**Benefit Open Enrollment: April 16 – May 15, 2007**

Open Enrollment has begun. Enrollment packets have been mailed to employees at their home address. The enrollment information and forms are posted to the statewide benefits web site:
http://www.alaska.edu/hr/benefits/open_enrollment/index.xml

You may complete your enrollment paperwork by downloading the forms on the web site; you do not need to wait for your packet to arrive in the mail. If you wish to make changes to your benefits effective July 1, 2007 until June 30, 2008, please make sure you turn in changes by the deadline.

Remember that **flexible spending accounts** are not automatically renewed; if you wish to have either a Medical Flexible Spending Account or Dependent Care Flexible Spending Account, you must complete the appropriate form for the new plan year.

If you have **opted out of health coverage**, you must complete a new opt-out form for the new plan year. If a new form is not completed, the employee will be enrolled in the Standard health care option for employee only.

For all other benefits, coverage will remain the same unless changes are made.

**HR User’s Group**

**Topics to be covered**

- Workflow termination
- Year end payroll and personnel processes
- Open enrollment

May 10, 2007 (Thursday); 10:00 – 11:30 a.m.
Wood Center ballroom

Please register by contacting Susan Miller: susan.miller@uaf.edu or x7557
The meeting will be available via audio teleconference.
If you are not a member of the HR list serve, please sign up at:

All HR related announcements are sent to the list serve.
Payroll Information

May through June is undoubtedly the most challenging time of year for Human Resources. Personnel is working to beat the rush of last-minute paperwork for academic year-end contract extensions, job changes and open enrollment. Payroll is gearing up for the fiscal year end and a potential avalanche of payroll adjustments due to - you guessed it - late paperwork. We need your help!

What can PPAs do?

• Get the word out to supervisors and principal investigators BEFORE they do their summer hiring. Do what you can to ensure UA’s hiring procedures are followed and that you are kept in the loop. Talk to your dean or director if you encounter resistance.

• Pay close attention to HR notifications and deadlines.

• Run your own reports for contract end dates, FN expiration dates, student jobs, extended temp eligibility, term funded jobs ending, etc. If you need assistance with completing reports, please contact HR.

Schedule a one-on-one training session with HR if you have problems with job forms and academic year-end job changes. We are here to help you.

Let us know what we can do to make this a pain-free transition into summer.

Payroll Reminders

Personal Holiday
The last day to use personal holiday leave for FY07 is June 23. Personal holiday may not be used during the R15 pay period beginning June 24 and ending July 7.

Staff Recognition Awards
If your department is considering FY07 staff awards, now is the time to act! Staff recognition awards for FY07 will not be approved or paid after the pay period ending June 9, (R13). This includes staff recognition leave, earnings code 460.

Charges to fund #998000
Budget is working hard to clear out its 998000 account for fiscal year end and requests your help. Please keep labor charges to 998000 to a minimum until after fiscal year end, (R15). There should be no charges to 998000 after R13, (ending 6/9/07).

Fiscal Year Close Procedure
FY07 fiscal year close procedures for Personnel, Payroll and Budget Offices will be posted on the web the first week in May at: http://www.alaska.edu/hr/procedures/azindex.xml. This comprehensive guide details salary schedule rolls, faculty and staff increases and dates, R15 time entry issues, staff benefits processing, labor reallocation deadlines and more. This is a necessary reference for all PPA’s and finance employees.

Termination Workflow
Human Resources will be introducing a new procedure for terminations during the next few months and plans a phased roll-out to all departments between October and December of this year. The Termination Workflow process provides a way to route termination notifications electronically and will minimize the problems associated with routing paper termination forms. Two UAF departments are already participating – the Rasmuson Library and TVCC. We are looking forward to making the process available campus-wide.
## Personnel Payroll Submission Schedule

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Job Forms in Personnel by 2 p.m.</th>
<th>Timesheets to Payroll by 12 p.m.</th>
<th>Scheduled Payroll Run #</th>
<th>Check Issue Date</th>
<th>Holidays &amp; Alerts</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-Apr-07 to 14-Apr-07</td>
<td>6-Apr-07</td>
<td>16-Apr-07</td>
<td>R9</td>
<td>27-Apr-07</td>
<td></td>
</tr>
<tr>
<td>15-Apr-07 to 28-Apr-07</td>
<td>20-Apr-07</td>
<td>30-Apr-07</td>
<td>R10</td>
<td>11-May-07</td>
<td></td>
</tr>
<tr>
<td>29-Apr-07 to 12-May-07</td>
<td>4-May-07</td>
<td>14-May-07</td>
<td>R11</td>
<td>25-May-07</td>
<td></td>
</tr>
<tr>
<td>13-May-07 to 26-May-07</td>
<td>* 17-May-07</td>
<td>* 25-May-07</td>
<td>R12</td>
<td>8-Jun-07</td>
<td>Memorial Day, May 28</td>
</tr>
</tbody>
</table>

* Early submission required

## Retirement Tribute for Dr. Paul Reichardt

**Date:** Thursday, May 17, 2007  
**Time:** 5:00-7:00 p.m.  
**Location:** Carol Brown Ballroom, Wood Center

Please join us in thanking and honoring Dr. Paul Reichardt, Provost, for his 35 years of commitment and service to the UAF community. The University of Alaska Foundation will also honor Dr. Reichardt by presenting him with the 2007 Edith R. Bullock Prize for Excellence.

If you would like to honor Provost Reichardt’s dedication and service to UAF, you are invited to make a contribution to the **Provost Fund for Excellence**. Please send your contribution to: UAF Advancement Services, PO Box 757530, Fairbanks, AK 99775 or call 907-474-6464 for more information.
Personnel Actions

Student Employees
If student employees choose to take summer courses, they must be enrolled in at least 6 credits to remain in a non-taxable PCN. A student in a non-taxable PCN can only work 40 hours per pay period. If this happens, please submit a job form with a new suffix number on their non-taxable PCN prior to 5/04/07 submission deadline.

Student employees not enrolled over the summer need to be placed in a taxable PCN beginning 5/13/07 through 8/18/07. Taxable students can work up to 80 hours per pay period. Please submit job forms prior to the 05/04/07 submission deadline.

Term Position Employees (Benefited Employees in a 9 PCN)
All term funded position employees to include: NR, XR, CR, F9 and A9 that are extended for FY08 (July 1 – June 30) must have the appropriate executive level approval such as Provost, Vice Chancellor, or Dean of CRCD.

Please submit a signed request memo to Financial Services as soon as possible that lists the employee name, PCN, and classification title of positions to be extended for FY08. Financial Services needs this memo before budget signature on job forms for term funded PCNs. Please do not include students or temporaries with this request.

ALL term funded employee assignments to include students and temporary employees will end on or before 6/30/07. If the employee is not extended into FY08, they will not have an active assignment after 6/30/07 or receive pay after 7/20/07. Due to the large volume of paperwork received during this time, it is preferred that job forms for the FY08 roll be submitted no later than 06/01/07 to ensure timely entry prior to R15 timesheet printing on 06/19/07.

Dates to remember

♦ Student Assignments
  Summer Assignments (full term) - 05/13/07 to 08/18/07
  Academic Year FY08 - 08/19/07 to 05/10/08

♦ Faculty Academic Year Dates FY08
  08/19/07 to 05/17/08

♦ Faculty Summer Additional Assignment paperwork due Friday May 4, 2007

♦ Faculty Contract Extension paperwork due Friday May 4, 2007

♦ R12 Timesheets print on May 8, 2007

Spreadsheets and job form turnarounds have been sent out for all faculty members that will have an Off Contract Begin (OCB) record beginning May 20, 2007. Please review these sheets for accuracy. If there are any mistakes please contact us immediately. The Off Contract End (OCE) records for regular faculty members (2 PCN) will automatically be inserted by UAFHR with an effective date of August 18, 2007. If you have a term funded (9 PCN) you will have to submit a job form for the FY08 roll.