



The University of Mississippi

Interoffice Memorandum
DEPARTMENT OF HUMAN RESOURCES
University, MS 38677
Phone: (662) 915-7431 Fax: (662) 915-5836

TO: All University Employees
FROM: Clay Jones, Director
DATE: January 22, 2007
SUBJECT: Annual Reminders

1. Outside Employment:

Faculty and Staff members engaged in outside employment should complete HR Form 9, "Application For Permission To Engage in Outside Employment or Permission of Profession", annually and forward it through the proper channels to the Chancellor for approval. Annual completion of this form is required by the Board of Trustees of State Institutions of Higher Learning. This form can be found on the Human Resources website under the "Paper Forms" tab. This form was revised, so please use the current one on the website. The address for this form is as follows:

<http://www.olemiss.edu/depts/HR/forms/form9.pdf>

2. 403B Limits:

The general limit allowed by IRS regulations for tax sheltered annuities (403B) was increased from \$15,000 to \$15,500 effective January 1, 2007. The catch up limit for employees over age 50 will remain at \$5,000. This limit is the same for the Roth 403B. If you desire to increase your withholding for this purpose, you will need to complete a new Salary Reduction Agreement. This form can be found at the following address or you may come into our office to verify the amount you are eligible to contribute.

http://www.olemiss.edu/depts/HR/forms/salary_reduction.pdf

3. Delta Dental:

Effective January 1, 2007, Delta Dental Insurance Company issued alternate identification numbers in lieu of using social security numbers for policy identification. Replacement insurance cards were mailed January 3 to the primary mailing address for employees participating in the dental plan for the calendar year 2007. Participants who have not received their insurance card can obtain a copy by accessing the Delta Dental website at <http://www.deltadentalins.com/> or by contacting a benefits representative in our office at 915-7431.

4. Employee Health Insurance:

The State and School Employees' Health Insurance Plan offers an additional savings for Adult Wellness/Preventive Services beginning in 2007. The plan pays first dollar coverage up to \$250.00 for certain adult wellness/preventive services. As an added benefit, participants age 18 and older who complete the Health Risk Assessment (HRA) will be eligible for an additional \$50.00. This additional \$50.00 will be applied toward wellness/preventive services for a total first dollar coverage of \$300.00.

The Health Risk Assessment and a more detailed explanation of benefits are available at the following site: <http://knowyourbenefits.dfa.state.ms.us/>

5. Flexible Spending Account Balances:

Employees who have not claimed all of their funds from either the Medical Reimbursement Account or the Dependent Care Account have until April 15, 2007 to make any claims for 2006. These claims must be for expenditures incurred between January 1, 2006 and March 15, 2007. Reimbursement Request Forms are available at the referenced site below (item #6) and should be mailed or faxed to Glynn Griffing & Associates as soon as possible. Requests post-marked after April 15 will not be processed and any unused contributions remaining in the participant's account after this date will be forfeited.

6. Medical Reimbursement/ID Change:

Effective January 1, 2007, employees participating in the Medical Reimbursement and/or Dependent Care Account plans will use their University employee ID number for identification purposes. This number will be required when requesting personal information from Glynn Griffing & Associates and when filing reimbursement claim requests. The University employee ID number is located at the top right corner of your pay stub and consists of 8 digits beginning with lead-in zeros (for example 00182394) or can be found on your employee ID card. The only time participants will be required to provide a social security number is when an online account is created. Once the account is established, a user name and password will be used for future access.

Please note the "Reimbursement Request Form" used to submit a claim request was revised to include a space for the employee ID number. Participants should discard any old forms and begin using the new form immediately. This form is available by accessing either of the following sites:

<http://www.glynn.info/>

http://www.olemiss.edu/depts/HR/forms/reimbursement_request.pdf

7. Dependents on Health Insurance:

Participants with dependent children covered on the State Health Insurance Plan, who will reach age 19 this year must provide verification that the dependent is enrolled as a full-time student in order to maintain his/her coverage. Unless otherwise requested by the employee, the covered full-time student will continue in the plan until he/she reaches age 25 as long as they remain unmarried, or until the employee advises the HR department that the dependent child is no longer a full-time student. It is the employee's responsibility to notify HR when their dependent is no longer enrolled as a full-time student or becomes married.

8. Tax Exemption:

All employees are eligible to claim exemption from withholding for 2007 Federal income tax withholding if he/she meet **ALL** of the following conditions.

- For 2006, you had a right to a refund of all federal income tax withheld because you had no tax liability and
- For 2007, you expect a refund of all federal income tax withheld because you expect to have no tax liability.

If you qualify for this feature, you must have a Form W-4, Employee's Withholding Allowance Certificate, on file in the Department of Human Resources. A new Form W-4 must be filed on a yearly basis.

9. Beneficiary Changes

Employees who have recently experienced a life change, such as marriage, divorce, or birth/adoption of a child and need to update beneficiary information for state retirement or life insurance policies should contact a benefits representative in HR at 915-7431 to complete forms. Forms are also available by visiting the following site: http://www.olemiss.edu/depts/HR/master_hrweb/hr2paper.htm

Completed forms should be returned to the Department of Human Resources for processing.