

# 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!

# GRADUATE ASSISTANT HEALTH PLAN & GA E-CONTRACT CHANGES

**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 23<sup>rd</sup>
  - 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: 10<sup>th</sup> and 15<sup>th</sup> 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.

# STATE-SPONSORED HEALTH INSURANCE: AS AMENDED

**Patricia Polania**

Assistant Director, University Benefits  
Administration

# STATE-SPONSORED HEALTH INSURANCE: AS AMENDED

- 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 on going 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

The screenshot displays the Workforum application interface. At the top, there is a navigation bar with the University of Memphis logo and user information: "Daniel Linton, you have 0 messages. System Administrator | logout". The main content area is titled "Job Description Questionnaire" and includes a "Check spelling" link and "Save" and "Next >>" buttons. The form is divided into sections: "Department" (Human Resources), "Organization Code" (520000), "General Information", "Index Code", "Fund Code" (110001), "Account Code" (61610), "Program Code" (4650), and "Activity Code". A sidebar on the left lists "Editing Position" options, with "Applicant Documents", "Training - Department", and "Training - HR" circled in red. A black-bordered box on the right highlights three training tabs: "Applicant Documents", "Training - Department", and "Training - HR".

**Editing Position**

- Job Description Questi...
- Major Duties and Respo...
- Funding
- Classification Title
- Position
- Supervisory Position
- Supplemental Documenta...
- Requisition Form
- Supplemental Questions
- Applicant Documents
- Training - Department
- Training - HR
- Employee
- Summary

**Job Description Questionnaire**

Save Next >>

Check spelling

Required Information

Department

- Department: Human Resources (Appears on Posting)
- Organization Code: 520000 (Enter the Banner organization code of the department)

General Information

- Index Code: Enter the Banner index code of the department
- Fund Code: 110001 (Enter the Banner fund code of the department)
- Account Code: 61610 (Enter the Banner account code of the department)

A budget revision needs to be attached to this form for account codes 61110, 61210, 61310, 61312, 61610. For pooled positions there must be funding in the proper account code before the new position can be created.

- Program Code: 4650 (Enter the Banner program code of the department in which the position will be charged.)
- Activity Code: Enter the Banner activity code of the department in which the position will be charged if one has been assigned to your ORG.

Save Next >>

Applicant Documents

Training - Department

Training - HR

# TRAINING TABS IN WORKFORUM

## Training - HR

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Training

**University/Position  
Required Training  
Courses**

Remove Entry?

**University/Position  
Required Training  
Courses**


Remove Entry?

**University/Position  
Required Training  
Courses**

Remove Entry?

# TRAINING TABS IN WORKFORUM

## Training - Department

 [Check spelling](#)

Training

**Departmentally Required Training Courses**

- 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!!**