

CHARGER CHAT



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OFFICE OF
HUMAN RESOURCES

VOLUME 1

CHARGER CONNECTION

By Laurel C. Long

Associate Vice President, Human Resources



A dream written down with a date becomes a goal.

A goal broken down into steps becomes a plan.

A plan backed by action makes your dreams come true. ~ Greg Reid

January is a time of new dreams, new goals, and new beginnings. There's a sense of excitement and anticipation of what lies ahead. It's the time of year when many of us create a list of resolutions, things we promise to do for ourselves or others in the new year. Research suggests that, although close to 45 percent of Americans make New Year's resolutions, only 8% successfully achieve their goals. I'm sure the reasons for such a low success rate are varied, something about the "the best-laid plans often go awry". Goals always seem easier to develop, yet harder to achieve. A Google search on "how to keep New Year's resolutions" yields almost 175 million results! That's a lot of advice! One thing we know for sure, though - goals are better achieved when they are specific and realistic.

In HR, we talk a lot about our goals. What do we want to accomplish? What do we want our team to look like? How do we improve our service to the campus community? These goals serve as our compass; they guide all of our decisions and keep us focused on what's important. One of our specific goals is to improve our communication with the campus community. We want to do better at sharing and connecting. That goal then became a plan. We decided to develop a tool that we can use to provide information, share valuable resources, update you on UAH comings and goings, and much more. And now, that plans become action.

Welcome to the first edition of *Charger Chat*, your HR campus connection! This is our dream come true! We hope you enjoy this quarterly publication that will be packed with lots of information.

We believe that "there are far, far better things ahead than any we leave behind" (C.S. Lewis). We're excited about 2023. We look forward to making more dreams come true. What are your dreams and goals? What do you want to accomplish in 2023? Write those goals down, make a plan, and turn those plans into actions.

On behalf of the HR team, I wish you much success in the new year and I look forward to connecting with you each quarter through *Charger Chat*.

Newsletter Highlights

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NEW FOR 2023!

By UAH Benefits Team

Savi Student Loan

UAH employees working in public service may be eligible for Public Service Loan Forgiveness (PSLF). PSLF is a federal program that can provide financial relief to eligible borrowers by forgiving the balance of your loan tax-free after 120 qualifying payments. TIAA and Savi can help you with federal forgiveness programs. Despite the potentially huge benefits of this program, the rules and requirements are complex, and the loan forgiveness success rate has been relatively low. That's why UAH and TIAA have joined forces with Savi to offer a service that can help you successfully take advantage of programs like PSLF. Visit

<https://www.tiaa.org/public/tcm/uasystem/student> to calculate your savings and get started!



Resignation Process Changes

Human Resources is making a few slight changes to the resignation process. It is vital that HR be made aware of all resignations upon notification to management. Early notification will help ensure that all offboarding requirements, coordination between departments, and issuance of benefits-related information have been completed and the employee is cleared prior to their last date of employment. To streamline this process, we ask all employees to complete and submit a google form after their supervisor or manager has accepted a resignation letter. A member of the benefits team will begin meeting with the terminating employee to conduct an out-processing on or before their last day. Additional information and detailed instructions will be available on the offboarding website soon.



Revamped Employee Recognition Program



Beginning this year, Human Resources is changing the manner in which we extend our appreciation for employees who reach a milestone service anniversary. It is the policy of The University of Alabama in Huntsville to recognize the contributions of long-term faculty and staff members through the Employee Recognition Program. The University recognizes faculty and staff who have completed key service milestones of five years of full-time regular service and for each five years thereafter (10, 15, 20, 25 etc.).

In the past, all service anniversaries were recognized annually. We are going to begin recognizing this very important achievement in more real-time. You will receive a packet through mail to select your choice of gift shortly after reaching a milestone year. This is our way of showing our gratitude for all you have done for UAH without delay. You will also begin seeing E-Card recognition for all service anniversaries and birthdays from the HR department!



Insurance Reminders

Remember, all of the changes you elected during Open Enrollment took effect on January 1st. This includes insurance cancellations, new coverage elections, and dependent changes.

- New medical, dental, or Flexible Spending Account participants will receive insurance cards through the mail. Current participants should continue to use your same cards.
- UAH has increased the number of visits for Rehabilitative Occupational, Physical, and Speech Therapy to a maximum of 35 visits per person per therapy each calendar year. This applies to both the PPO and HDHP plans.
- **HDHP plan participants:** The annual deductible has increased in the HDHP: \$1,500 individual deductible and \$3,000 family deductible. You must satisfy your entire deductible balance before the insurance begins to pay toward your medical or prescription claims.
- **Health Savings Plan (HSA) participants:** UAH increased the Health Savings Account employer contribution for 2023. All HDHP participants enrolled in an individual plan have received \$500 and family plans \$1,000. The IRS announced an increase in the total annual HSA limit: \$3,850 for individual plans and \$7,750 for family plans, with an additional \$1,000 catch-up for employees age 55+.

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IMPORTANT DOCUMENTS BEING MAILED TO YOU IN EARLY 2023

By UAH Benefits Team

Truth in Salary Statements. At UAH, we recognize that our success is only possible through the hard work and dedication of our faculty and staff. Human Resources aims to provide a rewarding and competitive total compensation package. We are pleased to provide a Truth in Salary Statement to each UAH employee providing details of your salary and benefits for the fiscal year ending September 30, 2022. The Truth in Salary Statement provides you with an in-depth understanding of your total compensation, which includes not only the wages you earned within the fiscal year but also the additional benefits that UAH provides. A printed copy was mailed to your home addresses. The electronic copy is viewable at any time throughout the year on your MyUAH page.

1095-C. All employees who are eligible for insurance coverage will receive the tax form 1095-C mailed to their home mailing address. Eligible employees who decline to participate in the UAH-sponsored health plan will still receive a 1095-C. The form identifies which months the employee was eligible and enrolled in coverage during the year.

Retirement Plans

The IRS has announced cost-of-living adjustments (COLAs) affecting the dollar limits related to retirement plans for the 2023 calendar year. Great news- elective deferral limits have increased for both the 403(b) and 457(b) retirement plans. Annual limits for both plans will increase to \$22,500, up from \$20,500 in 2022.

The catch-up contributions allowed for individuals age 50+ will increase from \$6,500 to \$7,500. Remember to log into TIAA PlanFocus and adjust your contribution if you wish to take advantage of the higher retirement salary deferrals.



TEACHERS' RETIREMENT WEBINARS

By UAH Benefits Team

Mark your calendars now! Representatives with the Retirement Systems of Alabama (RSA) Field Services Division will be holding a tailored webinar for UAH faculty & staff offering insight into the Teachers' Retirement System (TRS) Defined Benefit Plan design and its recent updates. Additionally, UAH employees who wish to enroll the Public Education Employees' Health Insurance Plan (PEEHIP) at retirement can learn the steps to enrollment and transitioning to its new Medicare Advantage Plan.

TRS is offering two opportunities to participate in this webinar: Monday, April 3rd from 11:00-12:30 and Friday, April 14th from 1:00-2:30.

Insurance Reminders

- Flexible Spending Account (FSA) Run-out period is from January through March, 90 days after the plan year ends. This is the deadline for submitting claims incurred in the prior plan year. If you paid out of pocket for any qualified expenses in the 2022 calendar year and still have a remaining balance in your account, don't forget to upload your receipts for reimbursement within the run-out period.
- Telehealth coverage available through Teladoc is expanding to now include mental & behavioral health coverage and dermatology coverage. This can be used to diagnose, treat, and prescribe medication for certain behavioral health conditions and dermatology issues. This provides you with more convenient and quick access to the healthcare you need. Contact Teladoc to learn more:

<https://member.teladoc.com/alabama> or 855.477.4549



Gilsbar Rebrand to HealthComp

UAH Wellness Vendor Gilsbar is rebranding to Health Comp. You may notice some changes in the material and websites provided to you by Gilsbar. Website navigation and functionality will remain the same. Key changes include:

- All materials will now display the HealthComp logo.
- Update of Gilsbar's member-facing technology, myGilsbar.com to HCHealthBenefits.com.
- Gilsbar Wellness app will be changing to HealthComplete. If you already have the app downloaded, it will change when you update the apps on your mobile device.





Burnalog Fitness App Now Available Through HealthComp!

BURNALONG offers flexible, on-demand health and wellness video classes, spanning physical, mental, and financial wellness available through your Health Comp Wellness account. All eligible employees have up to 4 free family accounts!

- 14,000+ live and on-demand classes
- 2,000 + nationally certified instructors representing all body types, ages, races, and levels of fitness
- 3 minutes to 2 hours duration to fit any schedule

NEW YEAR, NEW WELLNESS BENEFITS!

By UAH Charger Fit

We are excited about some of the new and exciting enhancements we are rolling out for the Charger Fit Wellness program this year! Take advantage of these new offerings to help you meet your fitness goals and earn points toward your wellness incentive.

Increased Wellness Incentive: Eligible employees who complete the program requirements by October 31, 2023, will receive an increased wellness incentive of \$150 on the December 22, 2023 payroll check.

- ✓ Complete the biometric screening
- ✓ Complete the health assessment
- ✓ Earn 400 total points

Remember, you also receive an additional \$50 visa gift card just for completing your biometric screening!



January is Poverty Awareness Month

Every January is Poverty Awareness Month, and it provides an important opportunity to take a closer look at the issue of poverty in the United States. It's estimated that nearly 40 million people live below the poverty line in the US, a threshold that government agencies determine by comparing annual income and number of people living in a household. As of 2021, a family of four making less than \$26,500 meets the threshold for poverty

The current poverty level is \$25,750 for a family of four. According to data from the US Census, 11.8% of Americans live below this threshold, which means they are considered to be living in poverty. The percentage of those living in extreme poverty defined as having an income less than half of the federal poverty level is 3.6%. People living in extreme poverty face, especially difficult challenges, including limited access to food, education, and healthcare.



Hiring Manager's Corner

Effective Minimum Requirements are Essential to Inclusive and Successful Recruitment.

- **Robust Applicant Pool:** From entry-level positions to the C-suite, every position should be reviewed to determine if the candidate meets the minimum requirements as advertised for the position. Historically, employers have missed opportunities to identify talent, when minimum qualifications were placed above or below business needs. For example, requiring a college degree for some positions may overlook individuals with sufficient on-the-job experience and non-traditional backgrounds. This may be costly to a robust applicant pool and also present legal risks. Well-written qualifications minimize unqualified applications and create a more diverse applicant pool.
- **Market Competitiveness:** Examine the minimum requirements, and ensure they are reflective of the qualifications necessary to perform the role. This enables effective classification of the position and identification of appropriate compensation, to ensure the title and pay to attract top talent.
- **Effective Interviewing/Selection:** Lastly, effective minimum requirements enable efficient applicant screening, and together with well-written job duties, are the basis for relevant interview and selection criteria.



WHO ARE WE

By UAH Talent Management Team

The Talent Management team supports the recruitment, hiring, compensation, career development, and engagement of potential and current UAH employees.

Meet the Talent Management Team

Ramona Burroughs
Executive Director, Human Resources

- Talent Management Team Leadership
- Employee Relations & Engagement
- Employee Performance Management

Wendy Williamson-Jones
Associate Director, Talent Management & Compensation

- Staff Classification and Compensation
- Staff Recruitment & Selection

Veronica Garner
Talent Management Associate II

- New Position Creation
- Position Re-evaluation Reviews
- Salary Adjustment Reviews

Erica Richardson
Talent Management Associate I

- Job Postings and Recruitment
- Applicant Screening
- UAH Career Counseling
- Inclusive Hiring Strategies

It is our pleasure to partner with you! Contact us individually or at jobs@uah.edu.

Did You Know



The [Talent Management Webpage](#) is a great resource! Check out current [UAH Career Opportunities](#) for Staff, Faculty, and Students. Find helpful resources for applicants and hiring managers.

Learn more about how Huntsville is a nationally ranked, [Smart Place to Work](#), and [The University of Alabama](#) in Huntsville is at the center of it all!



What You Need to Know

HRIS has established standard deadlines for each pay period. The deadline to submit electronic personnel action forms (ePAFs) is Tuesday before ePAF Labor Reports and Web Time Entry are due.

ePAF deadlines may be adjusted to accommodate the higher volume of transactions at the start of each academic semester or for the annual merit process. Please remember the deadline also applies to the submission of letters, memos, and other documentation to substantiate ePAF transactions. Documents submitted after the deadline will delay the ePAF processing until the next pay period.

WHO ARE WE

By UAH HRIS Team

The Human Resources Information System (HRIS) team manages the storage and processing of all personnel actions at The University of Alabama in Huntsville (UAH). The HRIS team is committed to ensuring that the data integrity of all employee records is efficiently and accurately maintained.

What We Do

- Initiate background checks
- Create employee ID number/A#
- Generate email address
- Fulfill information requests
- Verify employment
- Provide reports and data to internal and external stakeholders
- Serve clients in a professional and timely manner
- Conduct training
- Confirm employment eligibility with E-Verify
- Enter biographical, job, and pay information into the employee system
- And much more



Where to Go for Info

uah.edu/hr/hris

Contains a wealth of information about the ePAF process, training materials, tips, and reminders

uah.edu/hr/forms

Contains forms used in all areas of Human Resources

epafdocuments@uah.edu

Contact us with general questions about personnel actions and to submit letters, memos, or other justification for ePAFs