay for **mass transit** (bus, train) costs through **pretax payroll deductions**. Employees can elect up to \$280 per month. Employees will save money on commuting costs due to tax savings!

This will be administered through American Benefits Group (ABG). KenCrest already uses this vendor for the Flexible Spending Accounts.

Who is Eligible?

Although we are required to offer the benefit to staff working in Philadelphia, KenCrest is opening this up for ALL locations, including Delaware and Connecticut!

This benefit is for **Full time staff only** (those working over 30 hours per week). KenCrest will allow enrollment once the new hire benefit waiting period has been met.

How Do I Enroll?

Now that the new benefit is set up in Dayforce, **employees can enroll in this benefit at any time!** There is no need to wait until open enrollment. Employees can enroll and drop the benefit on a **monthly basis**.

Log into Dayforce

- 1) Click on the House Icon to be sure you are on the Home Screen
- 2) Click on the Benefits icon (Blue Plus Sign in the White Circle)
- 3) Click on Start Enrollment on the Transit Account Line
 - a. Choose your monthly amount. (Will be divided into 2 paychecks each month).
 - i. This amount will be deducted pretax until you end it.
 - ii. Funds will be sent to ABG bi-weekly.

Limitations

You can only make one enrollment or change per month.

Enrollments must be done by the 15th of the month in order to be effective the first of the following month.

For example: An election made on February 5 will be effective March 1.

An election made on February 20 will be effective April 1.

Once the enrollment is processed by ABG, **you will receive a debit card**.

IMPORTANT:

You **MUST** use the AIG issued debit card to purchase your transit pass, tokens, etc.

You will not be reimbursed if you make the transit purchase with another payment method.

Your debit card balance will only be the amount that has been sent to ABG. You cannot use future funds. If your purchase is more than the amount on your debit card, you will need to use a second method of payment for the balance. This second method will not be reimbursed.

To stop the benefit, simply change your election amount to \$0.

For any questions or assistance, please contact Kim Smith at ksmith@kencrest.org or 610-825-9360 x1032.