

## 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.**

### 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.



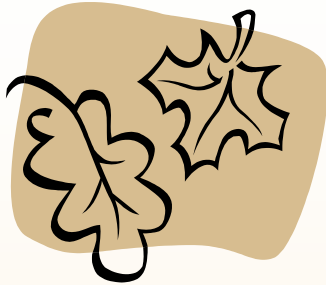
*"all forms must be completed and turned in by November 16th..."*

### 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.

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!**



Office of Equity and Diversity  
**Schedule of Fall Events**

## 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.

**Register for great door prizes!**

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.

## 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

To see additional training and to register visit:

<http://www.utmem.edu/hrtraining/>

### Communicating with and about people with disabilities

October 29

10-11 am

### Workplace Laws

October 21

2:30-4



## 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.



## Welcome New Hires!

### August

Ritu Aggarwal  
 Robert Block  
 Charity Brannen  
 Brenda Reams-Campbell  
 Kari Conrad  
 David Dahlquist  
 Haiming Du  
 Mark Ferrante  
 Nicholas Gerard  
 Huazhang 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

UTHSC HUMAN RESOURCE OFFICE  
 910 MADISON AVE STE. 727

EMPLOYMENT: 448-5600

BENEFITS/TRAINING: 448-5601

<http://www.utmem.edu/hr>