

What is Dodge Fitness Center Payroll Deduction?

- This benefit is a payroll deduction total of \$28.36 per month.
- The benefit allows access to the Dodge Fitness Center recreation facilities, including the Tri-Level Fitness Area with cardio equipment, selectorized equipment, & Olympic weight lifting spaces, Squash Courts, dry saunas, locker rooms, pool, gyms, and studios during open recreation hours. You also get access to sporting & fitness equipment, well-being classes, and more, such as drop-in sports.
- Only eligible employees may sign up, and may **not** be used for household accounts.
- The membership is effective on the 1st of the month following the date you elect.

How to sign up for payroll deduction:

- Visit CUBES Benefits page at my.columbia.edu
- Access My Benefits Summary
- Click on "Purchase/Update Dodge Fitness Membership"

The screenshot shows the CUBES Benefits website interface. At the top, there are navigation tabs: Home, My Benefits Summary, Tuition, Retirement, My Eligible Benefits, and Tools & Resources. The 'My Benefits Summary' tab is active. A dropdown menu titled 'Manage My Benefits' is open, listing several options. The option 'Purchase/Update Dodge Fitness Membership' is circled in red. Other options include 'View My 2022 Benefits Dashboard', 'View My 2023 Benefits Dashboard', 'Update My Benefits Due To a Change in Family Status', 'Change My Health Savings Account Contribution', 'Update My Retirement Elections', 'Tuition Programs, print my eligibility form', 'Enroll in or update Auto, Home and Pet Insurance', and 'Update 2023 Transit/Parking Elections'. Below the dropdown, there are several tiles for other benefits like 'Voluntary Benefits', 'Electronic Delivery Consent', 'SmartSelect', 'Your Retirement Elections', and 'Update your Life Insurance'. At the bottom, there is a 'Video Library' section with two video thumbnails.

- Under the "Lifestyle" section, click "Add"

The screenshot shows the 'Lifestyle' section of the CUBES Benefits website. It features a header with a bicycle icon, the word 'Lifestyle', and a purple button that says '0 Benefits Chosen'. To the right, there is a purple button that says '\$0.00 / Monthly'. Below the header, there is a list of benefits. The first item is 'Dodge Fitness Center', which has a '+ Add' button circled in red. To the right of this item is the 'COLUMBIA RECREATION' logo.

- Follow the prompts to complete the election

To Purchase Membership, select "Enrolled"

To Cancel Membership, select "No Coverage"

How to cancel payroll deduction:

- Visit CUBES Benefits page
- Access My Benefits Summary
- Click on "View my 2023 Benefits Dashboard"
- Find "Dodge Fitness Center" under the "Lifestyle" section, click "Manage"
- Follow the prompts to discontinue the election

Refund policies for payroll deduction:

- We do not offer refunds for lack of use of the membership
- Employees must cancel payroll deductions prior to going on temporary leave or ending appointment with Columbia University
- Memberships longer than one-month can be considered for a prorated refund for one of the following reasons, will require documentation, and are subject to a cancellation fee of \$20:
 - Termination of employment
 - Transfer off-campus
 - Formal leave of absence and sabbaticals
 - Changes in medical condition resulting in physical limitations
- Open Enrollment is perpetual and will continue until canceled. **Payroll Deduction must be canceled through CUBES at my.columbia.edu.**

If you have any questions or concerns regarding payroll deduction, please contact the Membership Office at dfcmembership@columbia.edu