New Employee Orientation

Welcome to the University of Tennessee
<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Time</th>
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</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>
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<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
• Arrange for parking permit at Parking & Transit Services, located at:

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.
UT Employee Tour Dates & Links to Register

- March 11th:  https://govols.utk.edu/register/March11
- March 25th:  https://govols.utk.edu/register/March25
  - April 8th:   https://govols.utk.edu/register/April8
  - April 22nd: https://govols.utk.edu/register/April22

** Additional tour dates to be determined.**

- 3:00PM – 4:00PM
- UT Visitors Center
  1502 Cumberland Ave.
  Suite 282
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
• Sick Leave
  – To review the full policy, please visit 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/
  – 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
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
Campus Engagements

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

Disaster Relief

Volunteering

Outreach

Public Service

http://engagement.utk.edu/
Scott Kelly
Astronaut/UT Alum
UT alumnus who spent an unprecedented year in space about the International Space Station.

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. Johnnetta 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/
The Be Well Program was created to encourage campus faculty and staff to make healthy lifestyle choices through campus-wide events, groups, education, and more.

Be Well offers free resources and programs to help improve the health of university employees.

For full information about the Be Well program, please visit http://bewell.utk.edu
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<tr>
<th>Programs</th>
<th>Events</th>
<th>Promotions</th>
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<td>Healthy Lifestyle Series</td>
<td>• Take Time, Take Care (Yoga Fest)</td>
<td>• Move More Mondays</td>
</tr>
<tr>
<td>Healthy Cooking Classes</td>
<td>• Great American Smoke Out</td>
<td>• Be Well Newsletter</td>
</tr>
<tr>
<td>Employee Fitness Classes</td>
<td>• Covenant Health Knoxville 5k, half-marathon, &amp; marathon</td>
<td>• Be Well Social Media</td>
</tr>
<tr>
<td>FreshStart Tobacco Cessation Program</td>
<td>• Let’s Call It Quits!</td>
<td>• Healthy Holiday Habits, Challenge</td>
</tr>
<tr>
<td>Wellness Gardening Classes</td>
<td>• Employee Health &amp; Fitness Week</td>
<td>• Giveaways and more!</td>
</tr>
<tr>
<td>Wellness Warriors</td>
<td>• Employee Field Day</td>
<td></td>
</tr>
<tr>
<td>Wellness Challenges</td>
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</table>
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
“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.
During a football game, Campus becomes the third largest city!
UT POLICE DEPARTMENT

Additional Resources/ Requirements

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

• 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.

• TN Driver’s License Change of Address
  – New residents or those returning to Tennessee and holding a driver license from another state must obtain a Tennessee driver license no later than thirty (30) days after establishing residency.
  – Existing Residents shall within ten (10) days thereafter notify the department of an address change. Driver’s License notification is a separate process from vehicle registration.
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/
UT POLICE DEPARTMENT

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
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.
UT IS OUR HOMETOWN

- 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
AMERICAN WITH DISABILITIES ACT (ADA) ACCOMMODATIONS AND ACCESSIBILITY

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.
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.
A mandatory reporter is a University employee who is required to report information about known or suspected Prohibited Conduct to a Title IX official.

- 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
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 lifelong 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 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
NEW EMPLOYEE ORIENTATION
Enrollment and Insurance Benefits
Jan. 1 – Dec. 31, 2020
General Information

• You are employed by the University of Tennessee but you are insured by the State of Tennessee. The State makes all the decisions about coverage and premiums and the vendors who manage the plans.

• Your department pays about 80% of the medical insurance premium for you as an employee and your dependents. This covers medical, behavioral health and pharmacy services.

• Important: Some decisions can only be made, without health questions, during your new hire period. Please be aware of all the options available to you and make informed decisions in a timely manner.

• Submit questions to your Agency Benefits Coordinator (ABC).
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. It includes all documents, publications, forms and contact information.

Go to tn.gov/PartnersForHealth -

Specific resources:
• Link to educational videos on the homepage. They can help you learn about your benefits and what everything means.
• Premium charts are on the Premiums page.
• A health plan benefits comparison grid is on the Health page.
• Find definitions, insurance terms and frequently asked questions (FAQs).

tn.gov/PartnersForHealth
For more detailed information, refer to the **Eligibility and Enrollment Guide** found in your New Employee packet.

**Your 2020 Eligibility & Enrollment Guide**

State and Higher Education Employees

Tennessee State Group Insurance Program

You will also be asked to complete the **New Employee Checklist** (above) to confirm that you have been informed of important benefits information.
Who is Eligible for Coverage?  
(PAGE 2 in the Elig. Guide)

• 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.

• 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

[tn.gov/PartnersForHealth](http://tn.gov/PartnersForHealth)
When Can You Add or Cancel Coverage?

There are three times you may add/Cancel coverage:

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

• Annual Enrollment in the fall

• During Special Enrollment Qualifying Events:
  • Loss or gain of dependents; loss or gain of other coverage to name a few.
  • You have 60 days from the loss or gain of other coverage to notify our office
  • The Enrollment Change Application lists all of the Special Enrollment Qualifying Events on page three

• Bottom Line – if you have a family status or insurance change, contact the Insurance office.

tn.gov/PartnersForHealth
Enrollment Form/Beneficiary Form

STATE OF TENNESSEE GROUP INSURANCE PROGRAM
2020 ENROLLMENT CHANGE APPLICATION
University of Tennessee - Payroll and Benefits - Benefits Administration
P115 Andy Holt Tower - Knoxville, TN 37996 - office 865.974.4221

PART I: SECURITY INFORMATION

<table>
<thead>
<tr>
<th>Security Information</th>
<th>Keyed</th>
<th>Verified</th>
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PART II: EMPLOYEE INFORMATION

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PART III: HEALTH COVERAGE SELECTOR

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<td>Optional Plan</td>
<td>Optional Plan</td>
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</table>

PART IV: EMPLOYEE AUTHORIZATION

| Accept | I certify that all information above is true and that I will answer truthfully all questions for the purpose of determining eligibility and coverage for employment benefits. |

PART V: EMPLOYEE AUTHORIZATION

<table>
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<th>Initials</th>
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AGENCY SECTION: RETURN THIS FORM TO YOUR AGENCY BENEFITS COORDINATOR

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<th>Social Security Number</th>
<th>Initials</th>
<th>Agency Benefits Coordinator Signature</th>
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</table>

Active employees should return this completed form to their agency benefits coordinator. ORA participants should send to Benefits Administration.
Benefits (PAGE 7 in the Elig. Guide)

Health plans – you have the choice between three different plans. Preventive care is free, if you use an in-network provider.

- **Premier PPO**: Higher monthly premium – but lower out-of-pocket costs for deductible, copays and coinsurance

- **Standard PPO**: Lower monthly premium than the Premier PPO – but higher out-of-pocket costs for deductible, copays and coinsurance

- **Consumer-driven Health Plan (CDHP)/health savings account (HSA)**: Lowest monthly premium – but you pay your deductible first before the plan pays anything for most services. Then you pay coinsurance, not copays. You get a health savings account with this plan.
Benefits - contd... (PAGE 8 in the Elig. Guide)

More about the CDHP/HSA:

• State puts $250 (employee only) or $500 (all other tiers) into your HSA.
  ▫ This money applies to your yearly maximum contribution amount (see below).

• The HSA can help you save for healthcare costs.
  ▫ You get tax benefits and the money rolls over each year
  ▫ You can keep the money if you leave/retire.
  ▫ You can put premium savings into your HSA to pay your deductible

Learn more at tn.gov/PartnersForHealth under CDHP/HSA Insurance Options.

• HSA IRS maximum contributions – There is an annual limit on how much money can be put into a HSA.

• The 2020 amounts are: $3,550 for employee only coverage and $7,100 for all other tiers. Members 55 or older can contribute $1,000 more each year.
  ▫ Enrolling in Social Security at age 65 automatically triggers Medicare Part A enrollment. If enrolled in a CDHP, this may have tax consequences and affect your HSA contribution. Consult with your tax advisor for advice.
Carrier Networks (PAGE 7 in Elig Guide)

You choose between three provider networks (doctors, hospitals, facilities) for your medical care:

- BlueCross BlueShield Network S
- Cigna LocalPlus (LP)
- Cigna Open Access Plus (OAP): Includes more hospitals in Tennessee. You pay a monthly surcharge of $40/$80, which is included in the premium.
  - $40 more for Employee only and Employee+child(ren) tiers
  - $80 more for Employee+spouse and Employee+spouse+child(ren) tiers

- Premiums are found on PAGE 11 of the Elig. Guide

- PHARMACY - All health plans include comprehensive prescription drug benefits. Your health plan will determine your out-of-pocket copay or coinsurance prescription costs. There is no extra charge and is managed by CVS Caremark. Pharmacy info is found on PAGE 9 of the Elig. Guide.
All health plan members and enrolled dependents have access to the same behavioral health and substance use disorder services.

In 2020 – members will get an ID card for services.

- **New in 2020** - costs are waived for members who use select preferred substance use treatment facilities.

- **Optum can:** Find a provider (in person or virtual visits); explain benefits; identify best treatment options; schedule an appointment; and answer questions.

- Find more information at tn.gov/PartnersForHealth under Health Options and Behavioral Health.

- To access all programs and services, **and help finding a provider**, contact: Optum at 855.HERE4TN (855.437.3486), 24/7, or Here4TN.com
Employee Assistance Program (EAP) – managed by Optum (PAGE 21 in Elig Guide)

Available to all benefits-eligible 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.
  □ Available in person or by virtual visit.

• A telephonic coaching program, Take Charge at Work, helps members who are 18+ and eligible for EAP, working part/full time, deal with stress and depression. Available at no additional cost, if you qualify. State plan participants can earn a Wellness Program cash incentive.

• Find more information at tn.gov/PartnersForHealth under Other Benefits and EAP.

• For EAP programs and services, and help finding a provider, contact Optum at 855.HERE4TN (855.437.3486), 24/7, or Here4TN.com
Wellness Program (PAGE 21 in Elig Guide)

A wellness program is offered for higher education employees and spouses (excludes retirees).

- **Members can each earn up to $250 ($500 annual maximum per family)** by completing certain wellness activities to earn cash incentives.

Information about programs, activities and a **printable Incentive Table** are at tn.gov/PartnersForHealth under **Wellness**. ActiveHealth, our program vendor, will send emails out to members during the year about the program.

Contact: **ActiveHealth**, 888.741.3390, M-F, 8-8, go.activehealth.com/wellnessstn

*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 and will be taxed.*
Dental Benefits (PAGE 16 in Elig Guide)

- Two different Dental plans are offered. Members pay the full premium.

- **MetLife DPPO**: Use any Dentist, but save money staying in-network. Members pay co-insurance.

- **Cigna DHMO prepaid plan**: Required to use a Network Dentist. You select your Network General Dentist and notify Cigna. The network is much smaller with CIGNA and you can search the list of Dentists on the Cigna website. Members pay copays.

- **PREMIUMS** – page 16 in guide
Vision Benefits (PAGE 18 in Elig. Guide)

There is one vendor, Davis Vision. You can choose from two levels:

• **Basic Plan:** Pays for your eye exam and various “allowances” (dollar amounts) for materials.

• **Expanded Plan:** Includes greater “allowances” (dollar amounts) and additional materials versus the Basic Plan.

In both plans, you pay copays and coinsurance on materials or other services when the cost exceeds the allowance.

**Members in both vision plans get:** routine eye exams every calendar year; frames once every two calendar years; and a choice of eyeglass lenses or contact lenses once every calendar year.

**Premiums are on page 20 in Guide.**
Disability Insurance (PAGE 14 in Elig Guide)

• Disability insurance is offered to full-time employees through the vendor MetLife. Premiums are fully employee paid.

• All sick leave, annual leave and comp time must be used before benefits are payable.

  ◦ **Short-term Disability (STD):** Replaces 60% of your income during a disability, which could last up to 26 weeks. **Two levels are available.**

  ◦ **Long-term Disability (LTD)** Replaces 66.67% of your income during a disability that is expected to last longer than four months.
Flexible Spending Accounts (FSA) (PAGE 25 in Elig Guide)

Use FSAs to pay for out of pocket healthcare and dependent care expenses while saving money on your taxes. Insurance-eligible employees can enroll these:

FSAs/2020 contribution amounts (FSA, L-FSA and DC-FSA managed by PayFlex):

• **Medical FSA:** For medical, dental and vision expenses.
  ▫ Annual limit - $2,700. Carryover limit - $500. **Full contribution available upfront.**

• **Limited Purpose FSA (L-FSA):** For dental and vision expenses only.
  ▫ Annual limit - $2,700. Carryover limit - $500. **Full contribution available upfront.**

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

Medical FSA and L-FSA members get a debit card to use their funds at the pharmacy or provider’s office. Per IRS rules, *PayFlex may need you to verify debit card purchases by providing your explanation of benefits (EOB)/claims document. Make sure to respond or your debit card may be suspended.*

[tn.gov/PartnersForHealth](http://tn.gov/PartnersForHealth)
Basic Term Life/AD&D
(PAGE 23 in Elig. Guide)

All benefits-eligible employees get $20,000 basic term life insurance and $40,000 basic AD&D coverage at no cost.

• If you enroll in health insurance, life insurance coverage increases based on your salary, up to a $50,000 cap. You pay a small premium for this additional coverage.
  ▫ If your salary goes up, your monthly premium may increase. At ages 65 and over, your coverage amounts begin to reduce.

• Basic dependent term life/basic AD&D insurance will automatically apply to your dependent(s) enrolled in your family health insurance. Each dependent is covered at $3000.

Keep your beneficiary information current in the Insurance Office.

tn.gov/PartnersForHealth
Voluntary AD&D - Optional
(PAGE 23 IN Elig. Guide)

Voluntary accidental death & dismemberment (AD&D)
• You can buy this insurance to give you and your family additional protection if you or your covered dependent’s death or dismemberment is due to an accident at work or elsewhere.
• Enroll using Gold form in New Employee packet.
Voluntary Term Life Insurance (Securian Booklet in New Emp packet)

You can buy voluntary term life insurance for yourself, your spouse and children. You must apply for this insurance. See the booklet included in your packet.

- To apply for coverage and update your beneficiaries, use the Securian booklet in your New Emp Packet, page 9

- Note: Voluntary term life insurance coverage may start on the first of a month depending upon review and approval of health related questions.
Enrolling in Benefits

• Use the 2020 Enrollment Change Application found in your packet.

• You must complete your enrollment within 31 days of your hire date

• If you want to cover your spouse or children (dependents), we need proof of their relationship to you – it’s called dependent verification.
  • Examples of dependent verification can include a marriage certificate and Federal Income Tax Return for a spouse, or a birth certificate for a child.
  • A list of required documentation for dependent verification is found on the Enrollment Change Application page 2.

• Note: You enroll in voluntary term life through the Securian Financial website.

• You enroll in Voluntary AD & D using the Gold form
• You enroll in Long Term Disability using the Blue form
• Use the white forms to contribute to either the HSA or the FSA

tn.gov/PartnersForHealth
Benefits Info. contd...

- **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.

- **Premiums are Paid...**
  - For monthly paid employees all premiums are deducted the last working day of the month.
  - For Bi-Weekly paid employees the medical and basic life premiums are deducted on the first pay ending cycle of the month. The dental, vision and other optionals are deducted on the second pay ending cycle of the month.
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 **Caremark pharmacy** ID cards. If you are enrolled in family coverage, your ID cards may be sent in separate envelopes.

• New in 2020 – you’ll get ID cards for behavioral health and substance use from Optum.

• 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 to use for qualified purchases.

• Members can always request additional cards by contacting their carrier or vendor(s) or you may be able to use the vendor’s mobile app.
QUESTIONS?

See the ABC at the insurance table after the presentations end.
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
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
   b. ORP - 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
      II. 457 - 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
STATE OF TENNESSEE
TCRS HYBRID PLAN

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. However, employees may opt out of this contribution.

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 are 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

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<th>Contributions</th>
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EE Social Security T | 352.13
EE Medicare Tax | 82.35

Taxable Gr | Current | YTD
FIT Gr | 1,090.24 | 5,311.52
FICA Gr | 1,163.84 | 5,679.52
Mcare Gr | 1,163.84 | 5,679.52

Health Savings Account  YTD
EE Deduction | 0.00

Flexible Spending Information
Medical Expense  YTD
EE Deduction | 225.00

Dependent Care  YTD
EE Deduction | 0.00

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

Total Gross Pay | 1,272.00
Taxes  Amount
FED W/H Tax | 85.60- |
FICA Tax | 72.16- |
Medicare Tax | 16.87- |

Total Taxes for period | 174.63- | Total Deductions | 373.44-
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!