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Dates to Remember

July 3 & 4
Independence Day holidays

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Newsletter Editor

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HR User's Group

The next Human Resources User's Group meeting will focus on safety, security and confidentiality issues.

We will have an expert from the Office of Information Technology (OIT) to discuss computer security, EDIR, and other pertinent issues related to computer usage. Chief Sean McGee from the UAF Police Department will discuss workplace safety. We will also talk about the latest federal requirements related to ensuring personal privacy in the workplace as it relates to health and personal identification.

If there are related issues you would like addressed, please email: susan.miller@uaf.edu

When: Thursday, July 20, 2006; 10 –11:30 a.m.

Where: Butrovich Building, room 109 A-B

Pharmacy Changes

Beginning July 1, employees on the university's health plan will need to use their PharmaCare prescription drug cards when filling prescriptions. The new cards, which will be mailed this week, are affixed to the back of PharmaCare's Prescription Benefit Services Booklet. The booklet includes a list of the nine closest pharmacies based on the employee's ZIP Code; a more complete list of Alaska pharmacies is posted on the UA Benefits web site www.alaska.edu/hr/benefits/index.xml.

If employees need to have a prescription filled and have not received a PharmaCare card, they may download a temporary card from the PharmaCare Web site at: www.PharmaCare.com, beginning July 1. Before using the web site, employees must register by using their "member number," which is their university ID number.

Pharmacy benefits and co-payments will remain the same. For more details about the switch to the new pharmacy vendor and registering on PharmaCare's web site, check out: www.alaska.edu/hr/articles/pharmacare_article_062206.pdf on the UA Human Resources site. Also, the Blue Cross' new member identification cards should arrive soon.

Thank You

I have retired after working at the university and in the Human Resources Department since 1991. Thank you to all who stopped by the reception that HR had for me. I appreciate your good wishes and the chance to see you again. It meant a lot to me, as did working with you all over these past years. I wish you all the best!

Yvonne Franklin

Accessing Your Pension

If you are retiring or terminating from the university, monies in your pension account cannot be accessed until you have been terminated from the university system (in all job categories) for 45 days or longer. Employees should contact their pension vendor for the necessary forms to be completed; the forms are then signed by Human Resources, verifying that an employee has been terminated for 45 days or longer.

Leaving UAF?

Social Security at the University

Benefited employees in the university system do not pay into Social Security, but do pay Medicare.

Personnel Payroll Submission Schedule

www.uaf.edu/uafhr/Payroll.html

| Pay Period | Job Forms In Personnel by 2 p.m. | Timesheets to Payroll by 12 p.m. | Scheduled Payroll Run # | Check Issue Date | Holidays |
|------------------------|----------------------------------|----------------------------------|-------------------------|------------------|------------|
| 11-Jun-06 to 24-Jun-06 | 16-Jun-06 | 26-Jun-06 | R14 | 07-Jul-06 | |
| 25-Jun-06 to 08-Jul-06 | 29-Jun-06 * | 10-Jul-06 | R15 | 21-Jul-06 | July 3 & 4 |
| 09-Jul-06 to 22-Jul-06 | 14-Jul-06 | 24-Jul-06 | R16 | 04-Aug-06 | |
| 23-Jul-06 to 05-Aug-06 | 28-Jul-06 | 07-Aug-06 | R17 | 18-Aug-06 | |
| 06 Fiscal Year Ends | * Early submission required | | | | |

Fiscal Year End

The fiscal year ends on Friday, June 30. Two separate time entry records will post to payroll, one for the period beginning Sunday, 6/26/06, and ending Friday, 6/30/06; the other beginning Saturday, 7/1/06 and ending Saturday, 7/8/06. Payroll expects two separate time sheet entries and hourly totals for each fiscal year period. There should be no charges to staff recognition pay or time off, or to labor account code 998000. For benefits eligible employees, 40 regular hours will default to FY06, 16 holiday hours and 24 regular hours will default to FY07. Non-exempt employees are reminded to report the 4th of July holiday on 7/3/06 and 7/4/06.

Personal holidays for non-exempt staff may not be taken during the pay period which includes July 1, per UA Regulation. The last day to use Personal Holiday for FY06 was June 24. Personal Holiday for FY07 can be used on or after July 9.

July Changes

Employees can expect to see some changes in net pay beginning with the first pay period in July.

- ◆ Regular pay rates for many employees will increase.
- ◆ Although overall health plan costs have gone up significantly and continue to rise (UA's contribution increased 17% from the previous plan year), the cost increase was less than anticipated. As a result, the amount of the employee deduction for each plan has dropped.
- ◆ Deductions for supplemental life insurance and accidental death & dismemberment (AD&D) are also going down. The most dramatic drop is in health care rates and the higher levels /age groups for supplemental life insurance.
- ◆ If you changed health care plans during open enrollment, added or dropped dependents, changed your life insurance coverage/age group or your AD & D election, those changes will take effect beginning in July. Because health care is a pre-tax deduction, you're likely to see a corresponding increase in your federal withholding and Medicare deduction.