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Pay Increase and Merit Pool for UT employees!

The State of Tennessee Legislature approved an across the board increase for the 2013-2014 fiscal year for employees hired on or before June 30, 2013. The increase equals 1.5% or $1,000 which ever is greater. Employees can tentatively expect to receive the across the board increase in late July. In addition to the approved across the board increase, there are funds available for a merit increase to employees who qualify. The merit increase will be based on certain criteria and each department will determine the merit pool recipients based on that criteria. All eligible employees should receive the merit increase by the end of September.

Educational Assistance Updates - effective Fall 2013!

The HR Benefits webpage has been updated with newly revised Educational Assistance forms. These forms are to be used beginning with the Fall 2013 semester/term. The earliest date to obtain HR signatures for the Fall semester is July 1st. Participating schools must have their current fee charts available in order for HR to approve amounts listed on fee waivers. Please check the HR Benefits website for more information and updates on Educational Assistance Policies, Procedures, and Fee Waiver Forms.

If you have any questions or concerns regarding the Educational Assistance benefit, please feel free to call the Benefits office at 901-448-5601 for assistance. Also, check the training calendar for upcoming Educational Assistance Overview classes: http://uthsc.edu/hr/benefits/educational_assistance.php
During the month of June, the Memphis City School’s Summer Internship Program places selected juniors and seniors in local businesses to work 24 hours a week for 4 weeks. UTHSC has participated in this program in the past and did so again this summer. Human Resources, Xavier Woods, was charged with coordinating the 23 interns working for UTHSC. Each student was placed in various departments across campus and learned how to work in office settings performing administrative duties such as greeting clients, answering phones, and assisting with other office projects.

Human Resources had the pleasure of working with two talented students. Melina Datta who attends Fairley High School and performed Administrative Support Assistant duties. Melina was very prompt and displayed professionalism and great attitude. After graduation, Melina plans to major in Forensic Science. Kristin Glover, attends Middle College High and brought her winning attitude to the office, by welcoming everyone with a smile and assisted with small projects. Kristin plans to pursue a nursing degree after graduation. Although their time with UT was short, we hope UTHSC made a major impact on their decision to continue their education and use what they have learned to help with their future success.
The PayFlex flexible spending account allows you to take money from your compensation and place it into accounts for medical and dependent care expenses. These funds are not taxed, thereby potentially saving you hundreds of dollars. The money put aside in the account is then used by you to pay eligible medical and dependent care expenses. These payments can be made via the debit card provided or you can make the payments and request reimbursement from the funds in your account.

**How does the card work?**
As you incur eligible expenses, you simply present your card for payment and select “credit” (if applicable). The system will then validate that you have funds available to cover the transaction and automatically deduct the amount from your PayFlex account. Once your card transactions have been processed, you can view them online at HealthHub.com via the Financial Center.

**Where can I use the card?**
You can use your card at qualified merchants where MasterCard® is accepted. Qualified merchants include physician and dental offices, hospitals, mail order prescription vendors, hearing and vision care providers, as well as discount stores, grocery stores, and pharmacies, provided the merchant has implemented an inventory information approval system (IIAS) or other IRS-approved system.

**What can I purchase with the card?**
You can use the card to pay for eligible healthcare expenses such as co-pays, prescriptions, vision and hearing products and much more! To view a detailed listing of eligible expenses, go to HealthHub.com, click on Employee Account Login and select Eligible Expense Items on the top navigation bar before logging in.

**Keep your card active**
If you receive a Request for Documentation letter OR see an alert message on HealthHub.com, respond promptly by uploading a detailed receipt or EOB (preferred). *Don’t forget to keep your receipts!*
You no longer have to wait until pay day to see account balances, claim history, or amounts deducted from your pay. All of this information is available in real time from the PayFlex website called ‘HealthHub’ and can be accessed at [www.healthhub.com](http://www.healthhub.com).

**More Questions?**
Contact your local Benefits office at 901-448-5577, 901-448-4876, or contact PayFlex customer service representatives at 1.800.284.4885; PayFlex hours: Monday – Friday, 7am-7pm and Saturday, 9am-2pm CT.

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**Service Awards Program Resumes in the Fall**

The Human Resources office has been working diligently to restore the UTHSC Service Awards Program. The service awards process was transitioned to the Human Resources Department and will resume during the Fall of this year. Employees with 5 or more years of service are eligible for service awards and will be contacted by HR when the awards will be distributed. Thank you for patiently waiting to receive your well deserved token of appreciation!
In September 2012, the Treasury Department launched the Tennessee Stars College Savings 529 Program. The TNStars College Savings 529 Program is a tax-advantage college savings plan that is designed to help Tennessee parents, grandparents and friends support the educational needs of loved ones. Participants have control over how they manage their investments with the TNStars program. The plan offers an age-based option in which investments are more aggressive when children are young then become more conservative as the children approach college age.

There are many benefits to investing with TNStars College Savings 529 Program. The investment returns on savings are tax-free as long as they are used for approved education-related expenses. Parents, grandparents, aunts, uncles and friends can open accounts on behalf of children. The money saved may be applied to higher education, including public or private colleges and universities inside OR outside the state of Tennessee, as well as other educational entities eligible to receive federal student loan funds, such as Tennessee Technology Centers. Open an account today for your child or grandchild. Learn more by visiting [http://www.tnstars.com/](http://www.tnstars.com/) or by calling toll free 1-855-386-7827.

A “Pennye” for your thoughts!
MedAmerica LTC re-educates employees

On May 7th Pennye Smith, MedAmerica Long Term Care Insurance Specialist visited UTHSC for two informative sessions to share important information regarding the States Long Term Care (LTC) program. The goal of the sessions were to “re-educate” the campus about the (LTC) insurance plan, which was implemented in 2003. The sessions covered premiums, how LTC works and how to enroll with payroll deduction. A long-term care need may arise at any age due to a tragic accident, debilitating illness, or advanced age.

Whatever the reason, providing long-term care can be devastating financially and emotionally. For additional information, personal telephone consultations and brochures, visit the LTC website at: [http://www.gottlci.com/ltcconsultations/ltc-tn/](http://www.gottlci.com/ltcconsultations/ltc-tn/) or contact: Pennye Smith at pennye@ltcconsultants.com or 1-888-400-1118.
Welcome baby Liam!

Congratulations to HR’s Alysia Danley and her husband on the birth of their son Liam Kane Danley on April 29, 2013. Liam weighed in at 7lbs and 20.5 inches!

Workers Compensation Pharmacy Assistance

Cypress Care has been selected by State of Tennessee to assist employees in obtaining prescription drugs related to their workers’ compensation claim. The First Fill form enables employees to fill prescriptions written by authorized workers’ compensation physicians for medications related to their injuries. Simply fill in the form and present it at the pharmacy at the time your prescription is filled. This form should ensure that you will have no out-of-pocket expenses when you fill your first prescription. The form can be found on the Benefits/Insurance page at: http://www.uthsc.edu/hr/benefits/workers_compensation.php

For most injuries, use of the first fill form allows for a 10-day supply of medicine with a limit of $150 per prescription.

For injuries involving blood borne exposures you are allowed a 14-day supply of a prophylactic medicine with a limit of $1,000 per prescription.

Ask HR!

Do you have any HR questions? You can forward your questions to hr@uthsc.edu for a quick response. You may even see your question in the next HR Reporter!