Human Resources
HR Liaison Breakfast
August 2014
HR Liaison of the 2nd Quarter 2014

Tyrese Johnson
College of Engineering
United Way Campaign 2014
Fall Wellness Programs

Fall Walking Challenge
Sept. 29- Nov. 23
Cost: $25-$65 Wellness Dollars

Includes a Fitbit Zip Wireless Activity Tracker

Wellness Plus
Fall & Spring Wellness Challenges plus Fitbit Wireless Activity Tracker
Cost: $75 Wellness Dollars

Fall Fitness Classes
Sept. 8- Dec. 11
Cost: $25-$55 Wellness Dollars
Registration opens Aug. 25

Oct. 17 at 5:30pm
Cost: $15-$20
Register at races2run.com

HealthyU “Know Your Numbers” screening now counts towards the DelaWELL incentive reward!
Employee Education & Development

Technology (LearnIT)
UD Financials
ULEAD
HR Briefings

www.udel.edu/eed
<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1:00 pm</td>
<td>2:30 am</td>
<td>Laser Safety Training</td>
<td>Communicating with Impact</td>
<td></td>
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<tr>
<td>10:00 am</td>
<td>11:00 am</td>
<td>12:00 pm</td>
<td>Building a Portfolio</td>
<td>Writing for the Web</td>
<td>Renouncement Activity</td>
<td>Adobe Photoshop: The Basics</td>
</tr>
<tr>
<td>10:00 am</td>
<td>11:00 am</td>
<td>12:00 pm</td>
<td>Design Thinking</td>
<td>Laboratory Ventilation Safety Training</td>
<td>7:00 pm</td>
<td>Adobe Photoshop: The Basics</td>
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<tr>
<td>10:00 am</td>
<td>11:00 am</td>
<td>12:00 pm</td>
<td>When Anxiety Becomes a Problem</td>
<td>Communicating for Leadership Success</td>
<td>1:00 pm</td>
<td>Chemical Waste Disposal Training</td>
</tr>
<tr>
<td>10:00 am</td>
<td>11:00 am</td>
<td>12:00 pm</td>
<td>Adobe Photoshop: The Basics</td>
<td>UD As A Sponsor-GUR</td>
<td>1:00 pm</td>
<td>Your Leadership Journey</td>
</tr>
<tr>
<td>10:00 am</td>
<td>11:00 am</td>
<td>12:00 pm</td>
<td>WordPress Basics: A Web site creation tool</td>
<td>9:00 am</td>
<td>10:00 am</td>
<td>11:00 am</td>
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<tr>
<td>10:00 am</td>
<td>11:00 am</td>
<td>12:00 pm</td>
<td>Using the New Castle County Geographic Information Systems Map Viewer</td>
<td>9:00 am</td>
<td>Adobe Photoshop: Camera RAW</td>
<td>Managing Fundamentals Program</td>
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<tr>
<td>10:00 am</td>
<td>11:00 am</td>
<td>12:00 pm</td>
<td>Working with Google docs</td>
<td>9:00 am</td>
<td>Compressed Gas Safety Training</td>
<td>10:00 am</td>
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<tr>
<td>10:00 am</td>
<td>11:00 am</td>
<td>12:00 pm</td>
<td>DELCATE Discovery</td>
<td>Hydrofluoric Acid Safety Training</td>
<td>1:30 pm</td>
<td>ABCs Of LGBT</td>
</tr>
<tr>
<td>10:00 am</td>
<td>11:00 am</td>
<td>12:00 pm</td>
<td>Adobe Photoshop: Camera RAW</td>
<td>10:00 am</td>
<td>Compressed Gas Safety Training</td>
<td>1:30 pm</td>
</tr>
<tr>
<td>10:00 am</td>
<td>11:00 am</td>
<td>12:00 pm</td>
<td>WordPress Themes &amp; Site</td>
<td>Advanced CHEM 100</td>
<td>Google Forms Hands-On</td>
<td>2:00 pm</td>
</tr>
<tr>
<td>10:00 am</td>
<td>11:00 am</td>
<td>12:00 pm</td>
<td>Using the New Castle County Geographic Information Systems Map Viewer</td>
<td>9:00 am</td>
<td>Research Refdasher for Graduate</td>
<td>2:00 pm</td>
</tr>
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Genworth Long-Term Care Insurance
Open Enrollment October 20 – November 21
Includes the support and services you might need for activities of daily living or severe cognitive impairments, whether it’s in a home or in a facility.

Availibility:

- Internal Announcement
- Rate Quote Letter
- Website Education
- Letter with Brochure
- Meetings Announcement
- Onsite Meetings

Education:

- Webinar Meetings
- Website Enrollment

Interest:

- Reminder Postcard
- Reminder announcement
- Initial Enrollment Ends Friday, November 21

Weeks of Oct 20
Weeks of Oct 27
Week of Nov 3
Weeks of Nov 7 - 21
How Does Long Term Care Insurance Work?

A “Pool of Money”
Long-Term Care Insurance provides a pool of money (Total Coverage Maximum) that can reimburse long term care services when and where needed. Here are a few quick points to consider:

- Neither health nor disability insurance will cover this kind of care.
- Relying on government programs may not be a viable solution.
- Without insurance, the costs of these services may have to come out of your savings or income.

Home & Community Care
- Nurses & Therapists
- Home Modifications
- Adult Day Care
- Incidental Home Maker & Chore Care

Assisted Living Facility Care
Allows you to live independently with on-site support for daily basics

Nursing Facility Care
Gives more skilled care, supervision, medication, therapies and rehabilitation
Who is Eligible to Apply?

To be eligible, the applicant must maintain a permanent US residence, and have a valid Social Security Number or Tax Identification Number from the US government.

Actively at work, Full-time employees working at least 28.13 hours per week. Part-time employees working 18.75 or more hours per week are also eligible to apply.

- Retirees under age 80
- Spouses/Domestic Partners under age 80
- Parents and Parents-in-law under age 80
- Grandparents and Grandparents-in-law under age 80
- Siblings and Siblings-in-law under age 80
- Adult Children
# Three Key Decisions – Plan Options

## Daily Benefit Amount

<table>
<thead>
<tr>
<th>Amount</th>
<th>Daily Benefit Amount</th>
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<tbody>
<tr>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>$150</td>
<td></td>
</tr>
<tr>
<td>$200</td>
<td></td>
</tr>
<tr>
<td>$250</td>
<td></td>
</tr>
<tr>
<td>$300</td>
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</table>

## Total Coverage Maximum

<table>
<thead>
<tr>
<th>Maximum</th>
<th>Total Coverage Maximum</th>
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</thead>
<tbody>
<tr>
<td>$109,500</td>
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</tr>
<tr>
<td>$164,250</td>
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</tr>
<tr>
<td>$219,000</td>
<td></td>
</tr>
<tr>
<td>$273,750</td>
<td></td>
</tr>
<tr>
<td>$328,500</td>
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</table>

<table>
<thead>
<tr>
<th>Maximum</th>
<th>Total Coverage Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>$182,500</td>
<td></td>
</tr>
<tr>
<td>$273,750</td>
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</tr>
<tr>
<td>$365,000</td>
<td></td>
</tr>
<tr>
<td>$456,250</td>
<td></td>
</tr>
<tr>
<td>$547,500</td>
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</tbody>
</table>

## Benefit Increase Option

- Buy More Coverage Over Time
- Automatic 3% Compound for Life
- Automatic 5% Compound for Life
Flexible Spending Accounts (FSAs)
2015 Open Enrollment
November 3 – November 21

http://www.udel.edu/flexnet

FSAs are voluntary accounts that help you pay for expenses not covered by the other benefit programs. You can participate in one or both of the following accounts:

- Health care expenses
- Dependent (day) care expenses

Remember: FSAs do not automatically renew from year to year. You must re-enroll each year to continue your participation.
FSA Contribution Limits

<table>
<thead>
<tr>
<th>FSA</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care</td>
<td>$5.00/pay ($120 annual)</td>
<td>$104.17/pay ($2,500 annual)</td>
</tr>
<tr>
<td>Dependent (Day) Care</td>
<td>$5.00/pay ($120 annual)</td>
<td>$208.33/pay ($5,000 annual)</td>
</tr>
</tbody>
</table>

When you set up an account, you use before-tax payroll contributions to pay for your eligible expenses on a **pre-tax** basis.

You may cover more dependents than under the other medical and dental plans.

For the **dependent (day) care account**, an eligible dependent includes your children who are under age 13.

**See our website for details: http://www.udel.edu/002287**
Affordable Care Act (ACA)

- Updates to S-contracts/GNCPs
- Updates to Additional Pay View
S-contract Updates

Submitting an S-Contract for a Credited Course

[Image of S-Contract form with fields for Semester, UID, Reason, Is payment based on hours worked?, Funding, Earnings code, Payment begin date, Payment end date, Contract begin date, Contract end date, CE prof/ND course, Course ID, Course section, and Course type.]
S-contract Updates

- 2 new fields added to both the S-Contract and GNCP to indicate the percentage the employee is teaching the course or the # of credits the employee is teaching the course.

- You can only update one field, the other field will be defaulted to reflect your update (ex: entering 50.00 in Percentage of Classroom hours would default Teaching Credit hours to 1.5 hrs)
S-contract Updates

- 3 new fields added to both the S-Contract and GNCP to reflect hours associated with a course.
- Office Hours default to 1.0 hour - if a Faculty member has Office Hours that are greater or less than 1.0 hour please update and enter a comment as to why you have changed the defaulted amount.
S-contract Updates

Click to view Calculation of how the Classroom hours are determined
This is a course that meets MWF (3 times a week) for 50 mins (.833 hrs) each time and the employee is teaching 100% of this course.

***Each hour in the classroom counts as 2.25 hours***
S-contract Updates
Additional Pay View Updates

Old View/Historical View

Additional Pay Data View
The data below is an accumulation of all supplemental pay for an individual employee. This information is to be used by HR Liaisons and departmental administrators to verify and manage supplemental payments.

Employee ID: Name: Suffix: Date: 08/12/2014

Additional Pay Data
Effective Date: 10/23/2013
Contract Begin Date: 09/01/2013
Payment Begin Date: 10/10/2013
Reason: Overload (85)
Current Pay Earnings: 1,354.91
Hours Paid: 0.00
Effective Sequence: 9

Earnings Code: S-Contract Off-Campus Pay (OCY)
Contract End Date: 12/31/2013
Payment End Date: 12/31/2013
Course Number: CGSC370010
Goal Amount: 6,210.00
Hourly Rate: 0.00
Chargable Information:
Speed Type: LING110000
Account: 121500
Class: 000
User Field: Tuition Percent: 0.00
Fund: OPBAS
Program: INST1
Dept: 02551
Purpose: Linguistics
Project ID/Grant: null
Resource type: null
Resource category: null
Resource subcategory: null

Estimated Per Pay Amounts: (Total work days 55)
Payroll Date: 10/31/2013 11/15/2013 11/30/2013 12/15/2013 12/31/2013
Per Pay Amount: 1,354.92 1,242.01 1,129.10 1,129.10 1,354.87
Work Days: 13 13 10 10 13

Effective Date: 10/23/2013
Contract Begin Date: 02/01/2012
Payment Begin Date: 02/01/2012
Reason: Overload (85)
Current Pay Earnings: 815.17
Hours Paid: 0.00
Earnings Code: S-Contract Off-Campus Pay (OCY)
Contract End Date: 05/31/2012
Payment End Date: 05/31/2012
Course Number: CGSC370010
Goal Amount: 5,910.00
Hourly Rate: 0.00
Chargable Information:
Speed Type: LING110000
Account: 121500
Class: 000
User Field: Tuition Percent: 0.00
Fund: OPBAS
Program: INST1
Dept: 02551
Purpose: Linguistics
Project ID/Grant: null
Resource type: null
Resource category: null
Resource subcategory: null

Estimated Per Pay Amounts: (Total work days 55)
Payroll Date: 02/01/2012 03/15/2012 04/15/2012 05/15/2012
Per Pay Amount: 815.17 815.17 815.17 815.17
Work Days: 13 13 10 10
Additional Pay View Updates

Added fields to Form will display in view

Percentage of course: 0%

Credit hours: 0.00
Teaching credit hours: 0.00
Classroom hours: 0.00
Office hours: 0.00
Total hours: 0.00
## Summer On-boarding Dates

<table>
<thead>
<tr>
<th>On-boarding Group</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELI/ITA Group On-boarding (Completed)</td>
<td>New ELI Building</td>
<td>7/16/14</td>
<td>8:30-1:00</td>
</tr>
<tr>
<td>Faculty Group On-boarding</td>
<td>The Rodney Room in Perkins Student Center</td>
<td>8/21/14</td>
<td>8:30-4:00</td>
</tr>
<tr>
<td>All other New Graduate Students on Contract Group On-boarding</td>
<td>The Rodney Room in Perkins Student Center</td>
<td>8/25/14</td>
<td>8:30-4:00</td>
</tr>
</tbody>
</table>
Your Role for Summer Group On-boarding

For NEW Graduate Students on Contract:
• Complete a GSCRF
• Complete a SFAF
• Complete the on-board department data form
• Encourage your new graduate students on contract to attend the group on-boarding session

For NEW Faculty Members:
• Complete the on-board department data form
• Encourage your Faculty members to attend their group on-boarding session
• Please try not to schedule department orientation

For All New Employees:
• Please try not to schedule department orientations on group on-boarding days
• Encourage employees to respond to emails requesting completion of CBC information
Thank you for attending today!