Apply Now For Tuition Remission!

If anyone in your family uses tuition remission, you are now required to submit a Tuition Remission Application annually. This application must be submitted for any family member (spouse, domestic partner, or children) who may be attending classes at the University of Cincinnati during that academic year. As part of the application process, you will also provide proof of financial dependency for your children. Applications must be submitted annually, beginning with the 2011-12 academic year. (Previously, employees provided tax dependency information annually near the child’s birth date; dependency information will now be requested prior to the beginning of each fall term.)

To provide the necessary verification of your children’s dependency and eligibility for tuition remission you may submit a Tuition Remission Application along with a copy of your most recent federal income tax return showing the child listed as a dependent.

You may also submit a Tuition Remission Affidavit showing the child is unmarried, lives at home, and the parent provides financial support. Such an affidavit requires documentation including your and your child’s federal income tax returns, an itemized list of expenses and/or receipts/voided checks showing the level of financial support provided.

To apply for tuition remission for a spouse or domestic partner you must certify eligibility on the Tuition Remission Application.

Submit your Tuition Remission Application and attachments as soon as possible so tuition remission can be applied to your dependent’s record prior to the first day of fall term. Tuition remission will be applied retroactively in the event the application and tax documents are received after the first day of classes.

Mail to: Human Resources
PO Box 210039
Cincinnati, OH 45221-0039 OR

Fax to: 513-556-9652.

The Tuition Remission Application and Tuition Remission Affidavit are available on the HR website at: http://www.uc.edu/hr/benefits/tuition_remission.html

Questions? Call HR at 513-556-6381

UC Celebrates Diversity

As a public institution of higher education, the University of Cincinnati has an unquestionable interest in the creation of a diverse university community. At UC, we believe that excellence and diversity go hand-in-hand. To achieve the objective of a diverse university community, President Gregory Williams has charged UC’s Office of Equal Opportunity to become more involved in the recruitment process and to assist management with increasing inclusion for diverse faculty and staff. “We urge all employees to join us in ensuring a diverse university community,” says George Wharton, Director Office of Equal Opportunity.

Your Paystub May Look Different - But It’s OK!

If you are enrolled in one of UC’s medical plans or pay the Spousal Surcharge, you will notice a change in the way your paystub looks beginning in July 2011. The changes will be reflected on the July 31, 2011 payroll for monthly paid employees and on the July 19 and August 2, 2011 payrolls for bi-weekly paid employees.

Beginning with the applicable pay period, changes to the description ‘Medical Contr ER’ will be changed to reflect medical plan enrollment. For example, if you are enrolled in the HMO, this entry will read ‘Med HMO ER’. A corresponding change will be made to the Benefits (pre-tax) section medical coverage entry. Today this entry reads ‘Medical EE Pre-tax’. If you are enrolled in the HMO this section will read ‘MED HMO EE PRE-TAX’ beginning in July.

Similar changes will be made to the Spousal and Adult Child Surcharge deductions. The wording on the paystub will be changed to correspond with plan enrollment (e.g., Spspl Surcharge HMO). These changes are being made to allow more accurate tracking of employer and employee contributions by medical plan.

For bi-weekly paid employees, this change will occur over two pay periods. On the July 19 paystub, both the old and new descriptions will include credits/deductions; part of the normal amount will be in each description. Beginning with the August 2 paystub, only the new descriptions will include credits/deductions.

The Spousal Surcharge for bi-weekly paid employees will also be changed from being deducted on the last payroll of the month to being deducted on the 2nd payroll of the month. This change will only affect months with 3 bi-weekly pay dates.
Free Assistance for UC Employees

**Impact Solutions**, the university’s Employee Assistance Plan (EAP), is a valuable resource specifically tailored to meet the needs of the faculty and staff at the University of Cincinnati. Impact offers professional, confidential assistance at any time, day or night.

The phone number for UC employees to use is 1-800-227-6007. Impact Solution’s website provides free webinars on a wide variety of topics, interactive health and financial planning tools and other resources to help you meet the daily challenges life presents.