Welcome to HR Partners!
HR PARTNERS: AGENDA

- Graduate Assistant Health Plan & GA E-Contract Changes
- State-Sponsored Health Insurance Legislation Summary
- Partnership PPO
- Training Tabs in WorkforUM: July 1
- Spin the Wheel!
Dr. James Kierulff
Interim Director, Graduate Student Services
Health Plan for GAs

• Church Health Center’s “Memphis Plan”
• “Plan” not “Insurance”
  ▪ Maternity
  ▪ Ambulance
  ▪ Behavioral Health
• Geographically: Memphis based health services, only.
Health Plan for GAs, cont.

• What is covered (sample)
  ▪ Primary and specialty care,
  ▪ Hospitalization and emergency room services,
  ▪ Diagnostic tests, lab work, and x-rays provided by designated providers,
  ▪ Dental services provided by the Church Health Center dental clinic,
Health Plan for GAs, cont.

• What is covered (sample), cont.
  ▪ Prescription discount cards.
  ▪ Hospitals: Methodist (Union), St. Francis (Park), Methodist LeBonheur (age <18).
  ▪ No deductible.
Health Plan for GAs, cont.

- **Cost**
  - Student: $40/month.
  - University picks up $10/month.
  - Sliding scale for multiple dependents.
Health Plan for GAs, cont.

• Process (October 2015 start)
  ▪ Student applies by August 23rd
  ▪ Grad school reviews invoice, sends terminations to CHC.
  ▪ CHC contacts new plan enrollees.
Health Plan for GAs, cont.

- Process, cont.
  - HR Benefits/Payroll/Accounting processes payroll deduction and sends payment for all students (including the University’s part of the payment) to CHC.
  - Academic year coverage is October through May; billing is September through April.
GA eContract System Revisions
New GA eContract System

- Academic Departments (6)
- Enterprise Application Services
- Program Management Group
- Human Resources - Strategies
- HR Records
- Shared Services Center (2)
- Bursar’s Office
- Provost Office
- Graduate School
- Financial Aid
- Process Improvement
- Internal Audit
- Finance
- Legal
New GA eContract System, cont.

- “Turbo Tax” type question tree for revisions.
- Revised contract language.
- Mobile device friendly.
- Harmonized output to needs of supporting departments.
New GA eContract System, cont.

• Added flexibility to stipend and tuition offers.
• Revised documentation – in program.
• Student appointment validation and exception handling.
• Streamlined approval processes – eContract only.
New GA eContract System, cont.

- **System Characteristics**
  - No minimum stipend amounts.
  - No minimum requirements for hours GAs work each week.
  - If a GA is in their last semester, allow to only take remaining credits needed for graduation.
  - Only eContracts will need approval; EPAF accuracy checks will be conducted by Shared Services with the help of Argos reports.
New GA eContract System, cont.

• System Characteristics, cont.
  ▪ eContract originators and approvers need FERPA clearance.
  ▪ A student must have a mailing address in the system before an eContract can be created.
  ▪ Exceptions to the 20 hour maximum work week are made and tracked electronically in the eContract system; there is no further need for the paper request form.
New GA eContract System, cont.

- System Characteristics, cont.
  - Rather than tuition being waived as a fixed percentage of full-time tuition, the benefit entered in the system will be the maximum dollar amount to be paid toward tuition waivers for the given student each semester noted in their eContract.
  - GA eContract entry submission deadlines will be enforced: 10th and 15th of the month.
  - No minimum credit hour registration requirement.
New GA eContract System, cont.

• System Characteristics, cont.
  ▪ **Subject to** existing laws and University/Department policies. Examples:
    – Financial aid full time registration requirements.
    – International student visa (F1) requirements.
• The state will not offer Medicare Supplement Insurance for employees or elected officials hired or elected after July 1, 2015. Current employees, elected officials and current Medicare Supplement members will be grandfathered.
PARTNERSHIP PPO

Suprena Grear
HR Associate, University Benefits Administration
PARTNERSHIP PPO

- Complete the online Healthways Well-Being Assessment by March 15, 2015
- Actively participate in coaching, if you are called.
- If a member does not respond to the failed attempt letter within 14 days of the post-marked date of the letter, then they will receive a transfer letter. This would be ongoing throughout the year. The member would have a completed 2015 WBA on record.
- Automated Verification - Call 888-741-3390. Select 1 to use the automated verification system.
PARTNERSHIP PPO

- Transfer Notices
- Biometric health screening deadline 07/15/2015
PARTNERSHIP PPO

2015 New Employees and Newly Covered Members

- Complete the online Well-being Assessment
- Get a biometric health screening
- Within 120 days of the insurance coverage effective date
TRAINING TABS IN WORKFORUM

Danny Linton
Assistant Director, Functional Online Solutions

Iliana Ricelli
Senior Director, Human Resources
TRAINING TABS IN WORKFORUM

- Beginning July 1, 2015, you will see two new tabs on position descriptions in WorkforUM related to training requirements.
- One tab, “Training – HR,” indicates training courses that are required of all staff positions at the University.
- The other tab, “Training – Department,” indicates training courses that your supervisor/department head (or in some cases HR) have designated as required for your specific position.
- Our plans are for you to receive e-mail reminders during the year if you have training requirements that are unfulfilled.
- Long-term plan is for these training requirements to be incorporated into performance appraisals.
TRAINING TABS IN WORKFORUM
TRAINING TABS IN WORKFORUM

[Diagram of training tabs in Workforum]

- University/Position Required Training Courses
  - Sexual Harassment Training
- Remove Entry?
- University/Position Required Training Courses
  - Title VI Training
- Remove Entry?
- University/Position Required Training Courses
  - Customer Service Training
- Remove Entry?
TRAINING TABS IN WORKFORUM

Training - Department

Check spelling

Training

- Accounting Basics
- Banner Navigation Training
- Bloodborne Pathogens Training
- Budget Basics
- Bursar Cash Handling Training - Goldbook
- Bursar Cash Handling Training - Including Online Access
- Business & Finance Systems Overview Training
- Diversity Training
- E-Contract Training: Faculty Summer Compensation
- E-Contract Training: Graduate Assistants
- E-Contract Training: Part-Time Faculty
- Employment Discrimination Prevention Training
- Environmental Training
- FERPA Training
- Grants and Contracts Training
- Lab Safety Training
- Management Readiness Training
- Performance Appraisal Training
- Radiation Safety Training
- Security Awareness (ITS) Training
- Tigerbuy Training
- Workforum Training
- Other

If Other, please explain:
REMINDER

• Retirement Reception for Debbie Wooddell
  ▪ Rose Theatre Entertainment Lobby
  ▪ Friday, June 19, 2015
  ▪ 2pm - 4pm
HR PARTNERS: 2015-16

The next HR Partners meeting will be Tuesday, September 15, 2015!

HAVE A GREAT SUMMER!
LET’S SPIN THE WHEEL!!