Welcome to HR Partners!

September 15, 2015

THE UNIVERSITY OF MEMPHIS

Agenda

- Annual Open Enrollment Period & Benefits Fair
- Shared Services: I-9 Forms
- HR Learning Center Opening
- Confidentiality Acknowledgements
- Changes to WorkforUM Rejection Codes & Final Pool Analyses
- Salary Increases
- New HR Employees
- Annual Giving and Charitable Giving
- Spin the Wheel!

Annual Open Enrollment Period

September 15th – October 15th

Benefits Fair

Wednesday, September 30th,

Location – Rose Theatre 10am – 2pm

What's Changing for 2016

- **Health insurance premiums** will increase 3.5 percent
- Cigna will offer the **LocalPlus** network and BlueCross will offer **Network "S"** in all regions.
- The carrier surcharge will be removed from all health options.
- A new healthcare option – the **Health Savings CDHP** (with or without Wellness option)

What's Changing for 2016 - Continued

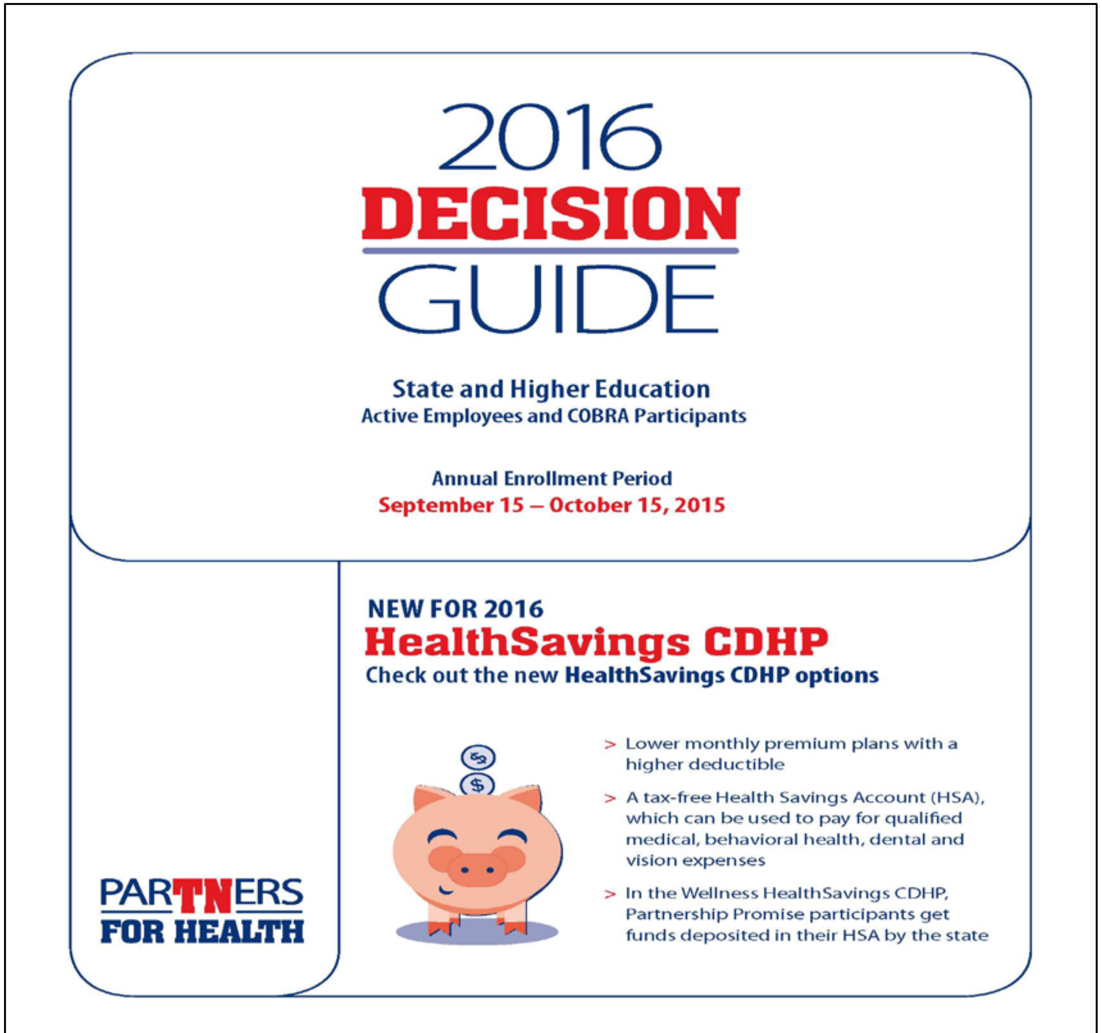
- The copay for **convenience clinics** will be lowered to the same level as a primary care visit.
- The copay for **urgent care centers** will be raised to the same level as a specialist visit.
- **Chiropractic coverage** will be limited to 50 visits per year
- The **pharmacy lower cost 90-day maintenance tier** will be expanding to include other medications

What’s Changing for 2016 - Continued

- **Dental Plan Vendors will change.**

  The Prepaid Dental Plan vendor will be **Cigna** and the Dental Preferred Provider Organization vendor will be **MetLife.**

2016 Decision Guide



2016
DECISION
GUIDE

State and Higher Education
Active Employees and COBRA Participants

Annual Enrollment Period
September 15 – October 15, 2015

NEW FOR 2016
HealthSavings CDHP
Check out the new **HealthSavings CDHP options**

> Lower monthly premium plans with a higher deductible

> A tax-free Health Savings Account (HSA), which can be used to pay for qualified medical, behavioral health, dental and vision expenses

> In the Wellness HealthSavings CDHP, Partnership Promise participants get funds deposited in their HSA by the state

PARTNERS FOR HEALTH

Enrolling for Benefits

- User ID and a temporary password will be mailed to your home address.

PASSWORD RESET CALL CENTER HELPLINE

844-330-9100

HOURS OF OPERATION

7:00 a.m. – 4:30 p.m. (Central Time) Monday - Friday

Annual Enrollment Period

If you DO want to make changes

You must use **Employee Self Service (ESS)** in Edison.

Benefits Administration will **not** accept paper forms

Enroll early! We expect many people will make changes this year and you should submit your changes as early as possible.

Enrollment ends at 4:30 p.m. - Central Time on October 15th.

All new dependent verification documents must be received by 4:30 p.m. Central Time on October 15th.

Life Insurance: Use the Minnesota Life website for voluntary (optional) term life insurance.

Your Health Insurance Options

Options	Two Insurance Carriers	Four Premium Levels (tiers)
• Partnership PPO* • Standard PPO • Wellness HealthSavings CDHP/HSA* • HealthSavings CDHP/HSA (no Partnership Promise)	• BlueCross BlueShield of Tennessee (Network S) • Cigna (LocalPlus network)	• Employee • Employee + child(ren) • Employee + spouse • Employee + spouse + child(ren)

What is the Health Savings CDHP?

Consumer Driven Health Plan (CDHP)
with Health Savings Account (HSA)

New Insurance plan option

- Wellness Health Savings CDHP
- Health Savings CDHP
- Can help you save money
- In addition to existing PPOs
- Higher deductible
- Lower monthly premiums
- Includes Health Savings Account (HSA)
    - A tax-free HSA – which you own.

Health Benefits

What are the benefits of an HSA?

The money you save in the HSA (both yours and any employer contributions) rolls over each year and collects interest. **You don't lose it at the end of the year.**

You can use money in your account to pay your deductible and qualified expenses.

The money is yours! You take your HSA with you if you leave or retire.

The HSA offers tax advantages on money in your account:

1. Both employer and employee contributions are tax free.
2. Withdrawals for qualified medical expenses are tax free.

The HSA can be used to pay for qualified medical expenses that may not be covered by your health insurance plan (like vision and dental expenses, hearing aids, contact lens supplies, acupuncture and more) with a great tax advantage.

It also serves as another retirement savings account option. Money in your account can be used tax free for health expenses even after you retire. And, when you turn 65, it can be used for non-medical expenses. But non-medical expenses will be taxed.

Health Benefits

Health Savings Account – are you eligible?

Other rules:

If you have an FSA (Flexible Spending Account) with a grace period allowing you to incur claims until 3/15 and:

- Your FSA balance is zero on 12/31, you are eligible to open your HSA on January 1.

- Your FSA balance is not at zero on 12/31, you are not eligible to open your HSA until the first of the month following the grace period (4/1).
  - Any funds posted to your HSA cannot be used for claims incurred prior to 4/1 or the date you opened.

Health Benefits

PayFlex – Health Savings Account

PayFlex free mobile app

- Makes it easy for you to manage your account 24/7
- Available for iPhone and iPad mobile digital devices, Android and BlackBerry
- Access to your online account
- Can upload photos of your receipts of qualified expenses for tax purposes

Earn interest and invest your money

- Earn interest each month on the money in your HSA
- When your account balance reaches $1,000 - you can invest the funds over this amount
- You can access options and set up investments through your online PayFlex account

Account fees: The state will pay your monthly maintenance fee for your HSA as long as you are enrolled in a Health Savings CDHP. You are responsible for standard banking fees. However, if you leave your job, retire or choose a PPO option in the future, you will be responsible for paying any applicable HSA fees.

Comparing PPO and Health Savings CDHP

In-Network Comparison	Partnership PPO	Standard PPO	Wellness HealthSavings CDHP	HealthSavings CDHP
Deductible	$450 individual $1,150 family	$800 individual $2,050 family	$1,400 individual $2,800 family	$1,500 individual $3,000 family
Medical Out-of-Pocket Max	$2,300 individual $4,600 family	$2,600 individual $5,200 family	$2,300 individual $4,600 family	$3,800 individual $7,600 family
Pharmacy Out-of-Pocket Max	$2,500 individual $5,000 family	$3,000 individual $6,000 family	Included with Medical	Included with Medical
HSA Employer Contributions	N/A	N/A	$500 individual $1,000 family	$0

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How does Health Savings CDHP work?

How does Health Savings CDHP work?

How the HealthSavings CDHP Works

Annual Expenses →

PREVENTIVE CARE	DEDUCTIBLE	COINSURANCE	OUT-OF-POCKET MAXIMUM
Preventive visits, immunization and screenings covered 100%*	Amount you pay before the plan begins to pay	If your expenses reach the deductible, the plan will pay 70% or 80% of the cost of care and you pay 20% or 30%**	If you reach your out-of-pocket maximum, the plan will pay 100% of eligible expenses

Your HSA

Plan pays

You pay

* For in-network services the plan will pay 100% of the cost of care.

** For in-network services in the Wellness HealthSavings CDHP the plan will pay 80% of the cost of care and you will pay 20%.

Take Note

If you do not want to make changes, **no action is required.**

If you do want to make changes or add coverage, you must use ESS and meet the enrollment deadline of October 15, 2015.

Don't Wait — Enroll early! We anticipate more people will have changes this year so enroll as soon as possible.

You must click "submit" in ESS to finalize your selections by 4:30 p.m. Central time on October 15, 2015.

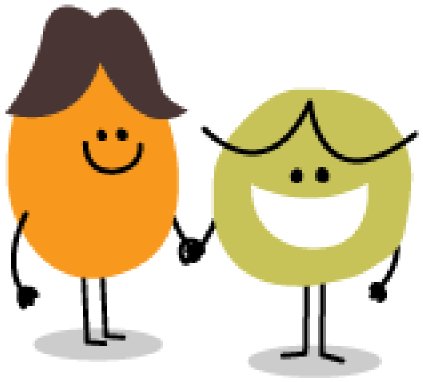
Dependent verification documents must also be submitted by October 15 at 4:30 p.m. Central or the dependent will not be enrolled.

- You can't make changes until the next Annual Enrollment Period – *unless* you have a qualifying event.

What is ALEX?

ALEX is a smart, funny benefits expert who explains benefits options and may help members choose what’s best for them.

Go to http://www.partnersforhealthtn.gov/



Shared Services: I-9 Forms

Completing the Form I-9

“Employment Authorization Form”

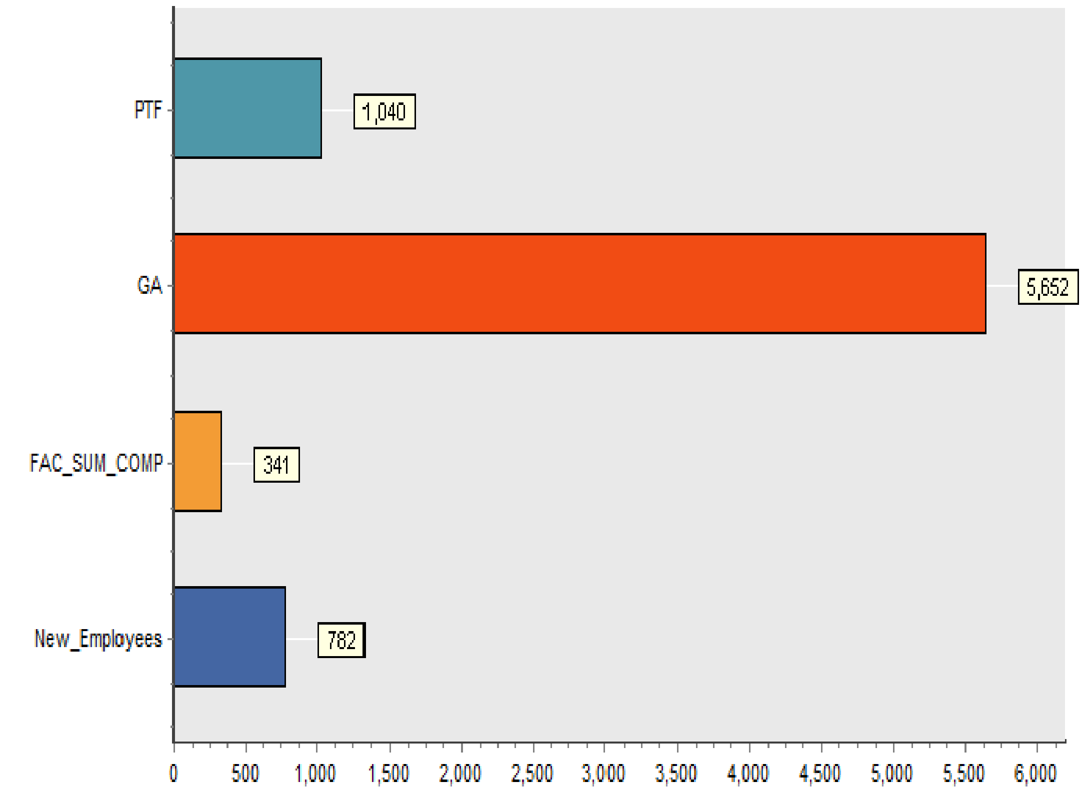
Citizens, Permanent Residents

&

Aliens Authorized to Work

EPAF Count

Choose Date Range: 08/01/2015 08/31/2015 Submit



Epaf Group	Count
New_Employees	782
FAC_SUM_COMP	341
GA	5652
PTF	1040

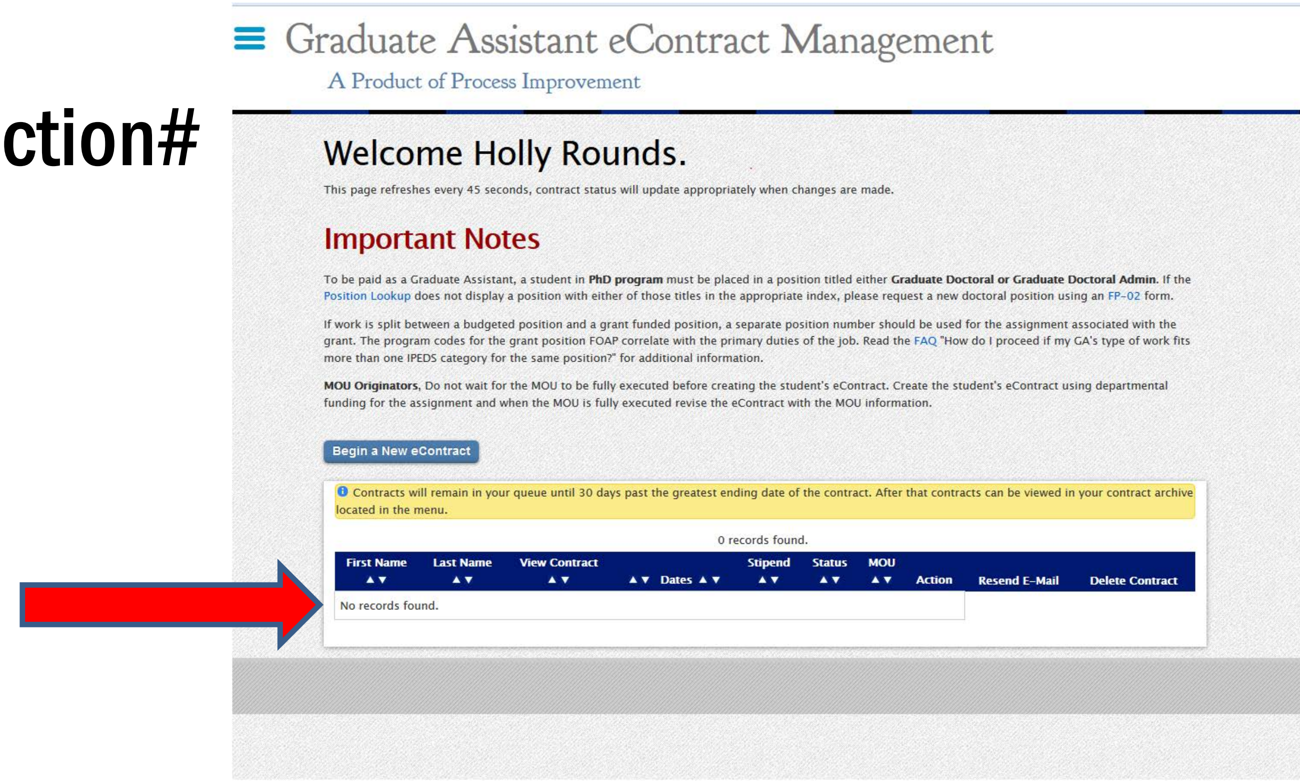
Total Count
7815

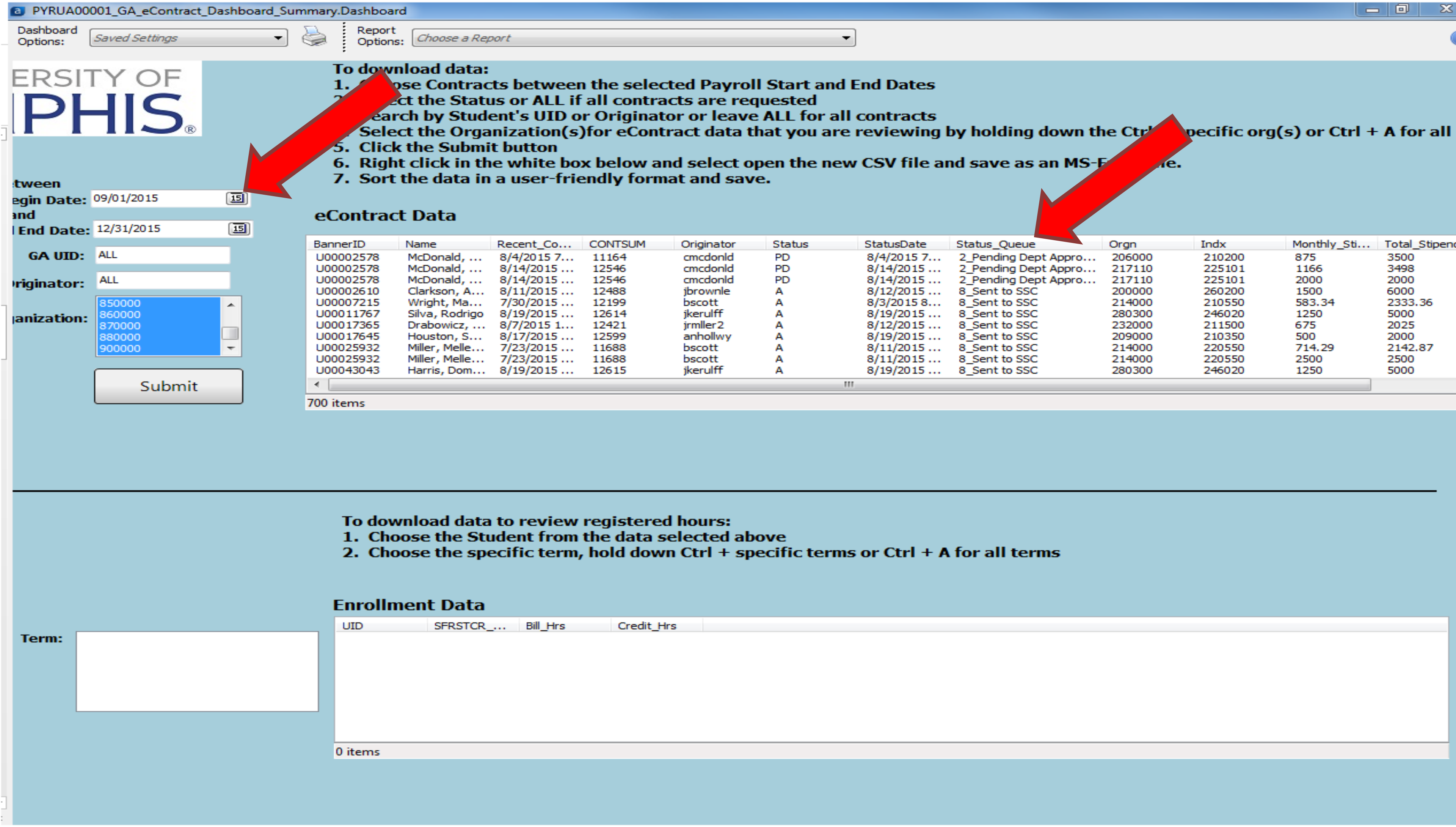
New_Employees FAC_SUM_COMP GA PTF

Total Count - 7815

What is the status of your GA's eContract?

- GA eContract site
  - Summary page
- eContract
  - EPAF Transaction#
- Argos





PYRUA00001_GA_eContract_Dashboard_Summary.Dashboard

Dashboard Options: Saved Settings

Report Options: Choose a Report

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To download data:

1. C ose Contracts between the selected Payroll Start and End Dates
2. ct the Status or ALL if all contracts are requested
3. earch by Student's UID or Originator or leave ALL for all contracts
4. Select the Organization(s)for eContract data that you are reviewing by holding down the Ctrl pecific org(s) or Ctrl + A for all
5. Click the Submit button
6. Right click in the white box below and select open the new CSV file and save as an MS-E e.
7. Sort the data in a user-friendly format and save.

tween
egin Date: 09/01/2015
nd
End Date: 12/31/2015
GA UID: ALL
riginator: ALL
anization: 850000 860000 870000 880000 900000

Submit

eContract Data

BannerID	Name	Recent_Co...	CONTSUM	Originator	Status	StatusDate	Status_Queue	Orgn	Indx	Monthly_Sti...	Total_Stipen
U00002578	McDonald, ...	8/4/2015 7...	11164	cmcdonld	PD	8/4/2015 7...	2_Pending Dept Appro...	206000	210200	875	3500
U00002578	McDonald, ...	8/14/2015 ...	12546	cmcdonld	PD	8/14/2015 ...	2_Pending Dept Appro...	217110	225101	1166	3498
U00002578	McDonald, ...	8/14/2015 ...	12546	cmcdonld	PD	8/14/2015 ...	2_Pending Dept Appro...	217110	225101	2000	2000
U00002610	Clarkson, A...	8/11/2015 ...	12488	jbrownle	A	8/12/2015 ...	8_Sent to SSC	200000	260200	1500	6000
U00007215	Wright, Ma...	7/30/2015 ...	12199	bscott	A	8/3/2015 8...	8_Sent to SSC	214000	210550	583.34	2333.36
U00011767	Silva, Rodrigo	8/19/2015 ...	12614	jkerulff	A	8/19/2015 ...	8_Sent to SSC	280300	246020	1250	5000
U00017365	Drabowicz, ...	8/7/2015 1...	12421	jrmller2	A	8/12/2015 ...	8_Sent to SSC	232000	211500	675	2025
U00017645	Houston, S...	8/17/2015 ...	12599	anhollwy	A	8/19/2015 ...	8_Sent to SSC	209000	210350	500	2000
U00025932	Miller, Melle...	7/23/2015 ...	11688	bscott	A	8/11/2015 ...	8_Sent to SSC	214000	220550	714.29	2142.87
U00025932	Miller, Melle...	7/23/2015 ...	11688	bscott	A	8/11/2015 ...	8_Sent to SSC	214000	220550	2500	2500
U00043043	Harris, Dom...	8/19/2015 ...	12615	jkerulff	A	8/19/2015 ...	8_Sent to SSC	280300	246020	1250	5000

700 items

To download data to review registered hours:

1. Choose the Student from the data selected above
2. Choose the specific term, hold down Ctrl + specific terms or Ctrl + A for all terms

Enrollment Data

Term:

UID	SFRSTCR_...	Bill_Hrs	Credit_Hrs

0 items

Why Do We Need an I-9?

- PURPOSE

  The Immigration Reform and Control Act made all U.S. employers responsible to verify the employment eligibility and identity of all employees hired to work in the United States after November 6, 1986. To implement the law, employers are required to complete Employment Eligibility Verification forms (Form I-9) for all employees, including U.S. citizens. The I-9 must be completed within 3 DAYS of the hire date or the employer may terminate employment. If the employer is audited and the I-9 is found incomplete the employer could face fines from $100-$10,000.

Who Needs to Complete an I-9?

- A I-9 form must be completed for:
  - a new UofM employee
  - a break in service of more than 12 months
- Physical presence of the employee is required.
- Must see original documents, not copies. However, we will accept a certified copy of birth certificate.

What Documents Do My Employees Need to Bring?

- One document from List A OR a combination of one document from List B and one document from List C

- International employees
  - Original forms of identification:
    - Including the I-94
    - the I-20
    - A current passport
    - Social Security Card

When Should the I-9 Be Completed?

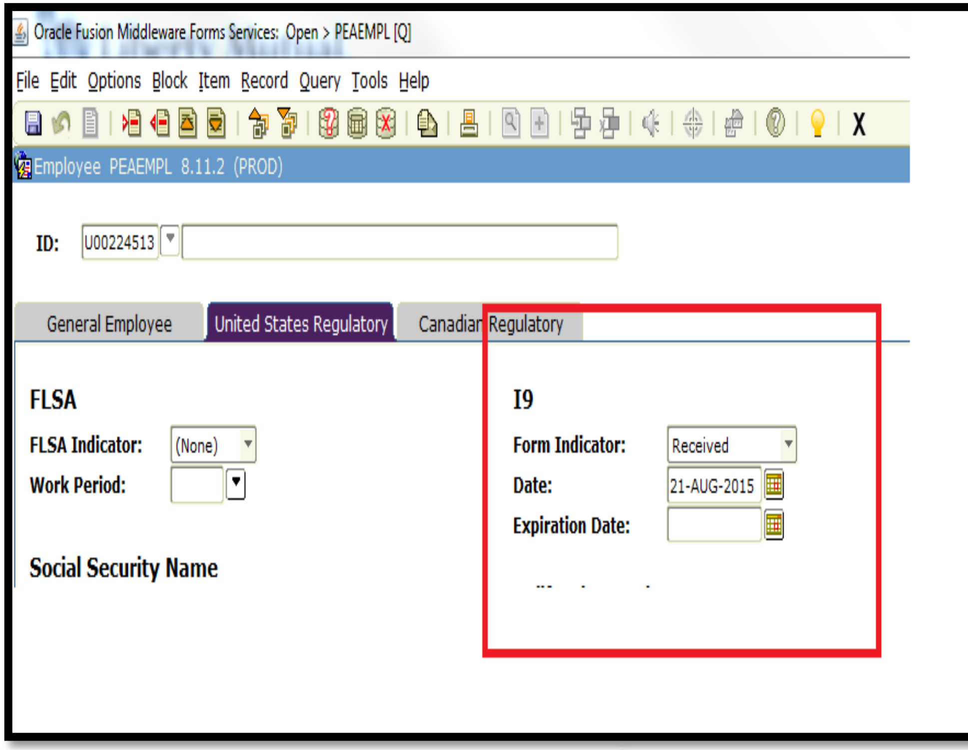
- No later than the first day of employment
  - The original documents must be verified…photo copies of IDs cannot be accepted
  - The form must be signed and dated by employee and employer at that time

Where Do They Go to Complete the I-9?

- Student Workers (Federal Work Study or Regular Student Employment)
    - Completed by hiring department or Student Employment Staff
- All other categories of employment
    - Shared Services Admin Bldg. Room 192

How Can I check My Employee's Status?

- PEAEMPL
- Enter the employee's U#
- Select United States Regulatory tab
- I9
  - Form Indicator



Common Errors

- No I-9 is needed if an employee is "continuing to be employed"
- DO NOT specify which document(s) an employee must present for the I-9 form.
- DO NOT pre-fill in I-9 Form with type of document (e.g. Driver's License, Social Security card or Passport).
- Give I-9 instructions and list of Acceptable documents to employee in advance of filling out I-9 form.
- Allow employee to choose from the I-9 List of Acceptable Documents.

Questions?

Shared Services Center
Ext 1780

Holly Rounds
Ext 1725

HR Learning Center Opening

HR Learning Center Opening

- Located in 178 Administration Building (HR Records' former area)
- 20 workstations & projector
- All HR-related computer training will take place here, including:
  - WorkforUM training
  - E-Contract training
  - Segments of New Employee Orientation, including Preventing Sexual Harassment training & registration for other required trainings

HR Learning Center Opening

Confidentiality Acknowledgements

Confidentiality Acknowledgements

- In the coming months, all employees will be asked to acknowledge their compliance with the University's policy on confidentiality
- Not the same as previous notices or acknowledgements
- Online link will be distributed; simply check to acknowledge
- New employees will be certifying on first day of employment during orientation

Confidentiality Agreements

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MEMPHIS.
Dreamers. Thinkers. Doers.

CONFIDENTIALITY ACKNOWLEDGEMENT

I understand that during the course of my employment at the University of Memphis whether as a full-time, part-time, work-study student, graduate assistant or otherwise, may be exposed to confidential documents and/or information related to the University, such as potential or pending litigation, student records, highly sensitive personal or medical, information, donor records, faculty and staff records, etc. that must not be disclosed.

In addition, for information I receive that is not included in a document such as oral communications, voice mail messages and/or emails, I understand that information may be of such a sensitive nature that it also must not be disclosed. I further understand that such documents and/or information may be subject to university policy, state statutory privileges, or federal protection, including, but not limited to, protection of student records under FERPA.

I shall not, directly or indirectly, communicate to any person any information concerning such documents and/or information, except that I may share documents and/or information while performing my job functions with individuals who have a legitimate business need to know in order to perform their job functions. I understand that disclosure of such documents and/or information other than for the above stated reasons may be grounds for termination and/or prohibition of future employment and/or dismissal as a student from the University of Memphis.

Accordingly, I understand my obligation is to preserve the confidentiality of all documents and/or information to which I obtain access through the course of my employment at the University of Memphis. My electronic acknowledgement below indicates that I have read and understand the rights and duties described above.

LINK TO UofM POLICY

Personal Acknowledgement

☐ I acknowledge the above statement regarding confidentiality.

Upcoming Changes to WorkforUM

Upcoming Changes to WorkforUM

- Beginning October 1, 2015, several changes will be enacted to the WorkforUM hiring process that should help make the hiring process easier on departments
- The Final Pool Analysis spreadsheet will no longer be required
- The dropdown box of rejection codes for "Not Hired" applicants is changing
- You will only choose the dropdown box code; you will not have to provide a text-based reason beyond that

New "Not Hired" Rejection Codes

- HR USE ONLY: Incomplete application
- HR USE ONLY: Internal applicant selected before review of external
- HR USE ONLY: Did not meet minimum qualifications
- HR USE ONLY: Ineligible for rehire
- HR USE ONLY: Failed background check
- HR USE ONLY: Unsatisfactory reference check
- Withdrew application/candidacy
- Withdrew/Declined Interview
- Declined offer
- Experiences/skills do not demonstrate a match for position
- More qualified individuals selected for interview
- Unsatisfactory prior work history
- Unfavorable interview
- Person selected had more experience in area
- Candidate unable to work by start date
- Refused or unable to accept job duties, work schedule, or other job related condition
- Failed to produce required documentation, license, or transcript
- Position not filled
- Other (please contact HR/OIE before using)

Upcoming Changes to WorkforUM

- An e-mail notice of these changes will be sent to all WorkforUM users at the Department Authority, Approving Authority, and Executive Authority levels on October 1
- Help documentation will be updated
- BUT REMEMBER! Any documents/records/notes from the hiring process must be kept on file for five (5) years to be in accordance with TBR policy

Salary Increases

Salary Increases

- 2% across-the-board
- Based on June 30th salary of regular employees still active on July 1st
- Retroactive to July 1, 2015
- July/August/September portion of raise will be on September 30th check for monthly-paid employees and September 25th (BW19) check for biweekly employees
- All pending approval at TBR meeting September 16 & 17
- Employees in PIP are ineligible for the salary increase

New HR Employees

New HR Employees

- Paula Thomas
  Human Resources Associate,
  University Benefits Administration

- Winter Williams
  Jr. Human Resources Associate,
  Workforce Management

- Angela Graves
  Office Assistant,
  Human Resources Administration

Annual Giving Campaign & Charitable Giving Campaign

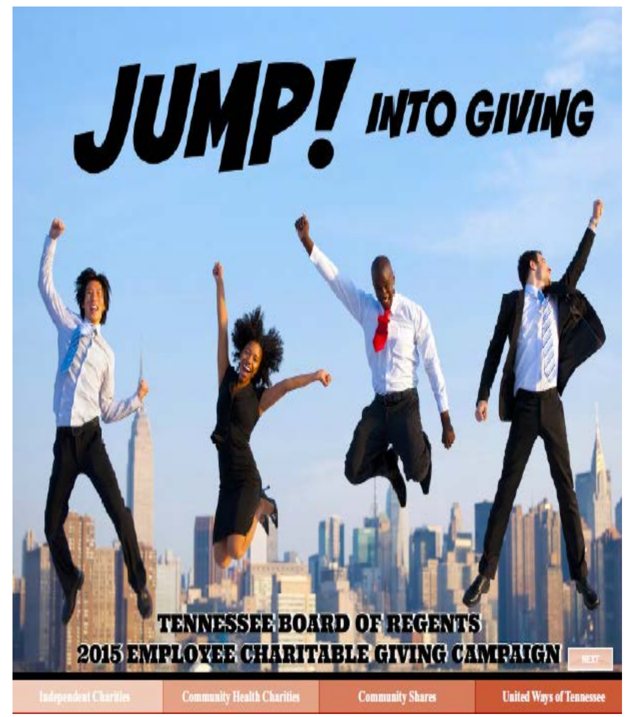
THE UNIVERSITY OF MEMPHIS

Faculty and Staff Annual Giving Campaign

I'M IN!

TBR.edu

Employee Charitable Giving Campaign



LET'S SPIN THE WHEEL!

THANK YOU!

www.memphis.edu/hrpartners