

**Welcome to HR Partners!**  
**September 12, 2017**



# Agenda

- Introduction of New OIE Director
- Employee Award Payments
- Benefits: Annual Enrollment Period Update
- HR on the Road
- Status of Department of Labor Ruling
- Announcements and Deadlines
- Spin the Wheel!

# *Introduction*

**Kenneth Anderson**  
**Director, Office for Institutional Equity**

# *Employee Award Payments*

**Deborah Becker**

**Interim Assistant Vice President for Finance**

# Employee Award Payments

- Award payments are considered taxable wages for the employee regardless of whether the payment is funded from the Foundation or the University and must be reported on the employee's W-2 and applicable payroll taxes withheld.

# Employee Award Payments

- All Employee Award Payments (including temporary, student workers, and graduate assistants) which had previously been submitted to the Foundation for payment will now need to be processed through the University payroll system.
- Award payments to students can still be paid from the Foundation directly, as long as the student is not an employee of the University.

# Employee Award Payments

- Based on an established award program.
- Funding must come from the University of Memphis Foundation.
- Departments will need to submit a University Account Budget Request form to the UM Foundation for the gross amount payable to the University.
- Grants Accounting will set up a revenue and expenditure budget in the employee's home department for the award payment.
- The University will cover the benefits for payments made in E&G 110001.

# Process

- Departments will need to submit an Employee Award form with a copy of the award program guidelines and applicable signatures to Payroll AD272 for processing.
- Payroll will review approval signatures and that the payment is from an established award program and send to Grants to verify funding is in place.
- Award Payments will be included in the employee's next regular scheduled paycheck if the Employee Award form is submitted to Payroll by the following deadlines:
  - Monthly paid employees – 5th day of the month
  - Biweekly paid employees – the Monday before the end of the pay period





## Employee Award Payment Request

<b>Date:</b>	<input type="text" value="07/24/17"/>	<b>Submitting Department</b>	<input type="text" value="Tiger Town"/>
<b>Employee's Name:</b>	<input type="text" value="John Doe"/>	<b>UID:</b>	<input type="text" value="U0000xxxx"/>
<b>Position Number &amp; Suffix</b>	<input type="text" value="001955 - 00"/>	<b>ECLS</b>	<input type="text" value="F9"/>
<b>Award Name</b>	<input type="text" value="Tiger Award"/>	<b>Award Date:</b>	<input type="text" value="9/15/2017"/>

<b>Account Code - 61602 Employee Award</b>	<b>Earnings Code - 122</b>
<b>Foundation Fund Name</b>	<b>Foundation Fund #</b>
<input type="text" value="Tiger Town fund"/>	<input type="text" value="12345"/>

UofM Fund/ORG/Program/Activity	Index	Gross Amount to be paid	%
<input type="text" value="xxxxxx/xxxxxx/xxxx/x"/>	<input type="text"/>	<input type="text" value="\$ 2,500.00"/>	<input type="text" value="100%"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TOTAL</b>		<input type="text" value="\$ 2,500.00"/>	<input type="text" value="100%"/>

Payment Calculation		
<b>Gross Amount:</b>		\$ 2,500.00
Less: Income Tax Withholding (25%)		(625.00)
Less: FICA Tax (6.2%)		(155.00)
Less: Medicare Tax (1.45%)		(36.25)
<b>Net Amount due to Employee:</b>		<b>\$ 1,683.75</b>
Note: Individuals in special tax situations (non-citizens, graduate students, etc.) may have more or less taxes deducted.		

**Please note:** By signing this request you are verifying that this award payment request is from an established award program and Foundation funds are available. This payment will be processed through the payroll and reported as taxable income to the employee and applicable withholding taxes will be withheld from the payment. The employee's year-end tax statement (W-2) will include the gross amount of this award and all applicable taxes withheld in the year of the payroll check date. Please attach a copy of the established award program with your request.

# Employee Award Payment Request Form

- <http://www.memphis.edu/bf/forms/finance.php>

## Payroll

- Adjustment Time Sheet (**NOTE:** For best results, please access this form only in Internet Explorer.)
- Administrative Employee Time Sheets (MS Excel):  
December 2016 | BW1 (1/1-1/6/17) | BW2 (1/7-1/20/17) | BW3 (1/21-2/3/17) | BW4 (2/4-2/17/17) | BW5 (2/18-3/3/17) | BW6 (3/4-3/17/17) | BW7 (3/18-3/31/17) | BW8 (4/1-4/14/17) | BW9 (4/15-4/28/17) | BW10 (4/29-5/12/17) | BW11 (5/13-5/26/17) | BW12 (5/27-6/9/17) | BW13 (6/10-6/23/17) | BW14 (6/24-7/7/17) | BW15 (7/8-7/21/17) | BW16 (7/22-8/4/17)  
Generic BW Time Sheet (Use for all pay periods after 8/4/17)
- Bi-Weekly Time Sheet (Regular Employee): Web | PDF | Excel
- Direct Deposit Authorization: Web | PDF
- [Employee Award Payment Request Form: Excel](#)
- Faculty/Staff Payroll Deduction Authorization
- Foreign National Tax Information Form
- Monthly Time Sheet (Regular Employee): Web | PDF | Excel
- Overtime Outside Regular Department Time Sheet: Web
- Pre-Tax Parking Guidelines
- Pre-Tax Parking Waiver
- Salary Redistribution Request
- Student or Temporary Bi-Weekly Time Sheet: Web | PDF | Excel
- W-4

# Account Codes

- **Salary Account Code 61602** will be used for all employee awards and is appropriate for all types of employees (faculty, staff, and students) award payments
- **Revenue account code 57013 - Cash Gifts Foundation**

# **Employee Award Payments**



**Questions?**

# ***Benefits: Annual Enrollment Period Update***

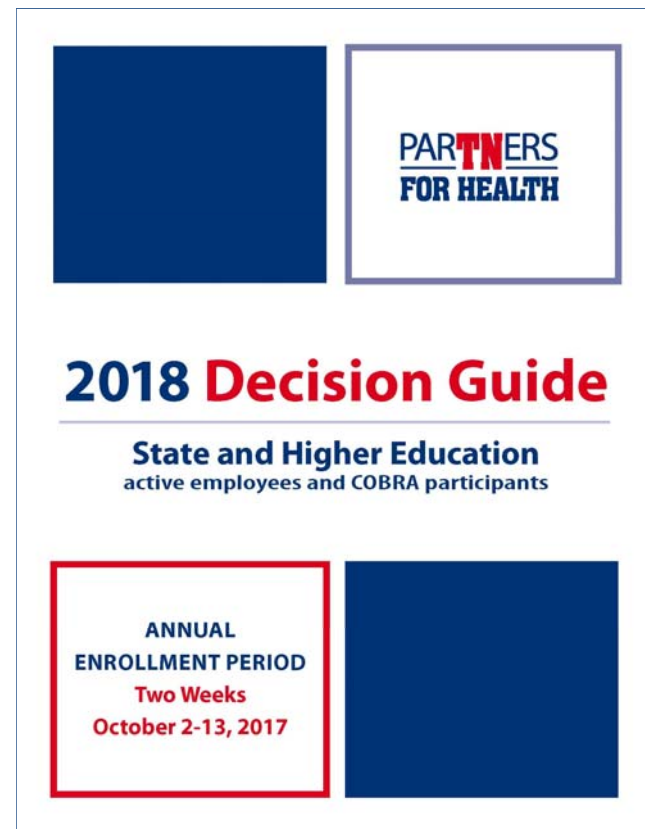
**Patricia Polania & Suprena Grear  
University Benefits Administration**

# Benefits: Annual Enrollment Period Update

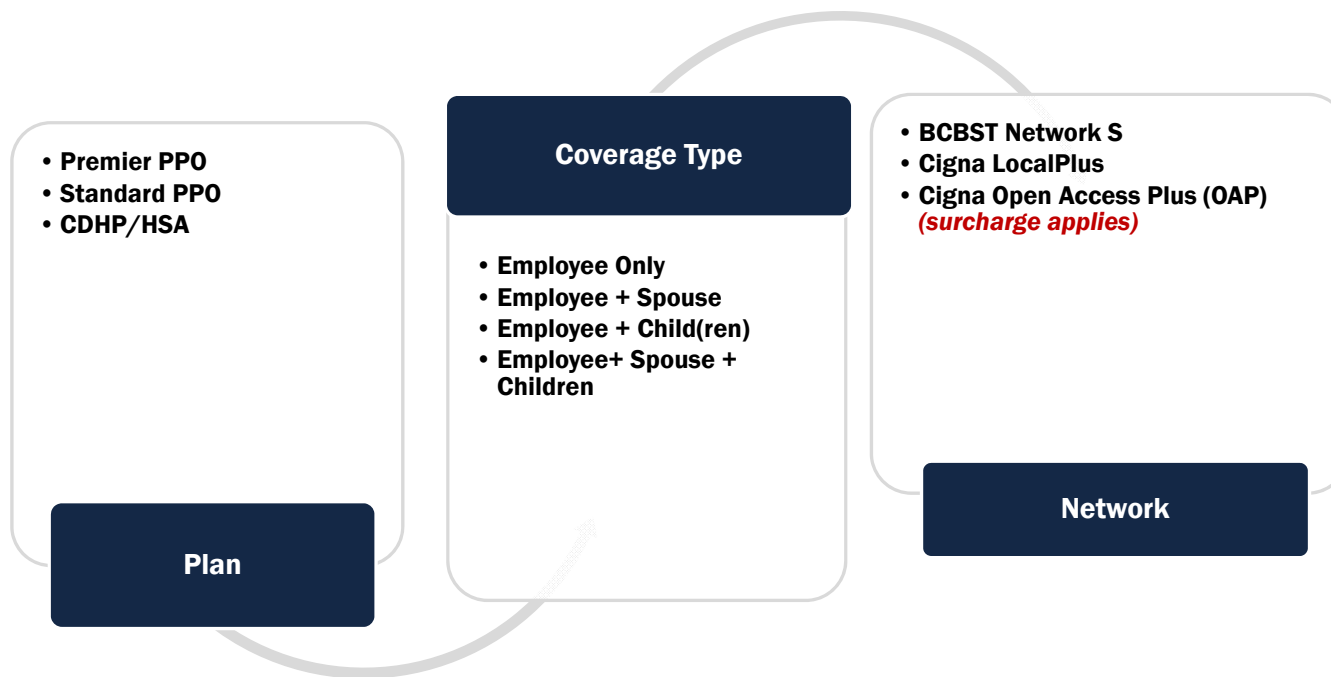
- You must use Employee Self Service (ESS) in Edison.
- **Enroll early!** Submit your changes as early as possible.
- Enrollment ends at 4:30 p.m. Central on October 13. You must click “submit” in ESS to finalize your selections.
- All new dependent verification documents must be received by 4:30 p.m. Central on October 13.
- Life Insurance: Use the Securian (Minnesota Life) website to enroll in voluntary term life insurance at [lifebenefits.com/stateoftn](http://lifebenefits.com/stateoftn)
- CDHP/HSA: Employees must update their HSA contributions each year.
- Flexible benefits  
Enroll on PayFlex website at ([stateoftn.payflexdirect.com](http://stateoftn.payflexdirect.com)).

# 2018 Decision Guide

- Eligible employees will receive a copy of the 2018 Decision Guide in the mail in mid-September.



# Health Insurance



- Even if you don't make any changes, you should review your enrollment every year. The plans, networks, and benefits may change and impact you.



# Health Insurance: 3 Options—You Choose One.

## 1. Premier PPO (formerly called the Partnership PPO)

- Same plan design as Partnership PPO Plan.
- Highest premium; but you pay less for copays at the doctor's office and less in coinsurance.
- Premiums will be higher in 2018 by 13%.
- Members currently enrolled in the Partnership PPO (and No Partnership) **will be automatically moved** to the Premier PPO unless they enroll in a different plan.
- Enrollment is not tied to any wellness requirements.

## 2. Standard PPO

- Premiums will be lower in 2018 by 22%
- Benefits will be the same as in 2017

## 3. Consumer-driven Health Plan (CDHP)/HealthSavings Account (HSA)

- Premiums will be lower in 2018 by 21%
- State HSA funding will be \$250 employee/\$500 employee + dependent
- State HSA funds are not tied to wellness activities

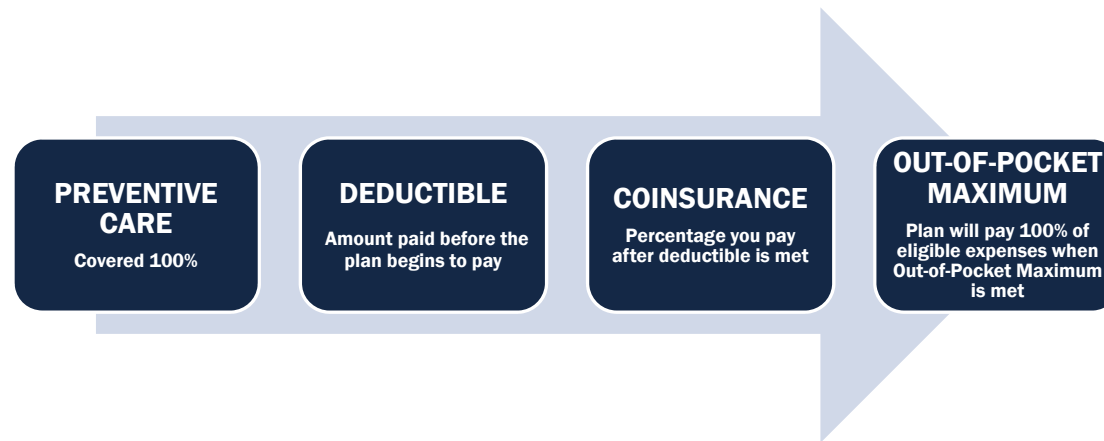
# Health Insurance Networks

You choose one of three networks of doctors and facilities:

- **BlueCross BlueShield Network S:** There is no additional cost for this network. In 2018 in the Memphis market, Methodist facilities will be out-of-network, and Baptist facilities will be in-network. All Methodist provider groups will remain in-network.
- **Cigna LocalPlus:** There is no additional cost for this network. This is a smaller network than Cigna Open Access Plus (OAP).
- **Cigna OAP:** This is a large network, with a choice of more doctors and facilities, but you will pay more. In 2018 in the Memphis market, Baptist facilities will be out-of-network, but Methodist facilities will remain in-network.
  - Monthly surcharges will apply:
    - \$40 more for employee only and employee+child(ren) coverage
    - \$80 more for employee+spouse and employee+spouse+child(ren) coverage.

Your network vendor's (BlueCross BlueShield or Cigna) website may have tools and resources to help you find out how much a procedure or test could cost.

# CDHP/HSA: How does it work?



## CDHP/HSA benefits

- The state contributes to your HSA (\$250 employee only/\$500 family tiers), and you can contribute to this account with pre-tax dollars.
- HSA money can be used to pay for your out-of-pocket costs like your deductible, coinsurance for doctor's visits and prescription drugs.
- Your HSA money rolls over each year — you keep it if you leave or retire

## 2018 maximum HSA contribution amounts (includes employer contributions):

- \$3,450 for employee only (includes \$250 state HSA contribution)
- \$6,900 for all other tiers (includes \$500 state HSA contribution)
- Members 55 or older can save an extra \$1,000 in a catch up contribution during the plan year

# Premiums for 2018: State & Higher Education

- Employee Share of Monthly Premiums

Premium Level	Premier PPO		Standard PPO		CDHP/HSA	
	BCBS/ Cigna LocalPlus	Cigna Open Access	BCBS/ Cigna LocalPlus	Cigna Open Access	BCBS/ Cigna LocalPlus	Cigna Open Access
Employee Only	\$150	\$190	\$102	\$142	\$66	\$106
Employee + Child(ren)	\$225	\$265	\$153	\$193	\$98	\$138
Employee + Spouse	\$314	\$394	\$215	\$295	\$138	\$218
Employee + Spouse + Child(ren)	\$389	\$469	\$266	\$346	\$170	\$250

# Deductible and Out-of-Pocket Maximums

	Premier PPO	Standard PPO	CDHP/HSA
	In-Network	In-Network	In-Network
<b>Deductibles</b>			
Employee only	\$500	\$1,000	\$1,500
Employee + Child(ren)	\$750	\$1,500	\$3,000
Employee + Spouse	\$1,000	\$2,000	\$3,000
Employee + Spouse + Child(ren)	\$1,250	\$2,500	\$3,000
<b>Out of Pocket Max (medical and pharmacy combined)</b>			
Employee only	\$3,600	\$4,000	\$2,500
Employee + Child(ren)	\$5,400	\$6,000	\$5,000
Employee + Spouse	\$7,200	\$8,000	\$5,000
Employee + Spouse + Child(ren)	\$9,000	\$10,000	\$5,000

# Wellness Voluntary Rewards Program

The 2018 wellness program will be voluntary. The “Partnership Promise” will go away and will no longer be part of any health plan. This means that members will NOT be required to complete any wellness program activities.

However, state and higher education members and enrolled spouses in any plan can get cash rewards for participating in the voluntary wellness program. You can get money deposited through payroll\* by completing certain activities and programs.

Here’s how it works:

Regardless of the health plan you choose, members and enrolled spouses will first complete two requirements that may make them eligible for other programs. These requirements are:

- Health risk assessment (online questionnaire)
- Biometric screening

\*Members must be in a positive pay status to receive an incentive. The cash incentive for both the employee and eligible spouse will be deposited directly into the member’s paycheck and will be taxed.

# Dental Insurance

During annual enrollment, eligible employees can enroll in or transfer between the two dental options:

## Cigna Prepaid Plan

- Fixed copays
- Participating dentists only
- In-network only
- Dental Care DHMO Network
- Premiums will increase by 3.5% in 2018.

## MetLife Dental Preferred Plan

- Coinsurance and deductibles
- Any dentist
- Pay less with network providers
- DPPPO Network
- Premiums will increase by 3.6% in 2018.

2018 Premiums	Cigna Prepaid	MetLife DPPPO
Employee Only	\$13.44	\$23.18
Employee + Child(ren)	\$27.91	\$53.29
Employee + Spouse	\$23.83	\$43.84
Employee + Spouse + Child(ren)	\$32.76	\$85.78

**You will keep your current coverage if you don't make any changes.**

# Vision Insurance

- The 2018 Vision Plan will be managed by Davis Vision.
- There are two plan options – both plans offer the same services:

Basic Plan	Expanded Plan
Discounted rates	Copays
Allowances	Allowances
	Discounted rates

- Premiums will decrease in 2018:

	Basic	Expanded
Employee Only	\$3.07	\$5.56
Employee + Child(ren)	\$6.13	\$11.12
Employee + Spouse	\$5.82	\$10.57
Employee + Spouse + Child(ren)	\$9.01	\$16.35



# Vision Insurance

- Both options offer the same services including:
  - Routine eye exam once every calendar year
  - Frames once every two calendar years
  - Choice of eyeglass lenses or contact lenses once every calendar year
  - Discount on LASIK/refractive surgery

# Flexible Spending Accounts

## Medical Flexible Spending Account (FSA)

For certain medical, dental, vision and prescription costs not covered by insurance. You DO NOT qualify if enrolled in a CDHP, but you can put money in a limited purpose FSA for dental and vision.

- Calendar year election
- \$2,600 maximum
- Up to \$500 of your unused FSA balance can be carried over into the next plan year instead of you “losing it.”

## Limited Purpose FSA:

For certain dental and vision costs not covered by insurance.

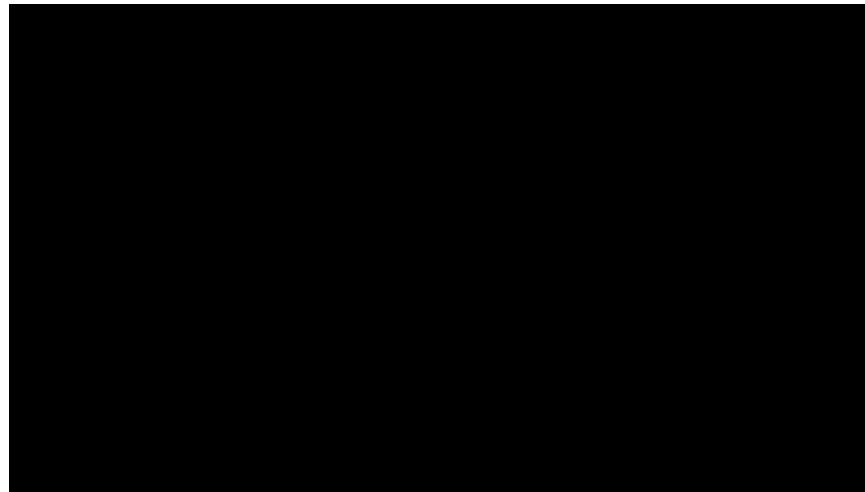
- Calendar year election
- \$2,600 maximum

## Dependent Care FSA

For certain dependent care costs such as after school care, baby-sitting fees, adult or child daycare and pre-school

- Calendar year election
- \$5,000 maximum
- Employee and spouse may contribute to the dependent care FSA up to \$2,500 each if both are working.
- Contribution limits: Set by the IRS. Go to [IRS.gov](https://www.irs.gov) for contribution limits
- Employees must re-enroll each year.
- Employees that have a HSA with a debit card and plan to enroll in a limited-purpose FSA – will use the same debit card for both.

# Short Term Disability Insurance



The short term disability insurance plan is managed by MetLife. Call the MetLife State of Tennessee Dedicated Customer Service Line with questions:

855.700.8001

Mon.- Fri., 7 a.m. – 10 p.m. Central time

# Long Term Disability Insurance

- Long Term disability insurance replaces a portion of your income during a disability that is expected to last for an extended period of time. This period of time is typically longer than 90 or 180 days. It may be good for those who:
  - Need their income to pay for housing, food and other bills
  - Would have trouble supporting themselves if out of work more than 90 days

# Other Important Changes for 2018

- Long-term care: This program is closing to new members as of December 31, 2017. If enrolled, you can keep this coverage, but you will do so with the insurance company, MedAmerica.
  - MedAmerica will mail information to enrolled members. All eligible employees and dependents can still enroll in this coverage through December 31, 2017. Payroll deductions will stop after November 30, 2017, and after this date, members will pay premiums directly to MedAmerica.
- Voluntary term life insurance: Has been changed to allow a member to port (continue) one half of the coverage value the member had as an active employee or spouse upon leaving employment. The employee minimum amount of continued coverage is \$5,000 and the maximum is \$250,000.
  - Premium rates for employees and spouses will increase for 2018. The monthly administrative charge and the premium rates for the child term life insurance rider will decrease for 2018.

# What Do I Need to Do?

- ✓ Edison Access ID and Password
- ✓ Review the 2018 Decision Guide
- ✓ View the new animated videos to learn more about your benefits at [partnersforhealthtn.gov](http://partnersforhealthtn.gov)
- ✓ Attend Benefits Fair and Informational Sessions
- ✓ Visit the Benefits Administration website for enrollment instructions & links



# **Benefits: Annual Enrollment Period Update**



**Questions?**

***HR on the Road &  
Status of Department of Labor Ruling***

**Iliana Ricelli  
Senior Director, Human Resources**



# HR on the Road

- **GET YOUR POLICY ON!**
- In the months of October and November, HR will be holding half-day sessions around campus to provide updates on new and revised policies.
- Most policies had minor changes; others had significant revisions.
- All employees will be invited to the half-day sessions, however, you will have the option of scheduling a session for your group (minimum 25 employees).
- Be on the lookout for more information.

# Status of Department of Labor Ruling

- Originally created when the Department of Labor was changing the minimum salary for exempt employees
- Employees moved or classified as AB were going to be non-exempt and need to track their time
- Only those employees making at least \$47,476/year would be considered exempt
- Before the December 1 implementation date, the federal government put the process on hold

# Status of Department of Labor Ruling

- The federal government has asked employers around the country for recommendations on a different salary structure for exemption
- The Court of Appeals upheld the injunction and the proposed salary guidelines have been rescinded.
- The Department of Labor will now be tasked to determine if a new salary level may start being used.

# Status of Department of Labor Ruling

- Employees who were tracking overtime hours on “AB” timesheets will **NO LONGER NEED** to continue completing manual time sheets.
- These employees **SHOULD** continue to complete their electronic leave reports.
- HR will monitor the Department of Labor’s next moves and communicate as necessary.

# ***Announcements & Deadlines***

# Announcements & Deadlines

- New HR Employees
- New HR Partners

# Announcements & Deadlines

- Current Job Openings

# Announcements & Deadlines

- **2<sup>nd</sup> Annual Excellence Awards**  
**Thursday, November 2, 2017**  
**University Center Ballroom**  
**10 a.m.**
- **Nominations now being accepted at:**  
**[tinyurl.com/memphisexcellence](http://tinyurl.com/memphisexcellence)**



# Announcements & Deadlines

- **Benefits Fair**

**Main Campus: September 27, 2017**  
**Rose Theatre, 10am-2pm**

**Lambuth: September 28, 2017**  
**Wisdom Parlor, 11am-2pm**

# Announcements & Deadlines

- Retirement Informational Sessions

Understanding Medicare: 9/12

Controlling Your Financial Future: 9/19

The UofM Retirement Roadmap: 9/26

- All sessions 2:00 - 3:30 p.m. in Brister 220.

# Announcements & Deadlines

- **GA Appointment E-Contract Training**  
**October 24, 2017**  
**2:30 p.m. AD178**
- **WorkforUM Training**  
**October 25, 2017**  
**1:30 p.m. AD178**

# Announcements & Deadlines

- **Extra Compensation E-Contract Training**  
**October 26, 2017**  
**2:30 p.m. AD178**
- **Part-Time Faculty E-Contract Training**  
**October 31, 2017**  
**2:30 p.m. AD178**

## **Announcements & Deadlines**

- **Employee Data Verification Project Kicks off October 18, 2017**
- **Employees will be ask to review and correct personal data via the MyMemphis portal.**

**Thank you for attending!**  
**[memphis.edu/hrpartners](https://memphis.edu/hrpartners)**

