



HUMAN RESOURCES

APRIL 2011

NEWSLETTER

UPCOMING EVENTS

*** BENEFITS OPEN/SWITCH ENROLLMENT**

APRIL 4-MAY 13

***INFORMATIONAL MEETINGS ON APRIL 28TH**

IN THE SUNS ROOM

@ 8:30-10:30AM AND 1:30- 3:30PM

*** CONTRACTS COME OUT FOR...**

~FACULTY MID-APRIL

~SUPPORT & PROFESSIONAL END OF MAY

*** PROFESSIONAL & SUPPORT STAFF**

EVALUATIONS ARE DUE TO HR

MAY 13 @ 5PM



Benefits Open/Switch Enrollment

April 4-May 13

* **Benefits Open/Switch enrollment—April 4 - May 13**

Switch Enrollment - allows an employee to switch medical insurance carriers, **if** already enrolled in medical.

Open Enrollment - Allows employees to pick up coverage they do not currently have.



~Standard Life Insurance

~ARAG Legal

~POP (premium only plan)



* **Dependents to Age 26 (single or married), begins July 1, 2011 as part of the federal Patient Protection & Affordable Care Act (PPACA)**

Health Plan Changes Effective July 1, 2011

* No Premium Increases

* No changes in Deductibles, Copays or Coinsurance.


* Changes to the Pharmacy Preferred Drugs-

Medco Formulary/Preferred list of drugs to change July 1, 2011.



More detailed information will be coming soon.





Datatel Updates



Please remember...when looking up a previously submitted personnel transaction form or supplemental compensation form you should do so using the following Datatel forms:

XPTI (Personnel Transaction Inquiry) This form will ask you the request id number associated with the personnel transaction form, and will give you information on where the PT is at in the approval process.

XSUI (Supplemental Inquiry) This form will ask you the name of the person for whom the supplemental was created for along with the request id number. This form will give you information on where the Supplemental is at in the approval process.

Refresher trainings for the following processes will be scheduled for May and June of 2011:

- Initiating Personnel Transaction Forms and Supplemental Compensation Forms
- Approving and Denying Personnel Transaction Forms and Supplemental Compensation Forms
- Using WebAdvisor Leave Management System

Please look for an email with the exact dates and times of trainings.



RECRUITING NEWS

On March 29th, the Recruiting Unit successfully completed the first session of:

THE HIRING MANAGERS GUIDE TO FILLING A VACANCY!

What every manager needs to know to fill a vacancy. . .

When someone resigns . . . who to contact

Processing the correct paperwork to get things started

Updating the position description

Understanding advertising effectiveness and impact

Selecting your interview committee . . . and more!

Gain a better understanding of the process, and be prepared for when your time to hire arrives!

We Believe that you will find this information very beneficial, and the materials a valuable addition to your management toolbox.

More trainings will be offered throughout the next few months, so it's not too late to sign up.

For additional information, and to sign up for this training contact Jeannie Malandro (#3272) or Michelle Yazzie (#3251) in HR.

QUARTERLY NEWSLETTER

HR has seen a decrease in the viewing of the HR newsletter.

We have decided to send one out every quarter.

If the need arises to send one out between the quarterly months you will be notified.

AVA LOVE VIGIL



Human Resources would like to announce a new addition to our family.

Ava Love Vigil is the daughter of Savana Bradley

Born on: March 14, 2011 at 11:46pm

Weight: 8 lbs

Length: 19 inches

The whole family is happy and healthy.

