Annual Enrollment and Transfer Period

October 15 - November 16

Its that time of year again! This period allows employees the opportunity to review and make desired changes to their benefits for 2010. Insurance is an important part of your benefits package and you are encouraged to review the information and become familiar with any changes that have been made to your insurance plans. Please pay close attention to mail at home, campus and email as information will be sent to all three locations.

Below are a few of the changes you can make:

- Transfer/cancel medical plan
- Enroll/transfer/cancel dental plan
- Drop dependents from medical/dental plan
- Enroll in Optional Special Accidental Death insurance
- Enroll in Optional Term or Universal Life with Unum Provident (health questionnaire required)
- Enroll in Long Term Disability (health questionnaire required)

All forms must be completed and turned in by November 16th, no exceptions.

Flexible Spending Accounts

If you are enrolled in the medical or dependent care spending accounts, you must re-enroll every year to continue in the plan. This year the enrollment period for 2010 will begin November 1 - December 15th. You will receive the new packet along with an enrollment form at your campus address within the first two weeks of November. Enrollees must take special care not to overestimate expenses as any unclaimed money will be forfeited to UT.

Unum Provident Guaranteed Increase

Employees who currently have a life insurance policy with Unum and are eligible will automatically receive a form to increase their life insurance policy by $5,000 without health questions. This notice will be mailed to the employee and must be returned to the benefits office. If you do not receive a notice, you may be at your maximum amount of coverage. Please contact Unum directly to determine why you did not receive the notice to increase your policy at 1-866-298-7636.

Many employees enrolled in this plan have asked the insurance staff if UT will soon adopt a Flex credit card system in lieu of submitting paper claims. The insurance office has been informed by the UT System Payroll office that UT will not adopt the credit card system at this time. UT self administers this plan and has no intention of hiring a third party company to provide this service.

see Benefits Fair information on page 3!
October is National Disability Employment Awareness Month

During each October the U.S. Department of Labor promotes nationwide recognition of National Disability Employment Awareness Month (NDEAM) by assisting employers and advocacy groups to plan programs and events that highlight the skills and abilities of job seekers and working Americans who have disabilities. For more information about National Disability Employment Awareness Month and the events scheduled for the month please click on the following link:

http://www.utmem.edu/oed/commemorative.php

Employee Service Recognition Luncheon, Thomas C. Lichterman Employee of the Year Award and Chancellor’s Exempt Staff Award Program

Wednesday, December 2, 2009
11:30 am– 1:30 pm
O. D. Larry Dining Hall, Student Alumni Center (SAC)

UTHSC Employee Appreciation Day

Wednesday, October 14
10:00 am– 3:00 pm
Forrest Park

More info can be found at:
http://www.utmem.edu.oed/emprelations

November 2009 is National American Indian and Alaska Native Heritage Month (events TBA)
Annual Enrollment Information and Benefits Fair 2009

The Annual Enrollment Information and Benefits Fair is scheduled for Monday, November 2, 2009, 10am-2pm! Every year we invite our state insurance companies, retirement plans and others to allow employees the opportunity to gather information and ask questions about their specific plans. This year we have changed the agenda and hope these changes will make the fair an even more enjoyable experience. This year all medical and dental plan representatives will give a 10-20 minute presentation/q & a session on their plan. The tentative schedule for presentations will begin with Assurant at 11:00; BCBS 11:30; Cigna: 12pm. The Delta Dental company is unable to attend this year, but information on that plan will be available at the fair.

The location has also changed to the SAC dining hall. Please mark your calendars and make plans to attend. In addition to our health and dental plans here is a list of other vendors that will be present:

- TIAA CREF
- The Best Program (College Savings)
- AIG/VALIC
- UT Fitness Center
- ING
- UT Health Services
- TCRS
- Office of Equity and Diversity (EAP)
- Great West (401k/457)
- Tenn. State Employees Assoc.

Register for great door prizes!

Upcoming Training Opportunities

Are you a good team Member?
October 13
10-12

Quarterly 401k/457 Update Meetings
October 19
1:30-2:30

Educational Assistance Overview
October 21
2-2:30

Communicating with and about people with disabilities
October 29
10-11 am

Workplace Laws
October 21
2:30-4

To see additional training and to register visit:
http://www.utmem.edu/hrtraining/
Welcome New Hires!

August
Ritu Aggarwal
Robert Block
Charity Brannen
Brenda Reams-Campbell
Kari Conrad
David Dahlquist
Haiming Du
Mark Ferrante
Nicholas Gerard
Hua Zhang Guo
Ghana Gurung
Zerriyan Jackson
Aaron Ketcher
Courtnee Melton
Cesar Migliorati
Kolawole Oyelese
Barbara Peek
Benjamin Powell
Virginia Woo-Rasberry
Letitia Redden
Rewadee Schell
Shahzad Siddiqi
Meghan Sullivan
Wei-Chang Yeh

September
Ahmad Azari
Robin Bloodworth
Gregory Burana
Lina Cardenas
Erica Clinton
Laura Darnell
Christal Gammage
Lekha George
Griffin Gibson
Marie Gill
Johnathan Hadley
Tenitia Hobson
Brenda Isabell
Nathan Jones
Carolina Kaman
Scott Lattimer
Pamela Lipinski
Adam Lloyd
Jamie Neely
Valentina Savchenko
Michael Schneider
Hugh Shaw, Jr
Zachary Sloan
Donna Lynch-Smith

September cont.
Xiaofei Wang
Marvin Wright

UT System Redesigns Human Resource Offices

Effective January 4, 2010, the UTHSC Human Resource office will become the West Tennessee Regional Service Center. As the new service center the Memphis office will serve employees in the following UT departments: UT Knoxville Graduate School of Medicine, UT Chattanooga College of Medicine and UT Martin. The Memphis HR office will also continue to serve our Family Practices at St. Francis, Jackson, and Covington Tn.