

HAPPY NEW YEAR, Y'ALL!

COMP PLAN UPDATED FOR 2005

The Compensation Office has announced implementation of updated pay plans for clerical, support, administrative, and professional employees effective January 2005.

The plans reflect current information from the labor market, and as a result pay grade numbers for some employees have changed. As stated in a December 6, 2004, memo from VP for Business & Finance Charles Lee, these changes will not affect current pay.

The 2005 pay grade assignments and ranges can be found at: <http://bf.memphis.edu/hr/compensation/paygrades.php>.



EMPLOYMENT OFFICE UPDATE

The Employment Office continues to improve customer service to employees and job applicants. By increased use of technology, applicant access is improved and University costs are reduced.

Everyone is encouraged to utilize the new, interactive employment opportunities menu, which now includes the ability to search by salary and keywords.

The employment page and a daily updated status report on each recently closed position may be found at <http://bf.memphis.edu/hr/employment/jobs.htm>.

Effective January 1 the Employment Office will provide job status information only online.

1ST QUARTER OUTSTANDING AWARD WINNERS

The Office of Employee Relations is proud to announce Period One Winners of the Outstanding Employee Awards. The winners are:

Outstanding Employee—Rubysteen Copeland, Office Associate for Office of the Registrar.

Outstanding Customer Service—Brenda

Butler, Head Cashier for the Bursar's Office.

Outstanding Clerical/Support—Annette Brown, Office Associate for the Accounting Office.

Outstanding Health and Safety—John Crosby, Electronic Technician I for Physical Plant.

For complete profiles on these Out-

standing Award Recipients, visit the Employee Relations main page at <http://bf.memphis.edu/hr/employeeerelations/>.

If you would like to nominate a fellow U of M Employee for the next Outstanding Awards, the deadline is December 31, 2004. You can submit your nomination online at <http://bf.memphis.edu/hr/employeeerelations/awards.php>.

IMPORTANT MISCELLANEOUS INFO

Reservists Are Coming Home—

They've returned from the sands of Iraq to the offices of the University of Memphis.

And now it's time for homecoming reservists to settle back into their regular routines here at the University. To help them transition to a relatively normal work environment, here are a few hints—from *STL Today*,

- Respect their privacy; don't ask uncomfortable, personal questions or press for details.
- Make sure they are aware of the Employee Assistance Program (EAP).
- Respect any changes in the person's opinion or religious beliefs.
- You can encourage them to participate in campus events, but give them a choice.

- Be patient and kind because they have indeed served our country well and deserve our respect and support.

Attention All Service Award Recipients!

The deadline for ordering your service award gift is rapidly approaching. You can order by mail, fax, phone, or online. The order information is in the congratulatory package you received at the reception.

We will notify you by email when your order is received, and you will be able to pick it up at 171 Administration Building.

Please be aware that if you do not order by January 1, 2005, we will select an award for you.

Once again, congratulations on your achievement and dedication to the University of Memphis.

If you have questions, call Employee Relations, ext. 4096.

New Discount Available—

Costco is offering to U of M employees a "Special Shop Weekend" on December 18 and 19 from 10:00 a.m. to 6:00 p.m. New Costco members will receive a \$10 cash card good towards any warehouse local purchase or you can spend it at <http://www.Costco.com>.

Contact Employee Relations at extension 4096 for more details.

W-2s will be mailed out soon—

W-2s will be mailed by January 31, 2005. To ensure you get your W-2, verify your home mailing address on Web for Employees at <http://employees.memphis.edu> and make necessary corrections before December 31, 2004. Please note that a University mailing address is not permitted.

You may now update your work address and telephone extension online, so take a minute to review and update other information as well.

HOW YOUR JANUARY BENEFIT CHANGES WILL AFFECT YOUR DECEMBER PAY

The Annual Enrollment and Transfer Period for your 2005 Benefits Package has been completed. Since premiums are paid in advance, changes to January premiums will be seen on December pay statements.

Health plan premiums for all three plans will increase for 2005, and dental plan premiums will decrease slightly. For a reminder of the new premium amounts for health care insurance, click on <http://bf.memphis.edu/hr/benefits/05cost.pdf>.

Long-Term Disability (LTD) and optional term life insurance premiums will be reviewed in January for possible increases due to salary changes (for LTD) or age (for optional term life). Premium changes will be reflected on the January pay statements.

2005 Maximum Contributions To 401(k), 403(b), and 457 Plans

- Employees under age 50 \$14,000 annually
- Employees 50 and over \$18,000 annually

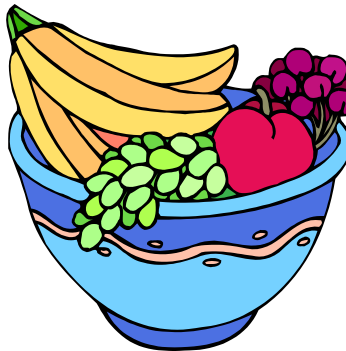


DID YOU MAKE A NEW YEAR'S RESOLUTION TO BE HEALTHIER IN 2005?

Do you have a medical condition that can be improved through better food choices?

Do you want to feel a sense of pride and purpose by being a part of the educational process at the University of Memphis?

You can volunteer to help nutrition graduate students by letting them help you. You will receive a free nutrition



assessment and free nutrition counseling worth hundreds of dollars.

The students will work WITH you to help you make changes YOU CAN DO!!!

All student work will be supervised by the clinical coordinator for Dietetic Internship and Residency in Health and Sports Sciences.

For more information, call Melody at 678-2989.

WEB FOR EMPLOYEES AS A VALUABLE RESOURCE—<http://employees.memphis.edu>

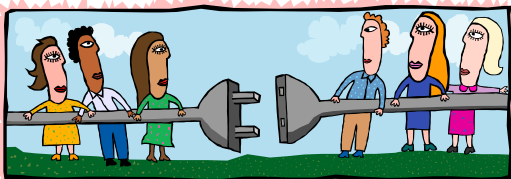
Web for Employees provides online access to your Human Resource information. You can access this information using your Employee ID number (Social Security Number) and PIN (personal identification number). This feature enables you to view certain information maintained in the HR system (HRS)—anytime, anywhere—including:

- View your biographic/demographic information
- View your career and pay history
- View your current benefits, deductions, and leave balances
- View and/or print your check stub information
- Update your personal address data and emergency contact
- And more!



PLUG INTO OUR SPRING 2005 TRAINING OPPORTUNITIES

Check out the Spring Calendar for Professional Development and Training and sign up for classes now. Go to <http://uofmpt.memphis.edu/trainingcalendar.pdf>.



Some of the highlights for First Quarter 2005 are:

- One Minute Manager
- Financial Planning Workshop
- FISH Training
- Time Management Workshop
- DiSC Training
- E-Training once each month