UC HR Welcomes

Erin Ascher joined the University of Cincinnati as the Chief Human Resources Officer on January 7, 2013. Most recently, Erin served as Sr. Vice President of Human Resources at Omnicare, Inc. Prior to Omnicare, Inc. she was Vice President of Human Resource for Prime Therapeutics, LLC in Minneapolis.

Erin brings to the university extensive experience in HR strategic planning, succession planning, compensation and benefits, diversity, organizational development, talent management, and employee relations.

Erin earned her bachelor’s degree in management from Miami University, Oxford, Ohio, and her master’s in employee relations from Georgia State University. Her community involvement includes executive leadership cabinet of the Women’s Leadership Council of the United Way of Greater Cincinnati, cabinet member of the Tocqueville Society of Cincinnati, and 2013 chair of the Circle of Red Campaign of the American Heart Association.

Dependent Verification Audit

Important Information for New Hires and New Health Plan Enrollees

If you enrolled your dependents in UC’s health plans during the 2012 Annual Enrollment period or if you were hired in 2012 and have not provided dependent verification documents, you will be contacted by HMS Employer Solutions in January. UC has engaged HMS to verify dependency for all newly enrolled health plan dependents. Examples of acceptable documents include copies of marriage certificates, birth certificates, and adoption records.

Documents must be submitted to HMS by March 7, 2013. Questions about required documents or the submission process should be directed to HMS Employer Solutions.

Get Ready. . . Set. . . Retire!

Are you saving enough to meet your retirement savings goals? Did you know the university offers TWO opportunities for you to save additional money on a pre-tax basis? The university’s 403(b) plan is available to everyone who receives a UC paycheck. This tax deferred savings opportunity enables faculty, staff, and student employees to use pre-tax payroll deductions to invest for retirement with approved annuity and mutual fund providers. Enrollment is open at all times to all UC employees, using the University’s Salary Reduction Agreement which can be found at http://www.uc.edu/webapps/af/hr/hraspforms/salaryform.asp.

Employees are also eligible to contribute on a pre-tax basis to the Ohio Public Employees Deferred Compensation Program. This Plan is called a 457 plan. Contributions and earnings are tax deferred (both federal and state income taxes) until money is withdrawn. For additional information about the plan or to enroll, log on to https://www.ohio457.org/iApp/tcm/ohio457/index.jsp.

Effective January 1, 2013, the annual deferral limits have increased.

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<tr>
<th></th>
<th>2012</th>
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<tbody>
<tr>
<td>Regular Deferral Limit</td>
<td>$17,000</td>
<td>$17,500</td>
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<tr>
<td>Age 50+ Catch Up Limit</td>
<td>$  5,500</td>
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<tr>
<td>457 Catch Up Limit</td>
<td>$34,000</td>
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Information on supplemental savings opportunities and a listing of approved providers can be found online at http://www.uc.edu/hr.

Questions? Call HR at 513-556-6381
**Flexible Spending Account Deadline Reminder**

If you participated in the Flexible Spending Accounts in 2012, you have until March 15, 2013 to request reimbursement for eligible expenses with a date of service from January 1, 2012 through December 31, 2012. You will forfeit any remaining account balance if 2012 claims are not submitted by March 15, 2013.

Unused account balances from 2012 are automatically carried into 2013. You have until February 28, 2013 (the grace period) to incur expenses which will be applied to any remaining 2012 account balance.

**NOTE:** It is important that you submit eligible 2012 claims before submitting 2013 claims AND before using your debit card in 2013. If you have a 2012 carryover balance and submit 2013 claims (or use your debit card) before submitting eligible 2012 claims, the 2013 claims will reduce your 2012 carryover balance. In this case, 2012 claims may not be eligible for reimbursement.

**Using Tuition Remission?**

Remember to contact HR (513-556-6381) if you are registering for a class and attempting to use tuition remission after the first day of classes. Tuition remission will not apply automatically to your bill and HR intervention is required in order to avoid late fees.

Please submit your Tuition Remission applications in a timely manner. Applications submitted should be submitted at least 30 days prior to the start of classes to avoid a delay in processing.

**Dependent reaching age 26 in 2013?**

Be sure to contact the Benefits Department (513-556-6381) to learn about options for continuing medical coverage under Ohio law.

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**UC Offers Online Training Opportunities**

HR is pleased to make the following online training resources available to the UC community at **no cost**. Take the time to check-out this valuable resource.

**Skill Builders Lessons**

Skill Builders are online lessons in a wide variety of professional and personal development topics offered by UC’s Employee Assistance Plan (EAP) provider, IMPACT Solutions. There are approximately 100 topics to choose from.

Skill Builders lessons may be used as a self development tool for anyone interested in a particular topics. They may also be indicated as an available resource when identifying development areas for an employee.

You can access the Skill Builders web page on the Human Resources website from the Employee Assistance Plan (EAP) web page or Training web page.

**The URL for the Skill Builders web page is:**

http://www.uc.edu/hr/benefits/choice_benefits/eap/impact_skill_builders.html

**UC Employee Wellness Events**

UC Employee Wellness offers ‘brown bag’ sessions monthly on a variety of topics. Sessions are presented during the lunch hour, so feel free to bring your lunch. Be sure to register online at https://webapps.uc.edu/hr/trainingopp/index.asp.

**February events include:**
- Deskercise: Don’t Just Sit, Get Fit!
- Cardiac Health
- Living on a Budget

Dates, times and locations can be found at http://www.uc.edu/hr/wellness.html

**Humana Mail Order - RightSource**

RightSource offers dedicated customer service. RightSource, Humana’s mail order pharmacy, has a unit dedicated to assisting Humana members with mail order pharmacy questions and concerns. The toll free number is 855-400-0965.