New Employee Orientation

Welcome to the University of Tennessee
<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome, I9, Photo</td>
<td>8:00-8:30</td>
</tr>
<tr>
<td>Video</td>
<td>8:30-8:35</td>
</tr>
<tr>
<td>Parking Info, Policies and Tennessee Traditions</td>
<td>8:35-9:05</td>
</tr>
<tr>
<td>UT Police</td>
<td>9:05-9:20</td>
</tr>
<tr>
<td>Office of Equity and Diversity</td>
<td>9:20-9:35</td>
</tr>
<tr>
<td>Employee and Organizational Development</td>
<td>9:35-9:45</td>
</tr>
<tr>
<td>Break</td>
<td>9:45-9:50</td>
</tr>
<tr>
<td>Insurance</td>
<td>9:50-10:05</td>
</tr>
<tr>
<td>Retirement</td>
<td>10:05-10:20</td>
</tr>
<tr>
<td>Thank You/Final Questions</td>
<td>10:20-10:25</td>
</tr>
<tr>
<td>Booth Break Out/Benefits Material Pickup</td>
<td>10:25-11:00</td>
</tr>
</tbody>
</table>
Welcome to The University of Tennessee
PARKING
PARKING

- Arrange for parking permit at Parking & Transit Services, 2121 Stephenson Drive.
- Purchase Parking Permits Online:
  
  https://webapps.utk.edu/Parking/Citations/Entrance.aspx

Note: UT Institute of Agriculture (UTIA) employees must arrange parking through the Administration Office in Morgan Hall.
Human Resources Policies
The University of Tennessee's policies apply to all campuses and institutes and provide university employees guidance to:

✓ ensure compliance with state and federal laws and regulations
✓ maintain adequate internal controls to safeguard the university's assets
✓ provide consistent management of resources transactions across the system
✓ understand the university's expectations for conducting university business and communicate these expectations to others as needed.

To review the full policies, please visit:

UT Knoxville Policies: http://policycentral.utk.edu/
System Policies: http://policy.tennessee.edu
UT Policies

- Official rules that govern all aspects of your employment at UT.
- Policy.Tennessee.edu
- Categories of policies
  - Board of Trustees
  - Fiscal
  - General
  - Human Resources
  - Information Technology
  - Research
  - Safety
UT Policies

- Each campus, unit, or institute may issue their own policies, which are also listed on the UT Policy website.
- Be sure to review the policies carefully. Policies cover everything from who can sign a contract, how departments may spend UT money, etc. to annual leave and acceptable computer use.
  - Example: FI0405 – Procurement Section 5.a. requires departments to procure goods and services through internal university resources such as UPM (University Printing & Mail), Fleet Management, etc.
Human Resources Policies

• **Annual Leave**
  – To review the full policy, please visit http://policy.tennessee.edu/hr_policy/hr0305/
  – Full-time Exempt Employees and 12 month Faculty accrue 16 hours of annual leave per month
  – Full-time Non-Exempt Employees accrue annual leave on the following progressive scale:
    • 0-5 Years of Service 8 hours per month
    • 6-10 Years of Service 12 hours per month
    • 11-19 Years of Service 14 hours per month
    • 20+ Years of Service 16 hours per month
Human Resources Policies

• Sick Leave
  – To review the full policy, please visit [http://policy.tennessee.edu/hr_policy/hr0380/](http://policy.tennessee.edu/hr_policy/hr0380/)
  – All full-time Exempt and Non-exempt Employees, as well as 12 month Faculty, will accrue 8 hours of sick leave per month.
Human Resources Policies

• Holidays
  – To review the full policy, please visit http://policy.tennessee.edu/hr_policy/hr0350/
    • New Year’s Day
    • Martin Luther King, Jr. Day
    • Spring Holiday
    • Memorial Day
    • Independence Day
    • Labor Day
    • Thanksgiving Day
    • Winter Holiday
Human Resources Policies

• Administrative Closings
  – To review the full policy, please visit http://policy.tennessee.edu/hr_policy/hr0320/
  – The Friday after Thanksgiving
  – The week surrounding the Winter Holiday
  – Emergency closings
    • Ex. Snow day closure or delay.
Human Resources Policies

• Personal Leave Day
  – To review the full policy, please visit [http://policy.tennessee.edu/hr_policy/hr0373/](http://policy.tennessee.edu/hr_policy/hr0373/)
  – Regular full-time non-exempt employees who have completed their probationary period accrue 8 hours of personal leave.
Human Resources Policies

• Probationary Period
  – To review the full policy, please visit http://policy.tennessee.edu/hr_policy/hr0135/
  – All newly hired regular staff employees, including those converting from temporary or student to regular appointments, shall serve a probationary period of six calendar months.
  – At the end of the probationary period, a performance review will be completed.
Human Resources Policies

• Annual Performance Review
  – To review the full policy, please visit http://policy.tennessee.edu/hr_policy/hr0129/
  – At the end of the initial probationary period, a probationary period review will be completed.
  – Following that, an annual performance will be completed between January and March of each year.
Human Resources Policies

• Additional Leave
  – Court Leave
    • To review the full policy, please visit http://policy.tennessee.edu/hr_policy/hr0315/
  – Funeral and Bereavement Leave
    • To review the full policy, please visit http://policy.tennessee.edu/hr_policy/hr0340/
Human Resources Policies

• Sick Leave Bank
  – To review the full policy, please visit http://policy.tennessee.edu/hr_policy/hr0382/
  – Provides emergency sick leave to member employees who have suffered disability and have exhausted all other leave balances.
  – Open enrollment is April 1-June 30

• Family Medical Leave
  – To review the full policy, please visit http://policy.tennessee.edu/hr_policy/hr0338/
Human Resources Policies

• Educational Assistance - Fee Waivers
  – To review the full policy, please visit http://policy.tennessee.edu/hr_policy/hr0330/
    • For undergraduate or graduate courses for employees

• Educational Assistance - Fee Discounts
  – To review the full policy, please visit http://policy.tennessee.edu/hr_policy/hr0331/
    • For up to 50% for undergraduate courses for spouses and children or eligible dependents up to the age of 26
Human Resources Policies

Outside Interest Disclosure Form

All regular employees are required by policy to complete the form. Information you will need to complete the form:

• your personnel number
• your supervisor’s Email address (for workflow purposes)

Once your supervisor approves, the form is automatically routed via workflow for review. Upon review, it will be attached to your personnel record.

POLICY:
Please refer to the Conflict of Interest policy (Policy NO: F10125) for information and to complete the form. [http://policy.tennessee.edu/fiscal_policy/fi0125/](http://policy.tennessee.edu/fiscal_policy/fi0125/)

The form is located at the end of the policy. Use Part 1 – Outside Interest Disclosure Form – Faculty and Staff (Perfect Forms)
Human Resources Policies

Code of Conduct

The University of Tennessee System is committed to providing the people of Tennessee access to quality education, economic development, and enhanced quality of life opportunities. To accomplish these missions, UT’s devoted faculty and staff do a tremendous job each day, resulting in the many successes and achievements that enrich our reputation both statewide and nationally. The unethical behavior of just one employee, however, can damage this reputation and deter from the excellent contributions of thousands. Such behavior can negatively impact the state legislature, alumni, students, employees, and other friends and community leaders. For this reason, it is of the utmost importance that the university creates an ethical environment where compliance with rules and regulations and respect for fellow employees are taken seriously and infractions are reported to appropriate officials.

The Code of Conduct policy has been developed to assist UT employees and their departments in creating an ethical climate. The Code outlines the basic expectations for UT employees, directs them to policy requirements and other resources, and provides instructions for reporting concerns and violations. The Code is not intended to be a comprehensive catalog but instead represent the expectations that university employees will conduct themselves with the highest standards of integrity and ethics in performing UT business.

You can access the Code of Conduct website at

http://compliance.tennessee.edu/codeofconduct.html
Human Resources Policies

Statement of Policy on Patents, Copyrights, and other Intellectual Property
Policy BT0024

The goal of The University of Tennessee Policy on Patents, Copyrights, & other Intellectual Property is to promote the progress of science and the arts and the development of the University and faculty through the provisions of an established policy. Patents, copyrights, and licensing of intellectual property provide a means for developing and using inventions and creations. This Statement of Policy has been established to ensure that those creative developments in which the University has an equity interest will be used in a manner most likely to benefit the public and at the same time provide compensation to those faculty and staff who invent and create.

To accomplish the above goal, the University holds that it should seek to:

1. Assist faculty and staff in the commercialization of their products.
2. Make inventions and creations resulting from the efforts of University personnel available to industry and the public on an effective and nondiscriminatory basis; and
3. Obtain revenue for faculty and staff who invent and create and for the University for use in furthering its educational and research goals.

Failure to review and sign the policy will result in your being ineligible to work on federally funded projects.
SMOKE FREE CAMPUS
Effective 08/01/2018
International Employees
International Employees

International employees new to the University of Tennessee are encouraged to make an appointment to visit the Center for International Education to learn about valuable advising, programming and communication services.

Contact Us
1620 Melrose Avenue
Knoxville, TN 37996-3531
Phone: 865-974-3177
http://cie.utk.edu/

Hours of Operation
Mon–Fri: 8AM–5PM
Structure of the University of Tennessee
VOLUNTEER TRADITIONS

UT History & Traditions
http://web.utk.edu/~mklein/uttrads.html
What began in 1794 as a small college in the Southwest Territory is now Tennessee’s flagship university and premier public research institution. For 225 years, Volunteers have been lighting the way for others, across Tennessee and throughout the world.

https://225.utk.edu
SMOKEY
BREED: Bluetick Coonhounds

Live mascots are a much-loved part of college football pageantry and tradition and the University of Tennessee's Smokey is regarded as one of the best.
The Vol Walk first became an official part of game day in Knoxville when Tennessee hosted Alabama on October 20, 1990.
Since the 1960's, students and fans of the University of Tennessee have preserved one especially creative tradition: painting the Rock.
Faculty/Staff are encouraged to wear orange in support of the UT Volunteers Athletics' programs.

UT Knoxville Instagram: utknoxville: tiny.utk.edu/UTKAFB16
The official Instagram of the University of Tennessee, Knoxville.
#bigorangefriday
What is Rocky Top?

Rocky top, you'll always be
Home sweet home to me.
Good ole rocky top,
Rocky Top Tennessee, rocky top
Tennessee.

UT Fight Song

FOR OTHER TENNESSEE VOLUNTEER SCHOOL SONGS
http://www.fightmusic.com/lyrics/sec_tennessee.html
Patricia “Pat” Summitt

38 Seasons as Head Coach

8 NCAA Championships

8 - SEC Coach of the Year

Naismith Coach of the Century in 2000

2011 Sports Illustrated Sportswoman of the Year

32 Southeastern Conference titles

7 - NCAA Coach of the Year

100% Graduation Rate

LEGENDARY LADY VOLS BASKETBALL
HEAD COACH 1974-2012

Pat Summit Plaza and Statue was dedicated on November 22, 2013
President Events
Ice Cream with The President
Pizza with The President
❖
Picnic On The Plaza
❖
Tennessee Tailgate
❖
Chancellors Welcome Luncheon

For more information on other events:
https://www.utk.edu/events/index.php?com=digest
Office of Community Engagement & Outreach

Engagement

Volunteering

Disaster Relief

Public Service

Outreach

http://engagement.utk.edu/
Dr. Lilian Katz
Professor Emerita of Elementary and Early Childhood Education at the University of Illinois (Urbana-Champaign) and is currently Co-Director of ERIC, Clearinghouse on Elementary and Early Childhood Education at the University of Illinois.

Dr. Johnetta Cole
Director of the Smithsonian National Museum of African Art
Cole is regarded as one of the most powerful and influential African-American women in the United States.
Chancellor’s Advisory Groups

Council for Diversity and Interculturalism
Commission for Blacks
Commission for Lesbian, Gay, Bisexual, and Transgender People
Commission for Women
Committee on the Campus Environment

And more: http://chancellor.utk.edu/advisory-groups/
Mission

“The Center for Health Education and Wellness empowers all Volunteers to thrive by cultivating personal and community well-being. CHEW and Be Well aim to fulfill this mission by helping the UT community prioritize holistic wellness.”

8 Dimensions of Wellness
Programs & Events

- Healthy Lifestyle Program
- Healthy Cooking Classes
- Wellness Gardening Classes
- Grow With Be Well Campus Gardening
- Employee Fitness Classes
- Wellness Challenges
- Campus Walking Routes
- Community Races & Events
- Weight Watchers @ Work
- Cooking Demonstrations
Feedback From Employees

“I just wanted to give you feedback on the June healthy cooking class. It was a great experience! I still can’t believe that class with a chef was completely free.” - Cooking Class participant

“I just wanted to say thank you so much for the wellness event yesterday. Getting the pillow mist, seeds and relaxation coloring items were great! Again, thank you for the event and all the program does to help us, as employees, do better and live better! “ –Employee Field Day participant
Get Involved

Follow Be Well on Facebook and Twitter @BeWellUTK

Visit Be Well’s Website: https://bewell.utk.edu

Subscribe to receive Be Well’s monthly newsletter by visiting bewell.utk.edu
974-HELP and 946-CARE

974-HELP for Students in Crisis

974-HELP (865-974-4357) is a 24hr/7day a week referral line that serves to support students in crisis and as a referral resource for students, faculty, staff, and parents who have a concern about the safety or well-being of a student.

974-HELP (865-974-4357)
wellness.utk.edu/students

946-CARE for Distressed Faculty & Staff

The 946-CARE (865-946-2273) is 24hr/7day a week hotline for distressed faculty and staff. Call the CARE line if you need help and don’t know where to start or to share your concern for other faculty or staff.

946-CARE (865-946-2273)
hr.utk.edu/care
Employee Assistance Program

- Wouldn't it be nice to have a personal assistant to help you with your busy life? Good news! You have one with **Here4TN**.

- EAP is designed to provide free, **confidential** assistance to help employees and their families resolve problems that influence their personal lives or job performance.

- Need to find a dog-walking service? A moving van? Someone to write your will? Perhaps you have concerns about a work or personal issue.

- Speak with the advisors at Here4TN privately, on the phone or online. They will search and verify services for you, giving you answers to questions big and small.

- **Call anytime, day or night, 855-437-3486 or visit www.here4tn.com**
University of Tennessee Police Department
“The mission of the University of Tennessee Police department is to provide professional police services, while working with faculty, staff, and students to reduce criminal opportunity and community anxiety. Our department is committed to treating all people fairly while supporting an environment where diverse social, cultural, and academic values are allowed to develop. We embrace the values of integrity, public service, competence, responsibility, and accountability.”

Our Department’s Core Values:
- Professionalism
- Respect
- Integrity
- Dedication
- Excellence
UT POLICE DEPARTMENT

- Policing campus 24 hours a day, 365 days a year.
- 60 sworn officers and contract officers
- Chief, Assistant Chief, Deputy Chiefs
- Divisions
  - Bike Patrol
  - Critical Incident Response Team
  - Community Relations Unit
  - K9 Unit
  - Investigative Unit
  - Motorcycle Unit
  - Special Events Unit
  - Strategic Initiatives Unit
  - Training Unit
- Security Non – commissioned
  - Community Service Officers (CSO)
  - Campus Protection Specialist (CPS)

Small city approximately 40,000 people daily on and around campus
UT is not immune to crime – Don’t be paranoid or afraid but aware. Large instance of crime is theft of unsecured/unattended property (laptops, purses, etc.)

UTPD provides free of charge:
- Educational programming
- Personal Safety Programs
- Vehicle Boosts, Vehicle Unlocks
- Property Registrations (Operation ID)

1101 Cumberland Avenue
Knoxville, TN 37996
(865) 974-3111
utpolice.utk.edu
Twitter @UTPolice
www.facebook.com/UTKPD
Additional Resources/ Requirements

• Sexual Misconduct and Relationship Violence (Clery Act)
  – titleix.utk.edu & clery.utk.edu

• Fire Safety
  – Notify either UTPD or Environmental Health and Safety for a fire that has already been extinguished in an on-campus student housing facility.
  – Evacuation procedures should be followed when there is an active fire.

• Missing Persons
  – If a university official reasonably believes a student has been missing for more than 24 hours, the official will immediately report their belief to the University of Tennessee Police Department.
• Emergency notifications via:
  • Text Message (requires sign-up)
  • Email
  • LiveSafe Safety App
  • Blue Phone

• System will deliver critical messages in the event of an emergency or university closure
• UT will **NOT** send unsolicited messages

https://www.utk.edu/utalert
OUR HOMETOWN: RIGHTS & RESPONSIBILITIES

Office of Equity & Diversity
Office of Title IX
WHERE WE ARE LOCATED

Office of Equity & Diversity
1840 Melrose Ave.

Office of Title IX
1817 Melrose Ave.
• Population: 28,321 undergraduate students/5,156 graduate students/9,813 faculty & staff

• Game Day: 102,455 people

• Campus size: 560 acres, 236 buildings

We are VOLS who help VOLS #VOLSHELPVOLS
THE ROLE OF THE OFFICE OF EQUITY & DIVERSITY

- Conduct Investigations (HR 0220 & HR 0280)
- Equal Opportunity & Civil Rights Compliance Functions
- Oversight of Search Committees
- ADA Accommodations

HR 0220 - Equal Employment
HR 0280 - Sexual Harassment and Other Discriminatory Harassment
Protected Categories Under HR 0220 and HR 0280

RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, PREGNANCY, MARITAL STATUS, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, PHYSICAL OR MENTAL DISABILITY, GENETIC INFORMATION, VETERAN STATUS, PARENTAL STATUS, AND ANY OTHER CHARACTERISTIC PROTECTED BY STATE OR FEDERAL LAW

FOR EXAMPLE: TITLE VI & TITLE VII OF THE CIVIL RIGHTS ACT, AND THE AMERICAN WITH DISABILITIES ACT
COMPLAINT RESOLUTIONS

- OED is NOT confidential
- You can always consult with OED prior to submitting a complaint
- OED is Neutral
- Investigative Procedures
- Findings
- Formal/Informal Resolutions
Purpose: to protect people with disabilities from discrimination in employment

• Requires reasonable accommodation in three aspects of employment:

  • to ensure equal opportunity in the application process;
  • to enable a qualified individual with a disability to perform the essential functions of a job; and,
  • to enable an employee with a disability to enjoy equal benefits and privileges of employment.
REASONABLE ACCOMMODATION PROCEDURE

OED works with employees, their health care providers, and their respective departments to determine whether and how individuals with disabilities may be accommodated at the workplace. The process is interactive.

ADA Procedure:
- Employee Initiates the Process
- Employee Completes Accommodation Request Form
- Employee gathers medical documentation
- OED reviews employee request
- Informed recommendation is made and forward to the employee and supervisor for consideration
- Final decision of what is "reasonable" is made by department based on all input
THE ROLE OF THE OFFICE OF TITLE IX

UT is committed to creating and maintaining a safe and non-discriminatory learning, living, and working environment free from sexual misconduct, relationship violence, stalking and retaliation.

"No person in the United States on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance" - Title IX Act of 1972
WHAT YOU NEED TO KNOW

• UT has a Policy on Sexual Misconduct, Relationship Violence, Stalking, and Retaliation

• You are a Mandatory Reporter

• You are Not Alone

• You have a Role to Play as an Active Bystander, VOLS A.C.T.
POLICY HIGHLIGHTS

POLICY

• Section 1: Introduction
• Section 2: Care, Support, and Reporting Options
• Section 3: Procedures to Address Prohibited Conduct
• Section 4: Prohibited Conduct

APPENDICES

• Appendix A: Guide on case, support, and reporting options
• Appendix B: Consent
• Appendix C: Investigation & Resolution Procedures with the Respondent is a Student
• Appendix D: Investigation & Resolution Procedures when the Resplendent is an Employee or Third Party
A mandatory reporter is a University employee who is required to report information about known or suspected Prohibited Conduct to a Title IX official.

- Sexual Misconduct
- Relationship Violence
- Retaliation
- Stalking
- Sexual Harassment
- Gender Based Hazing & Bullying
Examples of Mandatory Reports

• Student Report
• Supervise Report
• Third Party Report

Exceptions to Mandatory Reports

• Speak Out Event
• IRB Approved Research
• Class Assignment/Discussion

Please note, this is not an exhaustive list
"Thank you for trusting me"
Office of Title IX
(student, staff, faculty, or third party)
865-974-9600
865-974-4357 (after hours)

Office of Equity & Diversity
(staff, faculty, or third party)
865-974-2498

Suspected child abuse or child sexual abuse, please follow UT Safety Policy 0575.
YOUR ROLE IN PREVENTING PROHIBITED CONDUCT

• Acknowledge the Situation, Consider Your Options, Take Action
YOUR ROLE IN PREVENTING PROHIBITED CONDUCT

In your first weeks at UT, take the time to explore and complete the following:

• Visit the Office of Title IX website - titleix.utk.edu
  ◦ complete mandatory reporter training
  ◦ Review the policy, annual report, trends, resources, and learn UT's definition of consent
• Visit the Center for Health Education & Wellness Website - wellness.utk.edu
  ◦ Follow @volshelpvols on Twitter, Facebook, and Instagram
  ◦ Attend annual events, active bystander programs, educational and outreach opportunities
REMEMBER, YOU ARE NOT ALONE

...we are here to support you with any questions or concerns you may have.
University of Tennessee
System Human Resources

Employee &
Organizational
Development (EOD)
Employee and Organizational Development (EOD)

• Embrace lifelong learning

• Provide opportunities for personal and professional growth

  • Offer more than 150 in-person training courses, seminars, and conferences

  • Offer 300+ e-Learning courses
EOD Training Services Include...

- Professional Development Programs
- eLearning Courses
- Full-day & Multi-day Learning events
- Recertification courses for CAP, OM & others
- Leadership Institute
- Organizational Dev’t Services
- Specialized Departmental Training & Retreats
- K@TE Support
- eLearning Dev’t. Consulting
- Volunteer Trainer Opportunities

Employee & Organizational Development 2018
EOD offers certificate programs to foster continuous improvement in its employee training and performance improvement services. New certificates in project management and other areas are currently being prepared. Check back periodically.

IN PERSON CERTIFICATES

Customer Relations & Communication Certificate

Supervisory Foundations Certificate

ONLINE CERTIFICATES

Basics of HR Generalists Online Certificate

Basics of Customer Service & Communication Online Certificate
Conferences & Seminars

Annual Development Day
Professional Development Conference
UT Conference for Women in Leadership
Administrative Professionals Retreat
Supervisors Summit
UT Leadership Institute
Franklin Covey Learning Events

- 5 Choices to Extraordinary Productivity
- Leading at the Speed of Trust
- Seven Habits of Highly Effective People
Employee Training via K@TE - 1

• UT’s Learning Management System – K@TE Knowledge and Training Excellence
• Log in with NetId and P/W
• In-person registration, eLearning access
Employee Training via K@TE - 2

Employee and Organizational Development (EOD)

Register for Training & Access eLearning

The UT System Office of Employee and Organizational Development (EOD) embraces life-long learning and provides all employees with opportunities for personal and professional growth.

We provide more than 150 in-person training courses, seminars and conferences for faculty and staff each year. Additionally, we provide 300 e-learning courses at no cost to employees on a variety of topics—making it easy for employees to meet their development needs.

Visit our website regularly for updates on new content, certificate programs and learning events.

Employee & Organizational Development 2018
Employee Training via K@TE - 3
CONNECT WITH US!

✓ Bimonthly Employee & Org. Development e-newsletter

✓ Check our EOD WEBSITE for up to date course offerings

✓ Join EOD Listserv

✓ Access K@TE to browse & register for training courses/events

For training inquiries call, 865-974-6657

http://hr.tennessee.edu/training/
TAKE A BREAK

9:45-9:50
Insurance
HIGHER EDUCATION
STATE INSURANCE

New Employee Orientation
Enrollment and Insurance Benefits
Jan. 1 – Dec. 31, 2019
Importance of your Decisions

• The decisions you make now as a new employee will have lasting effects on your benefits.
• **Please note:** Some decisions can only be made during your new hire period.
• Be aware of all the options available to you and make informed decisions.
• Submit questions to your Agency Benefits Coordinator (ABC).

tn.gov/partnersforhealth
Who is Eligible for Coverage?

• Full-time employees and their dependents, who may include:
  
  • Legally married spouses
  
  • Children up to age 26, (natural, adopted, step-children or children for whom the employee is the legal guardian, children for whom the plan has qualified medical child support orders)
    
    • Special circumstances for disabled dependents may allow for coverage after age 26. Refer to your Eligibility and Enrollment Guide or consult your ABC for more information.
  
  • All other individuals cited in state statute, approved as an exception by the State Insurance Committee or defined as a full-time employee for health insurance purposes by federal law
  
  • Employees cannot be enrolled in TennCare and a State Group Health Insurance Plan
    
    • Contact your caseworker at TennCare within 10 days of your date of employment to report your new job, salary and that you have access to medical insurance with your new employer
Enrolling in Benefits

Enrollment must be completed within 31 days of your hire date

- If you want to cover your spouse or children, you will also need to provide proof of their relationship to you.
  - Examples of dependent verification can include a marriage license and Federal Income Tax Return for a spouse or a birth certificate for a child.
  - A complete list of required documentation for dependent verification can be found on the second page of the Enrollment Change Application.
- **Note:** Voluntary term life enrollment is available through the Securian Financial website or through a paper enrollment form.

- **Coverage will begin:**
  - For health, dental, vision, disability and basic term life/voluntary AD&D, coverage will begin on the first day of the month after one full calendar month of employment from your hire date.
  - Example: Hired on Sept. 15 – coverage will begin Nov. 1
  - Voluntary term life insurance begins after three full calendar months from employee/eligibility.

[tn.gov/partnersforhealth]
When Can You Add Coverage?

There are three times you may add coverage:

• As a new employee – **you have 31 days after your hire date to enroll in coverage**

• Annual Enrollment in the fall

• If you experience a special qualifying event
  • A special qualifying event could be marriage, birth of a baby or something that results in loss of other coverage
  • Submit the enrollment within 60 days of the event or loss of other coverage
  • An Enrollment Change Application on the website **Forms page** lists all of the qualifying events on page three.
Canceling Coverage

Outside of Annual Enrollment, you can only cancel coverage (other than disability and voluntary term life insurance) for yourself and/or your covered dependents, if:

• You lose eligibility for the State Group Insurance Program (e.g., changing from full-time to part-time)

• You experience a special qualifying event, family status change or other special qualifying event as approved by Benefits Administration.
  • (Examples include becoming newly eligible for other coverage under another plan due to an event like marriage, divorce, birth or adoption of a child; entitlement to Medicare, Medicaid or TRICARE)
Benefits: We’ve Got You Covered!

Here are your health plan options – with all plans you won’t pay anything for in-network preventive care.

- **Premier PPO**: Higher premiums – but lower out-of-pocket costs for deductibles, copays and coinsurance

- **Standard PPO**: Lower premiums than the Premier PPO – but you’ll pay more out-of-pocket for deductibles, copays and coinsurance

- **CDHP/HSA**: Lowest premiums – but you pay your deductible first before the plan pays anything for most services, and then you pay coinsurance, not copays
Benefits: We’ve Got You Covered!

More info about the CDHP/HSA:

• The CDHP has a **health savings account or HSA**. The HSA can help you **save** for your healthcare expenses during the year and in the future – and it offers tax benefits.

• The state will put **$250** (emp. only) or **$500** (all other tiers) into your HSA. This money applies to your maximum contribution.
  
  • State HSA contribution is not available for coverage starting Sept. 2, 2019, through the end of 2019.

• Take the savings from your **lower premium** and put them in your HSA to cover your deductible!

• Your HSA rolls over – you won’t lose the funds at the end of the year!

• **2019 HSA IRS maximum** – this is the most you can put in the HSA:
  
  • $3,500 for emp. only
  • $7,000 for all other tiers
  • Members 55 or older can contribute $1,000 or more each year

[tn.gov/partnersforhealth](http://tn.gov/partnersforhealth)
Important HSA Information

• **Higher education employees:** Those currently enrolled in the CDHP do not have to, but can, update their HSA contribution amounts each year. To make a change, contact your agency benefits coordinator (ABC).

• Your HSA is administered by PayFlex. You will receive a debit card to be used for your out of pocket medical, dental, vision expenses.

• If you are eligible for state seed money, it will automatically be loaded onto your card when your benefits become effective.

• To make your own pre-tax contributions (this is highly recommended) please complete the form, ”Employee Authorization for Payroll Deduction” provided in your folder.

• This form should be returned with your other benefit enrollment paperwork.

For other HSA information please refer to the Eligibility & Enrollment Guide provided to you in your folder, by the ABC.

tn.gov/partnersforhealth
Flexible Spending Accounts (FSA)

Flexible spending accounts (FSA) - for those who expect to spend on healthcare or dependent care. FSAs can help reduce your taxable income and save you money.

- Insurance-eligible employees can enroll in FSAs.

**FSAs available and 2019 contribution amounts:**

- **Medical FSA:** For medical, dental and vision expenses. Annual limit - $2,650. Carryover limit - $500.

- **Limited Purpose FSA (L-FSA):** For dental and vision expenses only. Annual limit - $2,650. Carryover limit - $500.

- **Dependent Care FSA (DC-FSA):** Annual limit - $5,000 (up to $2,500 per spouse for married couples filing jointly). No carryover amount allowed.

**Important:** You cannot enroll in both a medical FSA and a L-FSA in the same year. The L-FSA is a great option for CDHP/HSA enrollees because it provides a way to save tax-free on eligible dental and vision expenses.

- Medical FSA and L-FSA members get a debit card to use their funds at the pharmacy or provider’s office (not applicable for DC-FSA).

- For all FSAs/HSA – you can find a grid showing details about contributions, tax benefits and how to use your funds at [tn.gov/partnersforhealth](http://tn.gov/partnersforhealth) under Publications.

- Enroll using the form included in the Orientation Folder [tn.gov/partnersforhealth](http://tn.gov/partnersforhealth)
Carrier Networks

Choose a network of providers (doctors, hospitals, facilities) for your medical care:

- **BlueCross BlueShield Network S**
- **Cigna LocalPlus (LP)**
- **Cigna Open Access Plus (OAP)**: This is a large network. You have a choice of more doctors and facilities, but you will pay more each month.

  Monthly surcharge is included in the premium:
  - $40 more for employee only and employee+child(ren) coverage
  - $80 more for employee+spouse and employee+spouse+child(ren) coverage

[tn.gov/partnersforhealth](http://tn.gov/partnersforhealth)
## Premiums for 2019:

**Employee Share** of Monthly Premiums

<table>
<thead>
<tr>
<th>Premium Level</th>
<th>Premier PPO</th>
<th>Standard PPO</th>
<th>CDHP/HSA*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$136</td>
<td>$92</td>
<td>$60</td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
<td>$204</td>
<td>$139</td>
<td>$89</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>$284</td>
<td>$195</td>
<td>$125</td>
</tr>
<tr>
<td>Employee + Spouse + Child(ren)</td>
<td>$352</td>
<td>$241</td>
<td>$154</td>
</tr>
</tbody>
</table>

- Premiums shown are for the employee share for **active employees**. Complete premium charts are found at tn.gov/partnersforhealth. Click on **Premiums** in the top navigation.
- Premiums are for the BCBS Network S or Cigna LocalPlus network. Premiums do **NOT** include the cost for the larger Cigna OAP network – which would add $40 to $80 more EACH MONTH depending on your tier.
- The state will put $250 (emp. only) or $500 (other tiers) into your HSA annually. Not available for coverage starting Sept. 2, 2019, through the end of 2019.

*tn.gov/partnersforhealth*
Pharmacy Benefits

All of our health plans include comprehensive prescription drug benefits. The health plan you choose will determine your out-of-pocket prescription costs.

<table>
<thead>
<tr>
<th>PHARMACY (IN-NETWORK)*</th>
<th>PREMIER PPO</th>
<th>STANDARD PPO</th>
<th>CDHP/HSA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>30-DAY SUPPLY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generic</td>
<td>$7</td>
<td>$14</td>
<td>20% coinsurance after deductible is met</td>
</tr>
<tr>
<td>Brand</td>
<td>$40</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>Non-preferred brand</td>
<td>$90</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td><strong>90-DAY SUPPLY (Retail-90 network pharmacy or mail order)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generic</td>
<td>$14</td>
<td>$28</td>
<td>20% coinsurance after deductible is met</td>
</tr>
<tr>
<td>Brand</td>
<td>$80</td>
<td>$100</td>
<td></td>
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<tr>
<td>Non-preferred brand</td>
<td>$180</td>
<td>$200</td>
<td></td>
</tr>
<tr>
<td><strong>90-DAY SUPPLY (certain maintenance medications from a Retail-90 network pharmacy or mail order)</strong></td>
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<td></td>
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</tr>
<tr>
<td>Generic</td>
<td>$7</td>
<td>$14</td>
<td>10% coinsurance without having to meet deductible</td>
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<tr>
<td>Brand</td>
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<td>$50</td>
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<tr>
<td>Non-preferred brand</td>
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<td><strong>SPECIALITY PHARMACY</strong></td>
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<tr>
<td>Coinsurance</td>
<td>10% (min $50; max $150)</td>
<td>10% (min $50; max $150)</td>
<td>20% after deductible</td>
</tr>
</tbody>
</table>

*These are the in-network pharmacy benefits. If out-of-network pharmacy benefits are available, they are different and will cost you more.

** Specialty Network Pharmacy: Specialty drugs must be filled through a Specialty Network Pharmacy and can only be filled every 30 days.
Dental Benefits (employee paid)

Two different dental plans are offered to state and higher education employees.

- **MetLife DPPO**: Use any dentist, but you’ll save money when staying in-network.
  - Provides services with coinsurance paid by the member.

- **Cigna DHMO prepaid plan**: Required to use a Network Dentist. Select your Network General Dentist and notify Cigna.
  - Provides services at fixed copay amounts paid by the member.

- Find more information, see the Enrollment guide and the vendor flyers in the Benefits Folder.

[tn.gov/partnersforhealth](http://tn.gov/partnersforhealth)
# Dental Benefits (employee paid)

## Monthly Premiums for Active Members

<table>
<thead>
<tr>
<th>Tiers</th>
<th>Cigna Prepaid (DHMO) Plan</th>
<th>DPPO - MetLife</th>
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</thead>
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<tr>
<td>Employee Only</td>
<td>$13.44</td>
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<tr>
<td>Employee + Child(ren)</td>
<td>$27.91</td>
<td>$54.36</td>
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<tr>
<td>Employee + Spouse</td>
<td>$23.83</td>
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<tr>
<td>Employee + Spouse + Child(ren)</td>
<td>$32.76</td>
<td>$87.50</td>
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</tbody>
</table>
Vision Benefits (employee paid)

Vision benefits are offered through Davis Vision. Members pay the premium. Choose from two options:

- **Basic Plan**: Offers discounted network rates and allowances for services.
- **Expanded Plan**: Provides services with a combination of copays, greater allowances and discounted rates.
  - Members receive the maximum benefit when visiting a provider in Davis Vision’s network.

Vision plan members get:
- Routine eye exam every calendar year
- Frames once every two (2) calendar years
- Choice of eyeglass lenses or contact lenses once every calendar year
- Additional values offered by Davis Vision. Learn more at davisvision.com/stateofTN

Find more information in the Enrollment Guide included in the Benefit Folder.

[tn.gov/partnersforhealth](http://tn.gov/partnersforhealth)
## Vision Benefits (employee paid)

### 2019 premium rates:

<table>
<thead>
<tr>
<th>Tiers</th>
<th>Basic</th>
<th>Expanded</th>
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</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$3.07</td>
<td>$5.56</td>
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<tr>
<td>Employee + Child(ren)</td>
<td>$6.13</td>
<td>$11.12</td>
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<tr>
<td>Employee + Spouse</td>
<td>$5.82</td>
<td>$10.57</td>
</tr>
<tr>
<td>Employee + Spouse + Child(ren)</td>
<td>$9.01</td>
<td>$16.35</td>
</tr>
</tbody>
</table>

[tn.gov/partnersforhealth](https://tn.gov/partnersforhealth)
ID and Debit Card Information

• Employees new to coverage will receive new ID cards within three weeks of the date your application is processed.

• Health coverage:
  • **BlueCross BlueShield**, you will receive up to two ID cards automatically. The member’s name will be printed on all cards, but these cards may be used by any covered dependent.
  • **Cigna**, you will receive separate ID cards for each insured family member with the participant’s name printed on each. Cigna will send up to four ID cards in each envelope and additional ID cards in a separate envelope.

• In addition to your health insurance ID cards, you will also automatically receive separate pharmacy ID cards. If you are enrolled in family coverage, your ID cards may be sent in separate envelopes.

• If you enroll in dental or vision coverage, you will typically receive your ID cards within three weeks. For vision coverage, you will receive an ID card, but you don’t need one to access services.

• CDHP/HSA, medical FSA and limited purpose FSA (L-FSA) members will receive a debit card from PayFlex.

• Members can always request additional cards by contacting their carrier or vendor(s). Contact information is found on the Customer Service page on the website.
Basic Term Life/AD&D

The state automatically provides basic term life insurance ($20,000) and accidental death and dismemberment (AD&D) insurance ($40,000) to all benefits eligible employees.

If you enroll in health insurance as the head of contract, coverage automatically increases with your salary — to a maximum of $50,000 for basic term life insurance and $100,000 for accidental death insurance. **You pay for this additional coverage.**

- Premiums are found on the [Premiums webpage](#).
- **Basic term life insurance has four coverage levels:** employee only, employee + spouse, employee + child(ren), or employee + spouse + child(ren).

It’s important to keep your life insurance beneficiaries up to date. For basic term life/AD&D insurance, make changes with your ABC in the Insurance/Payroll Office.
Disability Insurance (employee paid)

Disability benefits are offered to full-time employees through MetLife. Disability insurance helps cover your living expenses by insuring your paycheck.

- Premiums are employee paid.
- **Short-term Disability (STD):** Replaces a portion of your income during a disability, which could last up to 26 weeks. Two coverage options are available.
- **Long-term Disability (LTD):** Replaces a portion of your income during a disability that is expected to last longer than 120 days.
- Find more information, including how to calculate your rates, at tn.gov/partnersforhealth under Other Benefits and Disability.

*tn.gov/partnersforhealth*
Voluntary AD&D

If you would like additional accident protection, you may enroll in voluntary accidental death and dismemberment (AD&D) insurance for yourself and your dependents.

- Coverage is available at low group rates — no questions asked.
- Premiums and coverage level vary by salary.
- The maximum benefit for employees is $60,000.
- You must enroll using the gold form in your Benefits folder.
- Premium rates are found on the second page of the enrollment form.

**Important information about your beneficiaries:** Keep your life insurance beneficiaries up to date. For voluntary AD&D insurance, you can make changes with your ABC in the Insurance/Payroll Office.
Voluntary Term Life Insurance

You can purchase additional voluntary term life insurance coverage for yourself, your spouse and children. You will need to apply within 31 days of your hire date on the Securian website.

- You can apply for up to seven times your annual base salary (to a maximum of $500,000) for yourself and up to a maximum of $30,000 for your spouse ($15,000 for ages 55 and older).
- You can also apply for coverage for your children equal to $5,000 or $10,000.

- To apply, use the directions in the Securian booklet provided in the Benefits Folder. You will need your Edison ID# to complete this process (contact the Insurance office to get this number.)

- **Note:** Voluntary term life insurance coverage will start after three months of employment.

tn.gov/partnersforhealth
Behavioral Health & Substance Use Services – managed by Optum

All health plan members and enrolled dependents have access to the same behavioral health and substance use disorder services.

Optum can help:

- Find a provider (in person or virtual visits – let’s you see a provider by private, secure video conferencing)
- Explain your benefits
- Identify the best treatment options
- Schedule an appointment
- Answer questions

- Find more information at tn.gov/partnersforhealth under Health Options and Behavioral Health.
- To access all programs and services, including help finding a provider, contact Optum at 855.HERE4TN (855.437.3486), 24/7, or Here4TN.com

tn.gov/partnersforhealth
Employee Assistance Program (EAP) – managed by Optum

EAP services are available to all benefits-eligible state and higher education employees and their eligible dependents – even if they are not enrolled in a health plan.

• Members get five EAP counseling visits, per problem, per year at no cost.

• A telephonic coaching program called Take Charge at Work helps members dealing with stress and depression feel productive again. It’s available at no additional cost for those who qualify.

• Find more information at [tn.gov/partnersforhealth](http://tn.gov/partnersforhealth) under Other Benefits and EAP.

• To access all programs and services, including how to find a provider, contact Optum at 855.HERE4TN (855.437.3486), 24/7, or [Here4TN.com](http://Here4TN.com)
Voluntary Wellness Program

A voluntary wellness program will be available for active state and higher education employees and spouses. The wellness vendor, Active Health, will email information about programs.

• Regardless of the health plan you choose, you can participate in the program
• You and your spouse can each earn up to $250* a year by completing certain wellness activities – up to $500* per employee and spouse annually!
• More information about programs and activities will be available at tn.gov/partnersforhealth on the Wellness page.
• The Diabetes Prevention Program (DPP) is also offered in 2019. Go to tn.gov/partnersforhealth for details under Other Benefits, Wellness on the DPP webpage.

**Members must be in a positive pay status to receive an incentive. The cash incentive for both the employee and eligible spouse will be deposited directly into the member’s paycheck. The incentive is taxable and subject to withholding, garnishment and reporting which will impact the actual amount in the member’s paycheck.

tn.gov/partnersforhealth
Resources - Website

To help you learn about what benefits are offered and help you make your decisions, the ParTNers for Health website is a great resource and includes all of the documents, publications, forms and contact information.

Go to tn.gov/partnersforhealth -

Specific resources:

- Links to educational videos on the homepage. These videos can help you learn about your benefits and what everything means.
- Premium charts on the Premiums page.
- A health plan benefits comparison grid is on the Health page.
- You can also find definitions, insurance terms and frequently asked questions (FAQs).

tn.gov/partnersforhealth
QUESTIONS?
See the ABC’s after Orientation
Retirement Services Office

600 Henley Street, 221
UT CONFERENCE CENTER BUILDING
(865) 946-8847 or 1-888-444-UTHR
retirement@tennessee.edu
Planning Your Future

- Pension
- Retirement
- Personal Savings
- Social Security

The University of Tennessee
Are you a previous member?

- Where you enrolled in a previous TN retirement plan?
- What do you need to do?

1. Go online to check and/or update your address, beneficiary(ies) and investment choices
   a. TCRS - [https://mytcrs.tn.gov](https://mytcrs.tn.gov)
   b. ORP - [http://treasury.state.tn.us/orp/index.html](http://treasury.state.tn.us/orp/index.html) and company sites
   c. Restart Contributions for Deferred Compensation Plans by going online or using the paper form:
      I. 401(k) - [www.retirereadytn.gov](http://www.retirereadytn.gov)
      II. 457 - [www.retirereadytn.gov](http://www.retirereadytn.gov)
      III. 403(b) (company site)
STATE OF TENNESSEE
PENSION PLANS

Mandatory for Regular Full-Time Employees

• Hybrid Plan contributions as follows:
  ➢ 9% of salary paid by employer – TCRS-H

OR

➢ 9% of salary paid by employer – ORP-H

PLUS

➢ 5% of salary paid by employee regardless of plan choice
1. TCRS-H (Tennessee Consolidated Retirement System Hybrid):
   - Exempt and non-exempt employees are eligible
   - Both Defined Benefit and Defined Contribution
   - TCRS Board is responsible for investing funds
   - 5 year vesting period - May want to join this plan if you plan on being at UT 5 years or more
   - Disability Retirement option (once vested)
   - Unused sick leave transfers into months of service at retirement
   - Guaranteed Lifetime Benefit
   - You can purchase past temporary or student worker service
   - Your pension is determined by:
     1. Salary
     2. 60 highest consecutive months of service
     3. Age
2. ORP-H (Optional Retirement Program Hybrid):
   - Exempt faculty and staff are eligible
   - Defined Contribution Plan – Market driven and funds may fluctuate
   - Employee chooses investment options with AIG, TIAA, and/or VOYA
   - No vesting period – May want to join this plan if:
     1. You are unsure how long you will be employed at UT
     2. Paid by a grant
     3. Postdoctoral position
     4. Coaching position
     5. You would like to be more hands-on with your retirement planning
PENSIONS Q & A

• Can I switch retirement plans? If you are a non-exempt employee, you CANNOT switch retirement plans. Exempt employees are able to switch from TCRS to ORP at anytime, one time only! Exempt employees enrolled in the ORP plan can switch from ORP to TCRS after 5 years of credible service. *The State will contact you with details.

• Is it mandatory that I participate in a retirement plan? Yes, participation in a retirement plan is a condition of employment for regular full-time employees and optional for regular part-time employees. You cannot opt-out, reduce, or delay the start of participating the retirement plan.

• What do I miss out on by not being vested in TCRS? By not being fully vested in TCRS you miss out on the 4% that is contributed into TCRS by the University.
PENSIONS Q & A

• **What paperwork do I need to turn in?** Only exempt employees will need to turn in paperwork! Exempt employees will need to submit the Notice of Election to Participate Form. If you will elect to participate in the ORP retirement plan, you will also need to submit the Premium Distribution Specification Form. **These forms are due one week from your start date.** Bi-weekly Employees are automatically enrolled into TCRS.

• **What happens if I do not submit my retirement paperwork?** If employees make the decision to not submit their required retirement forms, they will eventually be defaulted into the TCRS Retirement plan. **Any missed retirement contributions will automatically be caught up out of one paycheck.**
Auto Enrollment – 401(k)

- Auto enrollment for 2% of your gross pay each paycheck.
- Employees may opt out of this contribution by contacting Empower Retirement or you can change this amount logging on to the www.RetireReadyTN.gov.

1. TCRS Hybrid Plan: Employer already contributing 5% - Funds are invested into your 401(k) plan into the funds of your choice (Mandatory)
   - **Plus** Employee 2% (Optional)

2. ORP Hybrid: Employee 2% (Optional)
FREE MONEY!
401(k) Q & A

• Do you have a history at UT? If you have been in the University of Tennessee System for any reason, you will NOT be automatically enrolled into the 401k plan at 2%, you will need to fill out a 401k enrollment form.

• What company is my 401k with? Empower Retirement is the only 401k company available for you to choose from.

• What is the maximum matching contribution? $50.00 per month. If you are bi-weekly, it is $25.00 per paycheck.

• Can you stop deferring at any time? Yes, employees can start, stop, or make changes at anytime to your deferred compensation plans (401k, 457, 403b). To make changes, please contact the Retirement Services Office.

• If I opt-out of the 401k plan when first hired, can I rejoin at a later date? Yes, you can rejoin at any time. Please contact the Retirement Services Office for an enrollment form.
401(k) Q & A

• Can you withdraw your money at any time? There several withdrawal options available for employees still employed at UT. There are loans and hardships available in the 401k plan. The employee will need to contact Empower Retirement at 1-800-922-7772 for details.

• If you make 401k changes online. If you make changes online, please use caution! If you accidentally enroll into a 457 plan instead of a 401k plan, you will not receive a matching contribution. The only deferred compensation plan with matching contributions is the 401k plan.

• If you opt-out of the 401k plan, will you receive a matching contribution? No!
If interested, please submit an application from the Company (or companies) you choose plus the UT 403(b) Enrollment/Salary Reduction Form.
STAY WITHIN THE LIMITS . . .

The 401(k) and the 403(b) fall under the same annual limit of...

$19,500 for under age 50

$26,000 for age 50 or older
457 PLAN

This plan is also managed by Empower Retirement and has the same investment options as the 401(k) plans!

Has its own annual limit of:

- $19,500 for Under 50
- $26,000 for 50 and Over

Plus…

No early withdrawal penalty!

www.retirereadytn.gov
FREQUENTLY ASKED QUESTIONS

• Can you transfer your current tax deferred income into UT’s TDI program? Yes, you can transfer your current tax deferred income into a 401k plan or a 403b plan. Contact Empower Retirement at 800-922-7772 or one of the five available 403b companies.

• If I am enrolled in TCRS and leave before I am vested, can I be refunded my contributions to the Pension Plan? Yes. You will need to contact the State for details. If you withdraw your funds, you will lose your service time in TCRS.

• Is there a 5-year vesting period for contributions going to the 401k? No. Both employee and employer contributions are vested from day one.
**CHECK YOUR PAY STATEMENT OFTEN**

<table>
<thead>
<tr>
<th>Contributions</th>
<th>Amount</th>
<th>YTD</th>
<th>Gross Pay</th>
<th>Rate</th>
<th>Hours</th>
<th>Amount</th>
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<tbody>
<tr>
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<td>Dining Card</td>
<td>49.14</td>
</tr>
</tbody>
</table>

**Tax Withholding**
- FIT Withholding Tax: 225.12
- EE Social Security Tax: 352.13
- EE Medicare Tax: 82.35

**Taxable Gr**
- Current: 1,090.24
- YTD: 5,311.52

**Health Savings Account**
- Deduction: 0.00

**Flexible Spending Information**
- Medical Expense: YTD: 225.00

**Dependent Care**
- Deduction: 0.00

**Leave Bal**
- Annual: 36.50
- Sick: 3.50
- Comp: 0.00
- Begin Bal: 36.50
- Accrued: 0.00
- Adjustment: 0.00
- Used: 20.50
- Prior Used: 0.00
- Curr Bal: 16.00

**Total Gross Pay**
- 1,272.00

**Total Taxes**
- FED W/H Tax: 85.60
- FICA Tax: 72.16
- Medicare Tax: 16.87

**Total Deductions**
- 373.44

**Net Pay**
- 723.93
IMPORTANT THINGS TO REMEMBER

• Check your pay statement often! Everything you are enrolled with at the University will be listed on your check stub. If it is not listed, you are NOT enrolled!

• What is the minimum amount that you can contribute to the 401k plan? The minimum amount that you can contribute to a 401k plan is $20.00 per month. If you are bi-weekly, that’s $10.00 per paycheck.

• Matching Contributions – Only the 401k plan has a matching contribution. The 457 and 403b plans do not have a matching contribution!

• Personnel No. – Write your six digit personnel number and pay frequency (M/B) on all forms that you submit.
WE ARE HERE TO HELP!

For any additional Payroll or Retirement questions, please see us in the back!

Feel free to submit any completed forms today.
Questions & Next Steps

Visit Informational Booths
(Insurance, Retirement & Benefits, Employee Relations)

-Visit Parking Services

-Lunch and Report to your Department

The University of Tennessee Welcomes You!