



The University of Mississippi

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

TO: University Employees
FROM: Clay Jones, Director
DATE: March 4, 2008
SUBJECT: Annual Reminders

1. Outside Employment:

Faculty and Staff members engaged in outside employment should complete the HR Form 9, "Application for Permission to Engage in Outside Employment or Practice 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. The address for this form is as follows:

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

2. Supplemental Retirement Plan Participation (403B):

The University offers employees the opportunity to contribute to voluntary pre-tax and post-tax supplemental retirement plans as defined under Section 403(B) of the Internal Revenue Code of 1986. Participation is available to benefit/eligible and non-benefit/eligible employees, as well as reemployed retirees. Employees are eligible to start and stop participation and change contribution amounts at anytime. To initiate such action you will need to complete a Salary Reduction Agreement which can be accessed by visiting http://www.olemiss.edu/depts/HR/master_hrweb/403B.htm. Information about each plan and a list of authorized providers is available by visiting http://www.olemiss.edu/depts/HR/master_hrweb/hr2ben10-05.htm.

The general limit allowed by IRS regulations for tax sheltered annuities (403B) is \$15,500. The catch up limit for employees over age 50 remains \$5,000. This limit is the same for the Roth 403B.

3. Employee Health Insurance:

The State and School Employees' Health Plan provides Adult Wellness/Preventive Benefits to covered employees, their spouse, and dependents age 18 and older. The Plan pays first dollar coverage up to \$1,000 for specified wellness/preventive benefits. To receive the \$1,000 benefit participants **MUST** complete an annual Health Risk Assessment (HRA) prior to scheduling the doctor's appointment. Employees and covered, eligible dependents who do not complete the HRA will not receive any adult wellness/preventive coverage. The assessment and a list of covered benefits are available by visiting <http://knowyourbenefits.dfa.state.ms.us>. Participants who do not have computer access should contact APS Healthcare at (877) 289-9109 to complete the assessment by phone or to request a paper copy.

4. Flexible Spending Account Balances:

Employees who have not claimed all of the funds from either the Medical Reimbursement Account or the Dependent Care Account have until April 15, 2008 to make any claims for 2007. These claims must be for expenditures incurred between January 1, 2007 and March 15, 2008. Reimbursement Request Forms are available by visiting http://www.olemiss.edu/depts/HR/master_hrweb/hr2paper.htm. Mail or fax completed forms 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.

5. Dependents on Health Insurance:

Participants with dependent children covered on the State & School Employees' Health 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 the student remains unmarried, or until the employee advises the HR department that the dependent child is no longer a full-time student. It is the employees' responsibility to notify HR when their dependent is no longer enrolled as a full-time student or becomes married.

6. Tax Exemption:

All employees may claim exemption from 2008 Federal income tax withholding if he/she meets **ALL** of the following conditions:

- for 2007, you had no tax liability and
- for 2008, you expect not to have a tax liability

If you qualify for this feature, you must complete and file a new Form W-4, Employee's Withholding Allowance Certificate, with the Department of Human Resources on a yearly basis.

7. Beneficiary Changes:

Employees who have recently experienced a life change, such as marriage, divorce, or birth/adoption of a child need to update beneficiary information for state retirement or life insurance policies. 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.

Return completed forms to the Department of Human Resources for processing.

8. Benefit Consultations:

Are you participating in the Public Employees' Retirement System of MS (PERS) and the Long-term Disability plan offered by the University? If you answered yes and meet the following criteria for retirement, you may want to consider a consultation with Human Resources benefits staff to discuss disability benefits.

Criteria to qualify for PERS retirement benefits:

- 4 years of membership service with PERS and age 60 or older, or
- 25 years of membership service with PERS regardless of age

9. Performances Appraisals (Pertains to Staff Employees and Academic Administrators):

Information Technology and Human Resources partnered to develop an online Performance Evaluation process for staff. This process will be done via the internet. This new system will be "rolled out" this year to part of the campus. If you work in an area that is participating in the roll out phase, your evaluation will be submitted via the internet after you meet with your supervisor. All other areas will continue to complete the paper form this year and will submit online appraisals in 2009. Due to the new technology, evaluations will generally be later this year than in past years. Our timeframe for this year will be mid-April to early June. The following areas will be participating in the online process in 2008; the entire Student Affairs division, the entire University Relations division, select areas in the Administration and Finance area, and Alumni Affairs.