

THE UNIVERSITY OF MEMPHIS®

Department of Human Resources

November/December 2009

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2010 Health Insurance Premiums

The State of Tennessee Insurance Committee approved a 6% health insurance premium increase for 2010. At the same time, the Committee approved **two premium holidays**, which means that no health insurance premiums will be deducted from your December 2009 and January 2010 paychecks. The premiums you save in December and January will be greater than the additional amount you will pay the remainder of the year. For example, if your monthly premium was \$100, it will be \$106 in 2010. The increase of \$6 a month equals \$72 for the year. The two premium holidays, however, will save you \$212 (2

months X \$106) or \$140 more than the amount of your premium increase.

Also remember that your health insurance premiums are deducted on a pre-tax basis, unless you waived this election during the **Annual Enrollment Transfer Period (October 15 – November 16, 2009)**.

When your premium is deducted on a pre-tax basis, your salary is decreased by

the amount of the premium, then taxes are applied. Since you will not have a health insurance premium deduction in December and January, you will notice an increase in your tax deductions during these months.



Time to Update Your Mailing Address

This is a good time of the year to review your address on file with the University to ensure you are receiving important end of the year documents such as W-2s and insurance cards. To review and update your address with the University, follow these easy steps:

- Log onto the My Memphis portal at <https://my.memphis.edu>.
- Click the Employee tab at the top of the portal.
- Scroll down and look to the left for the "Personal Information" channel. Click "Update Addresses and Phones" link within this channel.
- To update your address for Univer-

sity and insurance mailing purposes, select "Mailing" from the "Type of Address to Insert" drop down box.

- Follow the directions to fill-in-the blanks, and click Submit at the bottom of the form.

Remember, changing your address through the portal updates your address for University business and for the health, life, and dental insurance programs. **It does not update your address with any retirement programs such as TN Consolidated Retirement System (TCRS), the Optional Retirement Plan vendors, Great West (401(k) and 457**

administrator), or any 403(b) vendors.

You will need to complete additional paperwork to update your address with these plans. Their address change forms can be found online at <http://bf.memphis.edu/hr/benefits/links.php#ret> or by visiting the Employee Benefits office in Room 167, Administration Building.



University Holiday Dates



The University of Memphis will be closed in observance of the Thanksgiving holiday November 26 & 27. We will also be closed for winter break December 24, 2009 through January 1, 2010. For additional information about University holidays, please go to <http://bf.memphis.edu/hr/holidays.php> (or see calendars below).

2009 Calendar Year

Date	Description
January 1-2, 2009	New Year's Day & One Administrative Closing Day
January 19, 2009	Martin Luther King, Jr. Day
July 3, 2009	Independence Day
September 7, 2009	Labor Day
November 26-27, 2009	Thanksgiving Day & One Administrative Closing Day
December 24-25 & 28-31, 2009	Christmas Eve, Christmas Day, & Four Administrative Closing Days

2010 Calendar Year

Date	Description
January 1, 2010	New Year's Day
January 18, 2010	Martin Luther King, Jr. Day
March 12, 2010	Spring Break
May 31, 2010	Memorial Day
July 5, 2010	Independence Day
September 6, 2010	Labor Day
November 25-26, 2010	Thanksgiving Day & One Administrative Closing Day
December 24-30, 2010	Christmas Day & Four Administrative Closing Days

Attention All 2009 Service Award Recipients

Please be advised that all service award orders should be placed by December 16, 2009. After December 16, default awards will be processed for all non-responders. If you have any questions, feel free to contact Margie Williamson, mawllmsn@memphis.edu or Linda Carter, llcarter@memphis.edu.

2009 Staff Service Awards Photos

See all of the October 2009 Staff Service Award photos by clicking on [http://www.flickr.com/photos/u_of_m/sets/72157622691300694/!](http://www.flickr.com/photos/u_of_m/sets/72157622691300694/)

Beneficiary Alert!

You may be enrolled in several benefit programs that require beneficiaries designations. The following are benefits for which you must have a designated beneficiary on file:

- **Unpaid Compensation:** Unpaid compensation from the University will include annual and sick leave and any unpaid earnings at the time of the employee's death while actively employed.
- **Retirement Plans:** TCRS, ORP, 401(k),

- 457, and 403(b)
- **Group Life Insurance:** This is the term and accidental death and dismemberment coverage that is included with the health insurance program.
 - **Optional Term and Universal Life Insurance** offered with UNUM Provident.
 - **Optional Accidental Death and Dismemberment Insurance**

Beneficiary designations are maintained in the Employee Personnel File and can be verified by visiting the Employee Benefits

Office, 167 Administration Bldg. An employee can change beneficiaries at any time. In most cases, a form must be completed and notarized.

Special Note: It is also important to note that naming a minor as a beneficiary may delay payment of life insurance claims, retirement funds, and the University's unpaid compensation. Most plans cannot pay funds directly to a minor. If a minor is named, funds may be held until the minor turns 18 or paid according to a probate court order.

Employee Clearance Process

When first notified that an employee is leaving the University, what should you do? The following procedures are steps needed to properly terminate an employee from service as a regular employee, retiree, or transferred employee:

Regular Employee

- Complete an Employee Separation and Clearance Immediate Notification form <https://bf.memphis.edu/hr/records/clearance/sepclear.php>.
- Make sure that the employee's supervisor/department chair/activity head are listed on the form.
- Complete a hard copy of the Separation and Clearance form at <http://bf.memphis.edu/hr/forms/clearance.pdf>
- When submitting the hard copy, attach a copy of the previous month's time and leave report, and any leave usage for the month in which the employee is terminated.
- Employee's signature must be included on the form.
- Employees should resolve any outstanding amounts owed to the

University (i.e., library fines, parking tickets, etc.).

- Supervisors are responsible for collecting University property such as keys, laptops, employee IDs, etc.

Retiring Employee

- Employee must see a representative in the Human Resources Benefits Office, Administration Building room 167, **before** submitting the Separation and Clearance paperwork.
- Upon separation of employment, a retiree may choose lump sum payment of annual leave, or may remain on the payroll to exhaust leave.

Transferred Employee

- Employees who transfer to another Tennessee Board of Regents (TBR) institution, school, or other state of Tennessee agency will not be paid for accrued/unused annual leave. This leave will be transferred to the other institution, school, or state of Tennessee agency in accordance with [TBR policy](#).

- Once all information is completed, University property is collected, and outstanding debts are cleared, the employee must bring the completed hard copy of the Separation and Clearance form to the Human Resources Employee Records Office, Administration Building room 178.

EXCEPTIONS

Break in Service

If there is a break in service of more than five (5) work days between leaving the University of Memphis and beginning the new position with the new state agency, the employee will receive leave in a lump sum on the final payroll check.

Full-time vs. Temporary Positions

If the employee leaves a full-time position with the University of Memphis and begins a new position in a temporary position, the leave must be paid in a lump sum on the final payroll check.

Involuntary Termination

Involuntary Terminations are processed in conjunction with the Director of Employee Relations in Human Resources, Administration Building room 171.

Holiday Safety Training

The Holidays are approaching fast, and being safe throughout the holiday season is crucial for all University staff and faculty. Human Resources recognizes the importance of our safety by offering two training sessions:



Safety Tips for the Holidays

When: Friday, November 20, 2009
Where: AD 177B
Time: 9:00 a.m. – 10:30 a.m.

Come and join our Safety Tips for the Holidays training session. During this class, the following questions (and more) will be answered:

- What do you do if a stranger comes to the door?
- What precautions can I take?
- How do you protect yourself from pickpockets?
- How do you protect your home if you're away?
- How do you protect yourself if you're out shopping?

Holiday Safety at Home (Training Buffet)

When: Friday, December 4, 2009
Where: AD 177B
Time: 11:30 a.m. – 1:00 p.m.

During the holidays, we become so busy that we forget to take necessary safety precautions. "Holiday Safety at Home!" will teach participants to be proactive when preparing your home and family for holiday guests and events. You will learn about fire/fireplace safety, how to properly display your decorations, and which clothing is more safety-suitable during this time of the year.

Please register early at <http://learningcurve.memphis.edu>.

Tobacco Surcharge

This summer, the TN State legislature voted to postpone the Tobacco Surcharge until 2011; therefore, employees do not have to certify their tobacco usage this year. However, the State is continuing various tobacco cessation products and programs through December 31, 2009. For more information, please visit the State's web site at <http://health.state.tn.us/tobaccoquitline.htm>.



My department wants to hire a Temporary Employee?

A guide for hiring Temporary Employees can be found at: <http://bf.memphis.edu/bfguide/10710.htm>.

If you have any questions about the appropriate hiring range for a temporary employee, please contact HR's Compensation Office at compensation@memphis.edu.



HR Directory

Office	Location	Phone
Human Resources Administration	171 Admin Bldg	678-4766
Compensation	176 Admin Bldg	678-2875
Employee Benefits	167 Admin Bldg	678-3573
Employee Records	178 Admin Bldg	678-3658
Employee Relations	171 Admin Bldg	678-3076
Employment	159 Admin Bldg	678-2601
Professional Development and Training	177 Admin Bldg	678-3575

Training Opportunities



Don't miss the opportunity to attend some of these training sessions. If you would like specialized training for your department, please contact us at 678-3575 or 678-4231.

November 2009

Tuesday, November 3, 2009

1:00 p.m. — 4:30 p.m.

[DiSC](#)

Thursday, November 19, 2009

9:00 a.m. — 10:00 a.m.

[E-Training \(In-Class Training\)](#)

Friday, November 20, 2009

9:00 a.m. — 10:30 a.m.

[Safety Tips for the Holidays](#)

December 2009

Friday, December 4, 2009

11:30 a.m. — 1:00 p.m.

[Holiday Safety at Home \(Training Buffet\)](#)

Friday, December 11, 2009

9:00 a.m. — 12:00 a.m.

[Seeing the Glass Half Full...](#)

Tuesday, December 15, 2009

9:30 a.m. — 11:30 a.m.

[Courageous Followers Courageous Leaders](#)

Thursday, December 17, 2009

9:00 a.m. — 10:00 a.m.

[E-Training \(In-Class Training\)](#)

All classes will be held in Room 177B Administration Building.

To register, please go to:

<http://learningcurve.memphis.edu>

Professional Development Certificate

This new program provides helpful tools for self-improvement in terms of communication, stress management, organization and personal development.

Participants must complete **three**

courses in class, **three** online courses and **two** "Training Buffet" workshops to be eligible for certification. For more information

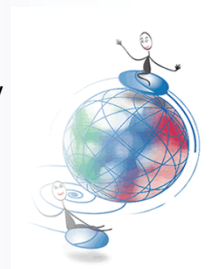
regarding this certification program, visit: <http://uofmpt.memphis.edu/ProfDev.pdf>.



Business Soft Skills Achievement Certificate

Success in today's business world is driven by access, information, and speed. E-Training gives you all this and more; it is flexible, fast, and convenient; and it saves time, money, and resources. By utilizing these online resources, employees come away with improved skills that translate into confidence and improved on-the-job efficiency and productivity. It is all offered on-demand at your own desktop, anytime, anywhere.

The Element K On Demand Training includes Business Skills Silver Library, Harvard Manage Mentor Plus Library, Occupational Safety Library and Employment Law Library. **Check out the most recent courses at** <http://uofmpt.memphis.edu/ondemandtraining.htm>.



In order to obtain this certificate, participants need to complete at least **FOUR** online courses from our online training library. See details at <http://uofmpt.memphis.edu/Achievement.pdf>.

Certificate for Business Writing

Participants must attend all **three** sessions in order to obtain the certificate.

- Business Writing I
- Business Writing II
- Proofreading and Editing

If you have any questions, please call 678-4231. You may also email us at proftraining@memphis.edu.