



MAKE A NOTE...

It's that time of year again!

The Annual Enrollment Transfer Period [AETP] and Benefits Fair are just around the corner.

Between **October 15 and November 15**, employees can come to the Benefits Office to make changes to their benefits for the 2005 calendar year. Your AETP Newsletter will be campus mailed shortly, and it will give you more detailed information to help guide your decisions.

Benefits will host its annual Benefits Fair **October 26** on the 1st floor of the Administration Building from 10:30 am to 2:30 pm. Representatives from the various insurance and retirement vendors will be there. Take a few minutes to come by. Bring a co-worker!

Special delivery...new health plan handbooks and benefits statements are on their way

Look for your new health insurance plan handbook and benefits statement.

You will receive, at your home address, a 2005 health insurance handbook and



directory for the plan in which you are currently enrolled.

For information on other plans, contact the Benefits Office at 167 Administration Building.

Your 2004 personalized benefits statement will be delivered to you on campus. This important statement, now in a new format that will be easier to read and understand, summarizes your entire benefits package.

You are encouraged to review your benefits statement as you consider options during the 2005 Annual Enrollment and Transfer Period.

If you have questions, feel free to contact the Benefits Office at 167 Administration Building. A staff of experienced benefits counselors are available to help you.

MORE IMPORTANT INFORMATION

- UnumProvident's enrollment for optional life insurance has been delayed until January 2005.
- The 2005 maximums for 401(k), 403(b) and 457 plans are \$14,000 if under age 50 and \$18,000 for those age 50 and over.
- Have you moved recently? To

make sure your 2004 W-2 is mailed to the correct address in January, update your address on Web for Employees at: <http://employees.memphis.edu/>

- The Employment Office has implemented a new, interactive menu on its employment opportunities website. You can now search current openings by salary,

job title, and department.

The status page for recent openings remains, and a link for newly advertised positions is now available. The website can be found at: <http://bf.memphis.edu/hr/employment/jobs.htm>.

NEWS FROM EMPLOYEE RELATIONS

NEW SERVICE AWARD PARTNERSHIP FORMED

The University of Memphis has formed a new partnership with National Awards in an effort to make the annual service award program of the highest distinction and quality for its employees.

Service award recipients will now receive a congratulatory packet at the ceremony. The packets will contain:

- Congratulatory letters
- Certificates of Recognition
- Award order forms
- Gift brochures

The gift brochures display a wide selection of traditional and contemporary service award gifts. The recipients may order their gifts by phone, fax, mail or online.

Recipients who ordered gifts this summer must re-order gifts online.



2004 SERVICE AWARD CEREMONIES IN ROSE THEATRE

The Employee Relations Office invites you to the service awards ceremonies to be held on the following dates. Receptions to follow.

- Faculty Service Awards - Thursday, October 14 from 1:30 pm to 3:00 pm.
- Staff Service Awards—Monday, October 18 from 10:30 am to 12:00 pm.

NEW DISCOUNTS!!

The Racquet Club of Memphis is now offering a 25% discount on initiation fees for membership. Pamphlets are available in HR, 171 Administration Building.

AAA Auto Club South will host an open house for U of M employees on October 15 and 16, 2004 at 5138 Park Avenue. On Friday, October 15 from 9:00 am to 3:00 pm, AAA will hold a "Car Care Event" featuring a FREE 24-point maintenance inspection, child seat inspection, battery and electrical system inspection and more! Upon presentation of your U of M I.D., you may also register to win tickets to the 2005 Daytona 500.

For more information on Racquet Club and AAA offers, visit the U of M Discounts page at: <http://bf.memphis.edu/hr/employeerelations/discounts.php>.

ATTENTION ALL TIMEKEEPERS!

In an effort to improve the quality of data and to serve your department more efficiently, we are updating the list of timekeepers for the University. Please return the information requested below if you are the person who is responsible for completing the Monthly Time and Leave Record and/or the Biweekly Time Record in your department.

You may respond by email to mjarred@memphis.edu or kyates1@memphis.edu or by campus mail to Human Resources Records, 178 Administration Building, attention University Timekeeper. If you have any questions, please call 678-2900 or the Employee Records Assistant assigned to your department.

Timekeeping Information

Timekeeping Location (numeric) _____ Department Name _____

Timekeeper's name _____ Biweekly

Timekeeper's telephone number _____ email address _____

Timekeeper's name _____ Monthly

Timekeeper's telephone number _____ email address _____

Timekeeper's name _____

Timekeeper's phone number _____ email address _____ Both

THANK YOU!!!

NEWS FROM COMPENSATION

NEW JOB AUDIT PROCESS

The Compensation Office has implemented a new Job Audit Process.

Effective September 1, this process, which results in newly created job titles and descriptions as well as reclassifications of current positions, has been streamlined.

The new, improved process will ensure that job audits are completed and approved in a more timely manner.

For complete information on the new job audit process, go to:

<http://bf.memphis.edu/hr/compensation/audit.php>



CHANGES TO FLSA

FLSA is the regulation that determines whether employees are subject to overtime pay.

Effective August 23, 2004, the Fair Labor Standards Act has been amended, and the University of Memphis has made changes to fully comply with the revised act.

For complete information on the FLSA changes, go to <http://bf.memphis.edu/hr/compensation/>

U OF M PAYS ONE-TIME BONUS

In compliance with the State of Tennessee’s budget decision and Tennessee Board of Regents policies, the University of Memphis will pay eligible faculty and staff a one-time bonus equal to \$70 for each full year of eligible State service, minimum \$210 and maximum \$1,750. The bonus payday will be October 18, 2004.

To be eligible for this bonus, the following criteria has been established:

- Regular full-time or part-time employment status on October 1, 2004.
- Temporary workers, part-time instructors, student workers, and graduate assistants are not eligible.
- Hire date on or before August 31, 2004.
- Must be in active pay status as of October 1, 2004, e.g., actively working, on paid annual leave/sick leave, or in terminal leave status.

More comprehensive information about the bonus can be found at What’s New: Information for Faculty and Staff at: <http://bf.memphis.edu/hr/new.php>.

ANNUAL LEAVE OR SICK LEAVE???

Ever wonder about the rules for taking annual leave or sick leave? Here is a quick reference guide for using your accrued time off.

- Sick leave can only be used when you or a member of your family are sick. It cannot be used for vacation if you run out of annual leave.
- Annual leave *can* be used when you are sick and run out of sick leave.

FREQUENTLY USED WEB LINKS

Human Resources Main Page:

<http://bf.memphis.edu/hr/>

Clearance Forms:

Immediate Notification

<http://bf.memphis.edu/hr/records/clearance/sepclear.php>

Paper Form

<http://bf.memphis.edu/hr/forms/clearance.pdf>

Position Questionnaire Form:

<http://bf.memphis.edu/forms/hr.htm#compensation>

Performance Improvement Process Form:

<http://bf.memphis.edu/hr/employeerelations/pip.pdf>

Online Registration Form for Training:

<http://bf.memphis.edu/hr/profdev/register.php>