

LIBERTYLAND FAMILY NIGHT DRAWS MORE THAN 3700!!!



More than 3700 employees and their family members enjoyed Family Night at Libertyland on September 9, 2005. From left to right, various family members enjoying the Sea Dragon, including in the back car the daughter and granddaughter of Budget Office staff member Deborah Becker; Deborah Becker's granddaughter driving the kiddy car; and various employees' children riding the Paratrooper. Turnout this year was an all-time high.

DINING SERVICES EXTENDS 10% DISCOUNT TO FACULTY AND STAFF

Dining Services has announced that, effective August 22, 2005, all faculty and staff are eligible for a 10% discount on meals purchased at all Tiger Dining locations.

Simply use your Tiger Fund\$ card to pay for your food, and the cashier will automatically deduct 10% from the cost of the food.

If you don't have a Tiger Fund\$ account yet, you can activate one by simply putting cash on your I.D. badge at the Bursar's Office in Wilder Tower.

Tiger Dining locations include:

- The Tiger Den in Jones Hall Annex
- The Market Place in the U.C.

- Tiger Express in Theater & Communications Building and Patterson Hall.
- FedEx Institute of Technology

If you have questions regarding the discount, you may contact Dining Services staff at 678-2295 or 678-3079. We hope you enjoy this great employee discount next time you get hungry!

EMPLOYEE BENEFITS NEWS

ANNUAL ENROLLMENT AND TRANSFER PERIOD BEGINS OCTOBER 14th

The 2005 Annual Enrollment and Transfer Period is October 14 through November 15.

Please watch your home and campus mail for more detailed information regarding changes to your health plans and benefits.

This is the one time of the year that employees can make changes to insurance programs and other benefits.

In preparation for the Benefits Annual Enrollment and Transfer Period, you should carefully review the benefit plans in which you are currently enrolled.

You can obtain information on the current cost of coverage and your enrolled dependents by accessing [Employee Self Service](#).

Open enrollment for health insurance is not available for employees who did not enroll upon eligibility.

These changes can be made during the Annual Enrollment and Transfer Period:

- Cancel, change, or transfer coverage between any of the three health insurance plans. NO OPEN ENROLLMENT FOR HEALTH INSURANCE IS AVAILABLE.
- Enroll, transfer, or cancel dental insurance.
- Increase/decrease amount of optional life insurance coverage. Request/cancel optional life insurance coverage. A health questionnaire may be required.
- Enroll in special accidental death & dismemberment insurance.
- Tax-shelter your dental premium.
- Enroll in flexible benefits spending accounts.
- Change levels or request long term disability coverage. A health questionnaire may be required.

EMPLOYEE BENEFITS FAIR OCTOBER 25th

The 2005 Employee Benefits Fair will be held from 10:30 a.m. to 2:00 p.m. on Tuesday, October 25, in the Administration Building. The fair will be set up on the first floor, in front of the Benefits Office, room 167.

SPECTRUM PROJECT WILL DELIVER NEW BENEFITS SUMMARY ACCESS IN 2006

The Employee Benefits summary is normally provided at this time of year. It will be delayed in anticipation of new features in the HR/Payroll Banner product currently being installed in the Spectrum project.

Remember you can still access your personal benefits information through [Employee Self Service](#).

MISCELLANEOUS ITEMS

U OF M TELEPHONE DIRECTORY UPLOAD WILL BE DONE SOON

All employees should review their Personal Information in the HRS [Employee Self Service](#) now. Self Service allows you to view and update certain information, e.g., home address, emergency contact, building name, room number, and work phone number. Check now to see if your information is current.

SPECTRUM PROJECT: HR/PAYROLL

If you are having trouble reaching some of the people in Human Resources and Payroll, it is probably due to the hard work and long hours that so many are devoting to the Spectrum HR/Payroll project. We apologize for any inconvenience this may be causing you.

We're happy to report that much progress is being made on the conversion to the Banner product scheduled for January 2006.

Please try to attend a preview of Banner HR/Payroll, to be announced in the coming weeks.

EMPLOYMENT OPPORTUNITIES FOR KATRINA EVACUEES

Please encourage those who have been displaced due to Hurricane Katrina to consider job openings at the U of M .

They can visit our [Job Announcements online](#), call our job hotline at 901-678-0678, or call the Employment Office directly at 901-678-2601.

Katrina evacuees who are at least minimally qualified for the job will be guaranteed an interview.

Full-time, part-time, and temporary job openings with a variety of skill set requirements are available.

FRIENDLY REMINDERS

2005 Service Award Receptions

The University of Memphis Faculty and Staff Service Award receptions will be held in the Michael D. Rose Theatre and Lecture Hall on the following dates:

- Faculty—Thursday, November 3 from 1:30 p.m. to 3:00 p.m.
- Staff—Thursday, November 10 from 10:30 a.m. to 12:00 noon

This year you can preview the [list of 2005 Service Award recipients](#). Employees are listed by years of service and division/college.



Service GA's Timekeeping

Effective August 2004, a change to the Fair Labor Standards Act (FLSA) sets out how service graduate assistants must track the time they work.

Timekeepers are reminded to keep time and attendance records for all service G.A.s in their department.

NOTE: It is not necessary to keep time and attendance for teaching and/or research G.A.s.

Each G.A.'s time must be kept on a timesheet that is available in Human Resources.

These timesheets are subject to audit by the Compensation Office, but the timesheets need not be submitted to the Payroll Office. Simply keep the timesheets for your records in case you are audited.

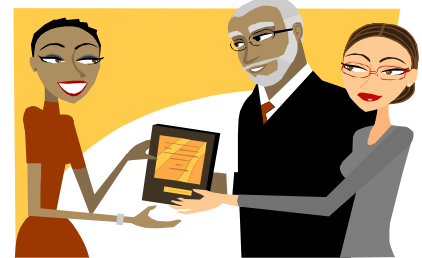
To obtain a copy of the Service G.A. timesheet, contact Charlotte Jones, Compensation Analyst, Administration Building, Room 176, extension 2382.

Outstanding Employee Award Nominations

It's time to nominate one of your co-workers for an Outstanding Employee Award. Eligibility criteria include non-faculty status with at least one year of service.

Nominations for Period 2 will be accepted from October 1 through December 31, 2005. Visit the [Employee Recognition page](#) for details about the program and how to submit a nomination.

If you have questions or want more information, contact Monica Fleming at 678-4096.



FALL TRAINING SCHEDULE

Classroom offerings for the fall include:

- 10/4 9a-12p Business Writing I
- 10/5 9a-12p Business Writing II
- 10/13 10a-12p Balancing Work and Personal Life
- 10/19 9a-12p Editing and Proofreading
- 10/20 9a-12p Respect & Civility in the Workplace
- 11/17 10a-12p Stress and the Holidays
- 12/8 10a-12p Stress and the Holidays

Courses designed to help you get started with self-paced training at your desktop are:

- 10/27 9a-10a E-training Introduction
- 11/17 9a-10a E-training Introduction
- 12/15 9a-10a E-training Introduction

For more information on the above classes, visit our Web site at <http://uofmpt.memphis.edu/trainingcalendar.pdf>

ALL CLASSES ARE HELD IN 177-B ADMIN. BLDG.



Are You Tired of the High Price of Gas? Consider Carpooling!

At the September First Friday Faculty and Staff forum with President Raines, there was a suggestion that the University of Memphis should encourage carpooling. We are happy to report the University of Memphis has created a self-service carpool channel in the Spectrum web portal. Any faculty, staff, or student can register as a person interested in carpooling; they can also see who else wants to carpool. Mass transit information from MATA is available as well.

Access the Spectrum portal via the portal's URL (<http://spectrum.memphis.edu>) or by clicking on the Spectrum hot link found at the bottom of the left navigation area on the U of M main page (<http://www.memphis.edu>). If you have not

logged into the Spectrum portal before, and your web browser is set to block pop-up windows, you will need to follow your browser's instructions to enable portal access.



After entering the portal, you will see the "Carpool Information" channel block in the right-hand column under the "Home" tab page. The channel includes links for (1) U of M Carpool Registration/Edit, (2) Current U of M Carpool Listings, and (3) MATA - Memphis Area Transit Authority.

For information on how to move, remove, or add the "Carpool Information" channel, follow the steps found at <http://www.memphis.edu/carpoolchannelinfo>.

If you have general questions about carpooling at the U of M, you may contact [Mary Ann Camp](#), AVP for Human Resources. If you have any problems utilizing the "Carpool Information" channel in the portal, contact the ITD Helpdesk at 678-8888.

WHERE SHOULD I GO IF I GET HURT ON CAMPUS?

If you are an employee and get hurt on the job or anywhere on campus during your work schedule, your injury is most likely going to be covered by the state's workers' compensation insurance plan.

Although the Hudson Student Health Center sees employees for many medical situations, the staff at that location are unable to treat employees who have incurred injuries on the job. If you go there first, you will be referred to the Employee Benefits Office.

So, unless your injuries are very serious, you should first call or go to the Employee Benefits Office, 167 Administration Building.

The Benefits staff will give you necessary forms and guide you through the most appropriate process to receive medical care at a Baptist Minor Medical Center.

The Minor Medical center closest to the U of M is at Poplar and Holmes, near East High School.

If your injuries are serious, you should be transported by ambulance to a Baptist Memorial Hospital emergency room or The Med. The Benefits Office should then be contacted as soon as possible to ensure that your medical needs are properly coordinated.

When in doubt, get medical care at the nearest Baptist Memorial Hospital or Baptist Minor Medical Center and call the Benefits Office later. Their phone number is 678-3257 or 678-2708.