A-123
For A-123s with many lines, attached is a template you can use to attach to the carbon form. The carbon form with all appropriate signatures is still required. Utilizing the electronic version not only provides the convenience of typing in the accounting information, but it will also allow OBM to upload the information directly into UC Flex.

GIA/GAS Audit
All PBB Colleges: Please make sure to review your GIA and GAS buckets to make sure students are coded correctly. The Graduate School will be doing an audit at the end of each semester. Remember that the GAS is scholarships for Graduate Assistants and the GIA is for scholarships for non-Graduate Assistants. Contact Tim Bybee with any questions.

Time Off From Work
Please ensure that all employees are properly requesting/recording their time off each month per UC policy. It is the responsibility of the employee and the supervisor to comply with UC policy.

Domestic and International Travel Policy Reminder
Travel by air or other common carrier must be at the lowest available coach or economy fare consistent with scheduling needs. The University will not pay for or reimburse for first class or business class fare unless warranted by a medical condition, recommended by the traveler’s physician, documented and approved by UHS and with pre-approval from the traveler’s supervisor.

2015 HR and Payroll Schedules
The various 2015 HR and Payroll schedules have been published to the web. Please use the following link for the various 2015 calendars and cutoffs: http://www.uc.edu/af/controller/payroll/resources.html.

Open Enrollment
The University of Cincinnati’s annual enrollment period for benefits began on Nov. 1. It ends on Nov. 30. You may make your enrollment elections online using UC Flex Employee Self Service (ESS). If you have questions pertaining to UC Flex Employee Self Service, e-mail ucflex@uc.edu. Questions related to UC’s annual benefit open enrollment can be submitted via email to HRONESTOP@uc.edu.

News You Can Use
- In 2015, Anthem will replace Humana as the medical and pharmacy plan claims administrator. (UC’s dental plan carrier in 2015 will continue to be Humana.) Anthem’s Open Enrollment Call Center is available to assist employees with questions about the transition from Humana to Anthem. You can reach the Call Center toll free at 844-249-5372. You can also go online on UC’s site to learn more about Anthem.
- In 2015, you will have a choice of two medical plans – the High Deductible Health Plan with a Health Savings Account and the PPO Plan (currently named POS).
- Information sessions related to enrollment and health benefits are available on UC’s campuses throughout most of November.
- Enrollment in one of UC’s voluntary benefit options (Critical Illness and Accident Insurance) is handled through Unum’s Call Center (800-601-5800). Enrollment dates for these two voluntary options are Nov. 3-26.

Next BA Meeting
The next Business Administrator’s meeting will be on Tuesday, December 9th 8:30-10:00am in 407 Teachers College.

Next Board of Trustees Meeting
The next meeting will be on Tuesday, December 16th at 8:00am at the Russell C. Meyers Alumni Center.