



Welcome to HR Partners!

September 20, 2016

Agenda

- **Red Flag Program**
- **Annual Financial Responsibility Certification**
- **IT Resource Access Termination Changes**
- **Faculty Leave Reports**
- **Benefits Fair & Open Enrollment**
- **FLSA Changes: E-Class by E-Class**
- **Announcements & Deadlines**
- **Spin the Wheel!**

Red Flag Program

Sam Cox

Director, Business Development



Red Flag Program

HR Partners

September 20, 2016

What is the Red Flag Program?

A program regarding the detection, prevention, and mitigation of identity theft.

Why do we have a Red Flag Program?

- United States Code – 15 USC 1681m
- Code of Federal Regulations - 16 CFR Part 681
- Administered by the Federal Trade Commission
- TBR Policy – [4:01:05:60](#)
- UM Policy – [UM1714](#)

What does this mean to us?

- Each of us is tasked with protecting every individual's Personally Identifiable Information (PII) and be on alert for suspicious activity
- This includes PII and suspicious activity that is online or on paper
- Report any suspicious activity to the Red Flag Committee at the following email address:
RedFlagResponses@memphis.edu

What steps has the Red Flag Committee taken?

- Created UM1714
- Collaborated with IT to create a verifying e-mail when an address is changed in self service Banner
- Included a Red Flag training video in the IT Online Security Awareness Training Program
- Visit groups such as HR Partners

What are your resources?

- [UM Policy UM1714](#)
- Red Flag Response – informationupdate@memphis.edu
- Sam Cox – scox@memphis.edu
- Kim Josh – kjosh@memphis.edu

Questions?



Answers?



Annual Financial Responsibility Certification

Kim Josh
Assistant Director,
Business Systems Integration Support

Annual Financial Responsibility Certification

- **For Financial Managers, Designees, Approvers and Users in Banner Finance**
- **To strengthen the University's internal controls and ensure financial integrity, an annual process to reauthorize Banner Finance access levels and certification of financial responsibility is being implemented.**
- **It is your responsibility to review the information attached to the re-authorization and return a signed copy by September 30, 2016. Failure to return this will result in notification to the Vice President of Business and Finance and may cause a disruption of your access as well as your designees' and approvers' access to Banner.**
- **You will receive a separate e-mail for each role you have in Banner. Please submit the certification as requested in each e-mail.**

IT Resource Access Termination Changes

Jon Weber

Director, Enterprise Infrastructure Services

IT Resource Access Termination Changes

- **Team looked at current processes and timelines when access to IT Resources is removed after an employee or student departs the University. A risk assessment was performed to guide timeline change proposals.**

A Product of Process Improvement

IT Resource Access Termination Changes

- **IT Resource Access Termination Timeline Changes:**
 - **Voluntarily terminated employees (staff, full-time faculty, temps) will have access removed following the last day worked, as coded in Banner (formerly 45 days)**
 - **Involuntary terminated employees (staff, full-time faculty, temps) will have access manually removed once separation clearance notification is finalized (formerly 45 days)**

A Product of Process Improvement

IT Resource Access Termination Changes

- **IT Resource Access Termination Timeline Changes:**
 - **Part-time faculty will have access removed 90 days after end of academic term to support grading and appeals (formerly 365 days)**
 - **Students will have access removed 1 year following last enrolled term (formerly one full major term + summer)**

A Product of Process Improvement

IT Resource Access Termination Changes

- **IT Access Termination Procedures:**
<http://www.memphis.edu/its/security/access-termination.php>
- **All former employees and students will still retain access to the myMemphis portal (unofficial transcripts, fee payment, paystubs, W-2s, and change of address)**
- **Changes go live on Wednesday, September 21, 2016**

A Product of Process Improvement

Faculty Leave Reports

Danny Linton

**Assistant Director, Functional Online Solutions
Human Resources**

Faculty Sick Leave Reporting

- **Effective September 1, 2016, all faculty are required to submit monthly leave reports verifying sick leave usage. This is based on an initiative that originated with the President.**
- **This initiative applies to all 9-month and 10-month faculty members. 12-month faculty members already complete leave reports.**
- **For approvers, these new leave reports appear as new line items in the Web Time Entry dropdown boxes in the portal (“09” & “10” will join the existing “BW” & “MN.”)**

Faculty Sick Leave Reporting

- **Faculty only report sick leave, not jury duty, military leave, etc.**
- **If a faculty member misses an entire day's work, this would be reflected with a "7.5" entry for that day on the leave report.**
- **If only part of the day was missed (e.g. a class was missed but research/administrative duties were performed from home), it is between the chair and the faculty member to decide the appropriate amount of leave to be taken for that day.**

Faculty Sick Leave Reporting

- **If a faculty member misses a class due to illness and arranges to have someone else cover that class, the faculty member still must report the appropriate amount of sick leave.**
- **These faculty members only report their leave during the academic year. Faculty working on summer contracts are to report any sick leave taken in the summer via memo to the chair/department head. The memo should then be submitted to Faculty Administrative Services.**

Faculty Sick Leave Reporting

- **Online training for distribution to faculty:**

http://bf.memphis.edu/training/facultyleave/faculty_leave_reports.htm

Faculty Sick Leave Reporting

- Questions?

Benefits Fair & Open Enrollment

Patricia Polania & Suprena Grear
University Benefits Administration

Annual Benefits Enrollment Period

- **October 3 – October 14, 2016**
- **Two Weeks!**
- **Enrollment ends 4:30 p.m. Central on October 14**

Annual Enrollment Period

- **You must use Employee Self Service (ESS) in Edison. Paper applications will not be accepted.**
- **Enroll early! We expect many people will make changes this year and you have only two weeks!**
- **All new dependent verification documents must be received by 4:30 p.m. Central on October 14.**
- **Life Insurance: Use the Minnesota Life website for voluntary (optional) term life insurance.**
- **Flexible benefits:
Higher education employees: October 1 – October 14
on PayFlex website**

2017 Decision Guide


2017 **DECISION** GUIDE


State and Higher Education
Active Employees and COBRA Participants

Annual Enrollment Period
NEW **TWO WEEKS**
October 3 – October 14, 2016

HealthSavings CDHP

Check out the 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
- > The state deposits cash in your HSA if you participate in the Promise HealthSavings CDHP

Changes in Health Insurance Options

- **Out-of-pocket maximums (Partnership Promise PPO and Standard PPO):** The medical and pharmacy out-of-pocket maximums will be combined. The total for the PPOs will be less than in 2016.
- **Partnership PPO options:** In 2017, the benefits (copay, deductible and coinsurance) will be the same for both the Partnership Promise PPO and the No Partnership Promise PPO. The difference is that the premiums will be lower if you agree to the Partnership Promise PPO.
- **Standard PPO:** The deductible is twice as much as the Partnership Promise PPO and the No Partnership Promise PPO, and the copays and coinsurance are higher.
- **HealthSavings CDHP options:** In 2017, the benefits (deductibles and coinsurance) will be the same for both CDHP options. The difference is the state will put money in your HSA if you agree to the Partnership Promise.

Changes in Health Insurance Options

- **Pharmacy copays and coinsurance: Copays in the PPOs will go up slightly. For specialty drugs in the PPOs, co-insurance will apply with a member minimum (\$50) and maximum (\$150) out-of-pocket.**
- **Partnership Promise coaching: Only members in disease management (diabetes, heart failure, coronary artery disease, asthma and COPD) and case management (members with complex medical needs, chronic conditions, and catastrophic injuries) will have to engage in coaching. All other members can voluntarily enroll in lifestyle management coaching.**

Changes in Aflac Optional Plans

- **The current Aflac optional plans available to employees will no longer be available in 2017 through payroll deduction. Employees will have the option to be direct billed by Aflac. Employees should expect a series of communications starting in November explaining the different option members have to continue their coverage directly with Aflac.**

Changes in VSP Vision Plan

- **The VSP-Vision Plan offered through TBR will no longer be available in 2017. This coverage will be ending December 31, 2016. Employees do not have the option for direct billing their premium through VSP. However, employees do have the option to select/enroll in the EyeMed vision plan offered through the State of Tennessee.**
- **Employees wishing to enroll in the EyeMed vision plan must make a selection to enroll.**

What's New: Health Insurance Networks

- **Cigna Open Access Plus (OAP) Network:**

The OAP network is new this year and has a larger choice of doctors and facilities including Baptist Memphis. This network will be available in addition to the current BCBS Network S and the Cigna LocalPlus Network; however, the cost for the OAP will be higher, as follows:

- **Employee only or employee plus children: \$40 more per month**
- **Employee plus spouse or employee plus spouse and children: \$80 more per month**

Health Insurance Networks

	BCBS Network S	Cigna LocalPlus	New Cigna Open Access Plus (OAP)
Type of Network	Offered last year. Smaller network than Cigna Open Access Plus	Offered last year. Smaller network. NOT Open Access Plus network. Baptist Physician Group has been added.	Large network with more doctors and hospitals. Includes Baptist Memphis
Additional Cost (in addition to your monthly premium)	\$0	\$0	\$40 more per month - Employee \$40 more per month - Employee + Children \$80 more per month - Employee + Spouse \$80 more per month - Employee + Spouse + Children

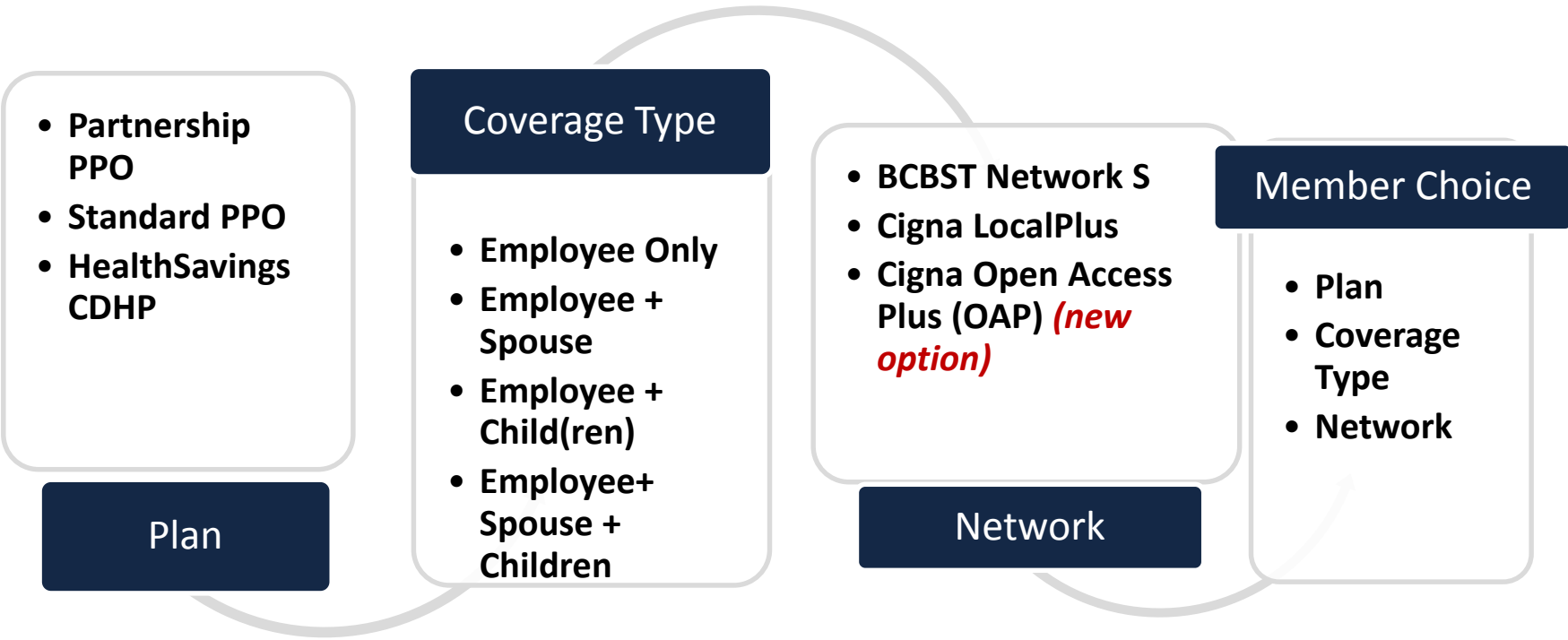
What's New: Partnership PPO

- **Partnership PPO Changes:**

Due to federal rule changes, employees who were in the Partnership PPO in 2016 and did not complete the 2016 Partnership Promise will not qualify for the lower Partnership PPO premium and will be automatically transferred to the new No Partnership Promise PPO (Non-Wellness) plan. Employees who participated in the Wellness HealthSavings CDHP and did not complete the 2016 Partnership Promise will not qualify for the state health savings account (HSA) money.

- **Please note that the automatic transition to a different plan will incur higher premiums.**

Health Insurance Benefits

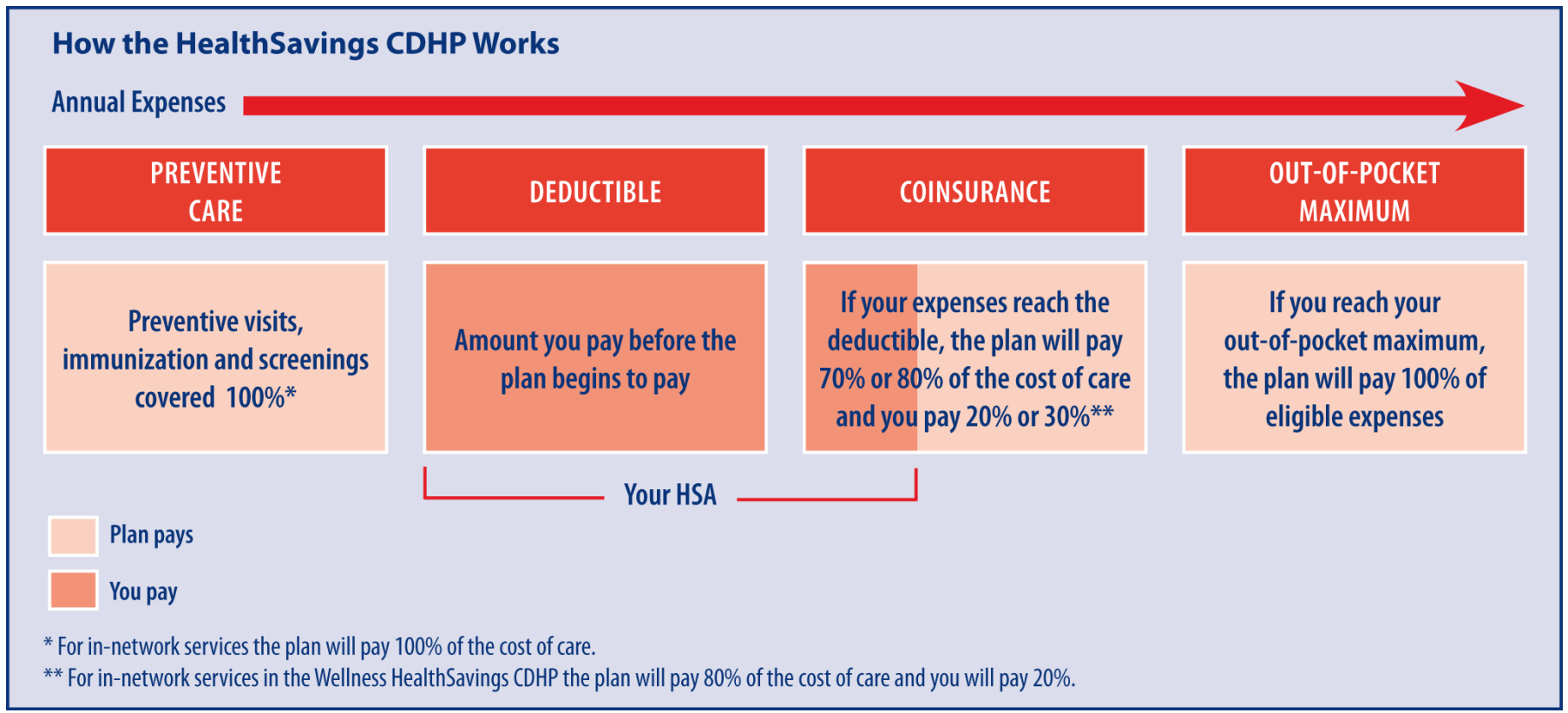


• If you enrolled in the Partnership PPO or Wellness HealthSavings CDHP in 2016 and did not complete the 2016 Partnership Promise, you do not qualify for the lower premium Partnership PPO. Or if enrolled in the HealthSavings CDHP, you do not qualify for state HSA funds.

Comparing PPO and HealthSavings 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

How does HealthSavings CDHP work?



Health Insurance Options

- **Partnership PPO - Two options give you the same benefits, but the cost is different:**
 - **Partnership Promise PPO** – Agree to the 2017 Partnership Promise, and you will save money! Your premiums will be \$50 or \$100 less than the No Partnership Promise PPO each month.
 - **No Partnership Promise PPO** – This option does not include the Partnership Promise. Your premiums will be \$50 to \$100 more than the Partnership Promise PPO each month.
- **Standard PPO - Current Standard PPO members can stay or move to any plan option, including Partnership Promise options.**
- **HealthSavings CDHP - Two options give you the same benefits and cost the same, but only one includes state HSA funds:**
 - **Promise HealthSavings CDHP** – Agree to the 2017 Partnership Promise, and the state will put \$500 or \$1,000 into your HSA!
 - **No Promise HealthSavings CDHP** – This option does not include the Partnership Promise and the state will not put money into your HSA.

Health Insurance Options

- **All health options cover the same services and treatments:**
 - **In-network preventive care at no cost**
 - **Medical necessity decisions can vary by carrier (BCBS or Cigna)**
- **All health options include:**
 - **Medical, behavioral health and pharmacy benefits**
 - **Fixed copays or coinsurance for some services depending on plan**
 - **Out-of-pocket maximums to limit costs**
 - **Access to the wellness program**

Carriers may offer discounts for services not covered. Refer to the carrier's member handbooks or websites for more information.

What's New: Short-Term Disability

- ~~Short-term disability is a new benefit being offered beginning in 2017. Since disability insurance is a voluntary benefit, those who enroll will pay 100% of the premium.~~

SEE UPDATE: SLIDE 42

What's New: Long-Term Disability

- ~~• The current Long-term disability (LTD) plan will no longer be available.~~
- ~~• All current LTD participants will be automatically enrolled in Option 1 of the state's new long-term disability program. Participants will have credit applied towards some of the preexisting limitations based on length of enrollment in the prior program.~~
- ~~• Current LTD participants who wish to transfer from Option 1 to Options 2, 3 or 4 or who want to cancel coverage must do so during the annual enrollment period through the state's Edison Employee Self Service.~~

~~Important information if you enroll in disability insurance coverage~~

- ~~• Any payment you receive from your annual leave, sick leave, sick leave bank or other salary continuation program will reduce your disability insurance benefit~~
- ~~• If your family member gets a disability benefit because of your disability, that benefit amount is subtracted from the disability insurance benefit you receive as well~~

SEE UPDATE NEXT SLIDE

Disability Insurance Update

- **In order to obtain better rates through the procurement competitive negotiation process and provide for a more robust communications effort, the State Insurance Committee has delayed the short-term and long-term disability insurance implementation for one year. Enrollment for short-term (STD) and long-term disability (LTD) will be in October 2017 for benefits beginning January 1, 2018.**
- Here are some important things for you to know:
 - Higher Education will continue to offer long-term disability in 2017 through their current vendor and will continue to administer their own LTD plan going forward.
 - Starting 1/1/2018, higher education employees along with state employees will be able to participate in the short-term disability program.
 - UT and TBR HR staff will provide information about disability insurance enrollment to their employees.
 - State employees will not have access to this coverage during the 2017 calendar year. Benefits Administration will update the online Decision Guide and send an email to all state employees about this delay.
 - Edison will not allow anyone to enroll in short or long-term disability during this year's annual enrollment in October 2016, or prior to next year's annual enrollment period.
 - This one-year delay provides additional time for a comprehensive training and communications roll-out.
 - The initial enrollment period, which will occur during the 2017 Annual Enrollment Period, will provide a one-time opportunity for guaranteed issue.
 - If you have questions, please send them to benefits.info@tn.gov.

What do I need to do?

What Do I Need to Do?

- ✓ Establish your [Edison](#) Password
- ✓ Review the [2017 Decision Guide](#)
- ✓ Attend Benefits Fair and Informational Sessions
- ✓ Visit the Benefits Administration [website](#) for enrollment instructions & links

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 www.partnersforhealthtn.gov**



Questions?

FLSA Changes: E-Class by E-Class

Iliana Ricelli, Kristil Davis, & Danny Linton
Human Resources

FLSA Changes: E-Class by E-Class



FLSA Changes: E-Class by E-Class

- As previously discussed in past meetings, the Department of Labor has changed the guidelines by which employers may classify certain positions as exempt or non-exempt.**
- With the December 1st deadline to implement these changes fast approaching, we now are able to give more specific information about how various types of employees will be impacted—both current employees and those yet to be hired.**

FLSA Changes: E-Class by E-Class

- **Administrative Professional – Monthly (E-Class AD)**
 - **Any AD hires after December 1st must meet both the Duties Test and the Salary Test. (no changes)**
 - **Duties Test = The employee’s primary duty must be administrative, executive, or professional as outlined on the position description.**
 - **Salary Test = Must make at least \$47,476/yr. or the academic exemption of \$34,000/yr.**

FLSA Changes: E-Class by E-Class

- **Administrative Professional – Biweekly (E-Class AB)**
 - **These employees are still considered professional employees per the Duties Test.**
 - **However, the Salary Test forces these employees into this newly-created E-Class.**
 - **These employees will complete a timesheet and be paid biweekly.**
 - **Grandfathered employees will maintain their original annual leave accruals.**
 - **Anyone employed on or after September 1st who fall in the AB E-class will accrue based on the current non-exempt accrual rate.**

FLSA Changes: E-Class by E-Class

- **9-Month Faculty (E-Class F9)**
 - **Per the DOL's Final Rule, “employees in higher education institutions who are teachers will not be affected.”**
 - **If there is an F9 employee who does not teach, these individuals must be paid at least \$47,476/yr.**

FLSA Changes: E-Class by E-Class

- **12-Month Faculty Admin (E-Class FA)**
 - **Any 12-Month faculty administrators must be paid at least \$47,476/yr.**
 - **HR is evaluating five positions that do not currently meet this salary requirement.**

FLSA Changes: E-Class by E-Class

- **Post-Doctoral Fellows (E-Class FD)**
 - **At this time, it is our understanding that all current and future post-doctoral fellows will make the salary minimum of \$47,476. A final determination is pending.**
 - **Grant-funded positions are being evaluated to determine if the grant can make up the difference or if those differences will have to be charged to E&G.**

FLSA Changes: E-Class by E-Class

- **Part-Time Faculty (E-Class PF)**
 - **Even though part-time faculty are exempt from the DOL's Final Rule, their salary frequency will be affected by changes to other E-classes.**
 - **Starting with Spring 2017 appointments, PF employees will begin receiving six biweekly checks rather than three monthly checks.**
 - **This change will accommodate employees who work both as part-time faculty and as temporary employees.**
 - **The PTF E-Contract system will be updated to reflect this change.**

FLSA Changes: E-Class by E-Class

- **Part-Time Faculty (E-Class PF)**

- **Example:**

Fall 2016 paydates:

Sept. 30, Oct. 31, Nov. 30

Spring 2017 paydates:

Feb. 10 & 24, Mar. 10 & 24, & Apr. 7 & 21

FLSA Changes: E-Class by E-Class

- **Affiliate Faculty (E-Class AF)**
 - **All affiliate faculty members will be paid at least \$47,476/yr.**
 - **Currently, there are only four employees on campus in this E-class.**

FLSA Changes: E-Class by E-Class

- **10-Month Administrative (E-Class AM)**
 - **Existing employees in this E-class must qualify for the academic administrative exemption OR make at least \$47,476/yr.**
 - **This affects less than five current employees.**
 - **No vacancies in AM positions will be filled, and no new AM positions will be created.**

FLSA Changes: E-Class by E-Class

- **Coaches (E-Class CH)**
 - **All coaches will be paid at least \$47,476/yr.**

FLSA Changes: E-Class by E-Class

- **Temporary Employees (E-Classes TH, TE, TS, & TR)**
 - **Effective immediately, all new temporary employees MUST be paid hourly and have their hours tracked.**
 - **HR will end any monthly temp assignments that are scheduled beyond 11/30. New paperwork with an hourly pay rate should be submitted for appointments starting 12/1, and these will be entered as TH or TE appointments.**
 - TH = Not eligible for benefits
 - TE = Eligible for benefits (per the 10-month measurement period)

FLSA Changes: E-Class by E-Class

- **Temporary Employees (E-Classes TH, TE, TS, & TR)**
 - **Because of further ACA clarification, temps will NO LONGER be offered benefits on the first day of employment as of October 1. Once a temp employee reaches his/her 10-month measurement period, an average of their hours worked will determine whether they will be given the option to accept or decline health insurance (30+ hours).**
 - **The TS & TR E-Classes will be removed from the temp form soon.**
 - **If an employee is both a TS & PF, they will remain monthly until the PF assignment ends on 11/30.**

FLSA Changes: E-Class by E-Class

- **Temporary Employees (E-Classes TH, TE, TS, & TR)**
 - **The Affordable Care Act and TCRS reporting guidelines require these employees' hours to be tracked.**
 - **All temps must complete a timesheet.**
 - **Departments who do not have a TH or TE position number should request one with Financial Planning via an FP-02 form.**
 - **There are no changes with one-time payments, but be sure to indicate the actual number of hours worked.**

FLSA Changes: E-Class by E-Class

- **Graduate Assistants (E-Classes GA, GB, GW, GX)**
 - **GAs who are instructional or research will remain exempt, except that research GA E-contracts will require a supervising faculty member's name.**
 - **All other GAs (administrative, legal, public service, etc.) will become non-exempt and must complete a timesheet.**
 - **GAs must work in ONLY EXEMPT or ONLY NON-EXEMPT assignments; there can be no crossing between the two.**

FLSA Changes: E-Class by E-Class

- **Graduate Assistants (E-Classes GA, GB, GW, GX)**
 - **This will require the creation of four new e-classes:**
 - **GC: Graduate assistant biweekly – master’s**
 - **GD: Graduate assistant biweekly – doctoral**
 - **GY: Graduate assistant biweekly – master’s, work study**
 - **GZ: Graduate assistant biweekly – doctoral, work study**
 - **New position numbers will need to be created as necessary.**
 - **The GA E-Contract system will be updated to reflect these changes.**

What We're Doing Now

- **HR and Financial Planning will:**
 - **Automatically reclassify appropriate AD employees to become AB employees (or CL employees in a few cases) in both Banner and WorkforUM**
 - **Work with departments to create new position numbers for AB (& CL) employees**
 - **Continue to charge newly AB and CL employees at the current AD fringe benefit rate until next fiscal year**
 - **Advise business officers once the new AD fringe rate has been provided**
 - **Notify the change to each affected employee and his/her supervisor (as designated in WorkforUM) in November 2016**
 - **Answer questions via e-mail: workforce@memphis.edu and budget@memphis.edu**

Announcements & Deadlines

Announcements & Deadlines

- **Reminder!**
Employee \$750 Bonus Payment coming in October (must have been hired on or before June 30, 2016)
- **Eligible exempt employees will receive payment on the Oct. 31st check**
- **Eligible non-exempt employees will receive payment on the Oct. 21st check**

Announcements & Deadlines

- **Skills assessments/tests for staff positions will no longer be offered for job postings as of September 30, 2016.**

Announcements & Deadlines

- **Banner Navigation Training**
Tuesday, September 27th
10am, AD 178
- **WorkforUM Training**
Wednesday, September 28th
1:30pm, AD178
- **Graduate Assistant E-Contract Training**
Tuesday, October 11th
2pm, AD178

Register in Learning Curve!

Announcements & Deadlines

- **Upcoming HR Brown Bag Sessions:**
 - ***Effective Coaching: Giving Encouragement & Feedback to Your Employees***
Wednesday, September 28th
12pm, AD 177B
 - ***Effective Communication: Write Right***
Wednesday, October 12th
12pm, AD177B

Register in Learning Curve!

Announcements & Deadlines

- **Career Milestone Awards
(Formerly known as Staff Service Awards)**

Including special recognition of our veterans

Wednesday, November 2, 2016

10:30am

UC Ballroom



THANK YOU!

www.memphis.edu/hrpartners