HR Liaison/Wellness Breakfast
May 2012

HR Liaison of the Quarter
Bernadette Szczepanek
1st Quarter – 2012
<table>
<thead>
<tr>
<th>Major Issues for FY 2013</th>
</tr>
</thead>
</table>
| **Tuition Pricing Strategy**  
  • Two years of larger classes |
| **New facilities (ISLAB)**  
  • Operations & maintenance |
| **Support from the State**  
  • Lowest since FY 2005 |
| **Capital Maintenance & Library Resources** |
| **Colleges versus central unit growth** |
| **Cost of fringe benefit increases** |
| **Financial Aid**  
  • Commitment to Delawareans  
  • Quality and diversity |
| **Capital Projects**  
  • Demand for resources  
  • Implementing a 5 year plan |
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTA Release/Submission</td>
<td>May 4/May 25</td>
</tr>
<tr>
<td>Board Approval of Budget</td>
<td>May 8</td>
</tr>
<tr>
<td>Refined Enrollment Forecast</td>
<td>Mid to Late May</td>
</tr>
<tr>
<td>State Budget Released</td>
<td>June 30</td>
</tr>
<tr>
<td>Announcement of Tuition</td>
<td>1st week in July</td>
</tr>
<tr>
<td>Budget Model Distribution</td>
<td>Mid July</td>
</tr>
</tbody>
</table>
Re-employment After Retirement: State Employees Pension Plan

• The Delaware State Pension Office recently announced changes that may impact UD retirees:

• These changes affect employees who return to work after retirement in positions covered by the State Employees Pension Plan.

• The Pension Office generally prohibits retirees from receiving a pay check from employment while also receiving a pension check.

• The Pension Office has explained consequences for violating these rules (retiree owing back all pension benefits that were received while employed).

• There are exceptions…
Re-employment After Retirement: State Employees Pension Plan

- Exceptions:

- Retirees may return to work in one of the following non-pension creditable positions:
  - Temporary Employee – An employee who is hired for a specific project or task and for a finite period of time that will not exceed 12 months in duration.
  - Casual/Seasonal – An employee employed by an agency under 29 Del C. § 5903(17) and works less than 30.0 hours per week.
  - Substitute – An employee in a school who is compensated on a daily basis and works less than 30.0 hours per week.
Re-employment After Retirement: State Employees Pension Plan

• Assuming one of the above exceptions applies, individuals may return to work after retirement with an employer covered by the State Employees Pension Plan:

• If under age 65—

  • Must have a bona fide separation after retirement (six months or greater).

  • Must not have had a pre-arranged agreement to return to work after retirement.

  • Must not be a contractor, working for a contractor or working for a temporary agency unless there has been a bona fide separation.
Re-employment After Retirement: State Employees Pension Plan

- Assuming one of the above exceptions applies, individuals may return to work after retirement with an employer covered by the State Employees Pension Plan:
  - If age 65 or over—
  - the employee may receive both a pension payment and a pay check.
Re-employment After Retirement: State Employees Pension Plan

• What’s the Answer?

• State employee retires under State Employees Pension Plan. Can they be hired into a benefited position at UD? If not, what types of positions can they be hired into?

• School teacher retires under State Employees Pension Plan. Can they be hired into a benefited position at UD? If not, what types of positions can they be hired into?

• State Trooper retires under State Police Pension Plan. Can they be hired into a benefited position at UD? If not, what types of positions can they be hired into?

• UD employee retires under State Employees Pension Plan. Can they be hired into an exempt position covered by the 403b retirement plan?
Classification & Compensation
Update
• Open Enrollment
  • May 7 – 23
  • www.udel.edu/FlexNet
• 2012 Benefits & Wellness Fair
  • May 10, 2012
  • 9:30am - 3:00pm, Trabant University Center

Panel Discussion
Your Choices: Putting The Pieces Together

12:15 - 1:15pm, Trabant Theatre
# MetLife Life Insurance Information Sessions

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 10</td>
<td>10:30am</td>
<td>Trabant Theatre</td>
</tr>
<tr>
<td>May 14</td>
<td>10:00am; Noon; 2:00pm</td>
<td>Alumni Room, Perkins Student Center</td>
</tr>
<tr>
<td>May 17</td>
<td>11:00am; 12:30pm, 2:00 pm</td>
<td>Alumni Room, Perkins Student Center</td>
</tr>
<tr>
<td>May 17</td>
<td>9:00am to Noon</td>
<td>Georgetown, Carvel Meeting Room 3</td>
</tr>
<tr>
<td>May 17</td>
<td>1:00 to 4:00pm</td>
<td>Lewes, Cannon, 104</td>
</tr>
</tbody>
</table>
Health Plan Rates

• Pursuant to House Bill 81, fixed cost share established for each of the health plans.

• As a result, for full-time employees, the University will pay:

  • 96% of the total cost of the First State Basic Plan
  • 95% of the total cost for BCBSDE CDH Gold or Aetna CDH Gold Plans
  • 93.5% of the total cost of for the Aetna or Blue Care HMO Plans
  • 86.75% of the total cost of the Comprehensive PPO Plan
Prescription Drug Plan

- **Co-pays** will remain the same for the 2012-2013 plan year

- **Tobacco Cessation Program**: copays for prescription tobacco-cessation medications will be waived when purchased at participating retail pharmacies or the Medco Pharmacy (mail order).

- **Medications subject to coverage management rules**: Incivek and Victrelis (Hepatitis C medications) and Simponi and Cimza (Rheumatoid Arthritis medications).
Optional Life Insurance Coverage

- Administered by MetLife

  - One-time open enrollment
  - Up to five times annual base salary or $500,000 no health questions
  - Up to $100,000 for your spouse, with up to $30,000 without health questions
  - Two ($5,000 and $10,000) options for children up to age 26

- Optional coverage is after-tax (eliminates imputed income coverage greater than two-times annual base salary)

- Beneficiary designation: MetLife will solicit and maintain new designations of beneficiary. For individuals who do not respond, the benefit will be based on facility of payment.
• New Vision Plan Administrator

• National Vision Administrators (NVA)
Long-term Disability Insurance
(Faculty & Exempt Staff)

- Employee After-Tax Contributions for High Option
- $15,000 Maximum Monthly Salary
Civil Unions

• University benefits previously available to same-sex domestic partners (dental, vision, life insurance and educational benefits) will be provided only to same-sex partners in a lawfully-recognized civil union.
Double State Share

• Double State Share as of December 31, 2011
• Pay $25 per month per health plan contract (or the applicable employee-only premium, if the employee share of the premium is less than $25 per month).
Spousal Coordination of Benefits When Your Spouse is Retired

• If your spouse’s current employer offers retiree health insurance coverage and your spouse is eligible for this coverage.

• Does not have to pay more than 50 % of the total monthly premium

• Your spouse is required to enroll in the employer’s retiree health plan at the time of retirement.

• Retired before July 1, 2011, your spouse is required to enroll in the retiree health plan at the prior employer’s next open enrollment period.

• Retired before July 1, 2011 and the prior employer does not allow enrollment in the retiree insurance coverage if not chosen upon retirement, your spouse is not required to enroll in the employer’s retiree health plan.
Health Care Flexible Spending Account

- Effective, January 1, 2013
- Patient Protection and Affordable Care Act (Health Care Reform)
- Health Care Flexible Spending Account (FSA) will be capped at $2,500 annually
- Health Care Flexible Spending Account (FSA) currently capped at $3,000 annually
2012 Benefits and Wellness Fair  “SCREENING ZONE”
Thursday, May 10, 2012
9:30a.m. – 3:00 p.m.
$10 Wellness Dollars

Bone Density
Blood Pressure
Skin Cancer
Glucose
Mammography (by appointment)
Employee Appreciation Night at the Blue Rocks
Friday, June 30, 2012
Gates open at 5pm
Game at 6:15pm
Fireworks following game

Tickets $13/person
Includes access to picnic area and food

Information will be posted on HR website next week
Use them or LOSE them!

- Use your **Wellness Dollars** by June 30
- Upcoming programs and services:
  - ✓ Know Your Numbers – June 21
  - ✓ Hearing Screening – June 26
  - ✓ Various Fitness Assessments

www.udel.edu/wellness
Summer Olympic Challenge
June 18-July 29, 2012

Finance & Administration
HUMAN RESOURCES – EMPLOYEE WELLNESS
Employee Education and Development

• Benefits Fair – Survey

• Service Dinner – May 17

• Summer Offerings
  – Blue and Gold Administrative Essentials
  – Understanding Emotional Intelligence
  – Mastering the Change Curve

www.udel.edu/eed
Changes in the E-Verify process
Background

- In January 2012, the University negotiated a contract with a sponsor that contained the FAR E-Verify clause.
- This meant that anyone being paid by a Federal Contract/Grant will have to have their employment eligibility verified in the E-Verify system, which is run by the United States Department of Homeland Security.
- The University implemented this system in June 2008 for all new hires.
- Thus, anyone hired before that date, being paid through federal funds, will have to have their employment verified.
Process:

• A report will be run every pay which will list all employees who are being paid with federal funds.
• Once we receive this report, the names will be checked to see if that employee has had their employment eligibility verified in the E-Verify system.
• If not, the employee’s HR Liaison will be contacted and asked to have the employee complete a new I-9.
• The completed I-9, including copies of the identification used, will be forwarded to Payroll/Records Management.
Questions?

Contact:
Mark Williams
Office of Payroll/Records Management
302-831-1127
markwill@udel.edu
Or
Your HR Analyst at x8677
EMPLOYEE MERIT (EM)

• EM Group Lists were sent out March 26, 2012. (Please make sure you’ve returned your information and originated any JED’s to change EM Group numbers)

• The EM Instructions Webpage will be updated no later than May 11, 2012

• Please be sure to review the Employee Merit Information on our website for all of the increase and instructional information.

• Departments will be notified when the EM screens are ready to be released to Owners
EMPLOYEE MERIT (EM)

• If you have any questions, concerns, and/or training requests regarding EM please contact:

  em-access@udel.edu
Time & Attendance

• University of Delaware is implementing a new Time & Attendance system from Workforce Software. The new system is Emp Center.

• New & Revised Web Forms
  – Request for Leave (Will need to be used by all benefited employees)
  – Additional Assignments Form (For students/misc wage employees working in multiple departments)
  – Comp Time Form (To record comp time earned)
  – Access Request Form

• New Web Views
  – Leave Balance View
  – Additional Assignments View
Why A New System

• Current system is over 20 years old and is owned by a small local vendor.

• New system will utilize newer technology

• As legislation changes updates will be automatically provided

• Will have broader use on campus

• Provide one time collection method instead of the current 3 methods

• All employees paid bi-weekly will now be on the same pay cycle

• Sick/Vacation/Comp Time Balances will be centralized and available for employees to view
Time & Attendance Timeline

University of Delaware
Time and Attendance Implementation Timeline
5/1/2012

4/2/2012 - 7/20/2012
System Setup and Configuration

7/23/2012 - 9/21/2012
Payroll, Facilities and Departmental Testing

9/4/2012 - 9/15/2012
Employee, Manager, Timekeeper Training

9/24/2012 - 9/26/2012
System implementation and cutover

9/30/2012 - 10/1/2012
Go LIVE
Specific Timeline Tasks

• User testing
  – Facilities
  – Engineering
  – May need one other group for beta testing

• Training
  – Will occur in September
  – More information to come
Specific Timeline Tasks (Cont.)

- Time Collection

|   | A            | B        | C         | D          | E         | F       | G            | H                  | I          | J           | K               | L               | M               | N               | O          | P               | Q               | R               | S               | T               | U               | V               | W               | X               | Y               | Z               |
|---|--------------|----------|-----------|------------|-----------|---------|--------------|---------------------|-----------|-------------|-------------------|-------------------|-------------------|-------------------|-----------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 1 | EMPID/NAME/DEPT |         |           |            |           |         |              |                      |           | Date of Dependent|                     |                  |                  |                  |           |                  |                   |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
Who Does This Impact

<table>
<thead>
<tr>
<th>Employees Logging Into Emp Center</th>
<th>Employees Who Will Use New Web Forms &amp; Views</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Students</td>
<td>Benefited employees</td>
</tr>
<tr>
<td>Misc Wage</td>
<td>Undergraduate Students</td>
</tr>
<tr>
<td>AFSCME</td>
<td>Misc Wage</td>
</tr>
<tr>
<td>Supervisors for the above</td>
<td>AFSCME</td>
</tr>
<tr>
<td>Time Keepers for the above</td>
<td>Supervisors</td>
</tr>
<tr>
<td></td>
<td>HR Liaisons</td>
</tr>
<tr>
<td></td>
<td>Time Keepers</td>
</tr>
</tbody>
</table>
New Role – Time Keeper

• Time Keeper is a new role and will be maintained on the Supervisor Code Table

• The role of the Time Keeper is to enter time, approve time or correct time on the timesheet in Emp Center
Supervisor Code Table

<table>
<thead>
<tr>
<th>Supv ID</th>
<th>Department</th>
<th>Supervisor Type</th>
<th>ID</th>
<th>Name</th>
<th>Signature Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>629</td>
<td>Records Management</td>
<td>Supervisor</td>
<td>10137</td>
<td>Anna Bloch</td>
<td>Y</td>
</tr>
<tr>
<td>629</td>
<td>Records Management</td>
<td>Supervisor 1st Alt</td>
<td>12258</td>
<td>Denise Schneider</td>
<td>Y</td>
</tr>
<tr>
<td>629</td>
<td>Records Management</td>
<td>Supervisor 2nd Alt</td>
<td>10192</td>
<td>Diana Brinkley</td>
<td>Y</td>
</tr>
<tr>
<td>629</td>
<td>Records Management</td>
<td>Dean/VP</td>
<td>701074940</td>
<td>Jennifer Davis</td>
<td>Y</td>
</tr>
<tr>
<td>629</td>
<td>Records Management</td>
<td>Dean/VP-1st Alt</td>
<td>700598546</td>
<td>Scott Douglass</td>
<td>Y</td>
</tr>
<tr>
<td>629</td>
<td>Records Management</td>
<td>Time Keeper 1</td>
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</tr>
<tr>
<td>629</td>
<td>Records Management</td>
<td>Time Keeper 2</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>629</td>
<td>Records Management</td>
<td>Time Keeper 3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Please review current roles and provide employee id and name for those who will be a Time Keeper.
- **Return to Payroll & Records Management by Friday, June 1st.**
• Questions?