Effective January 1, 2016, the account administrator for university-affiliated HSAs will be changing from HealthEquity to Optum Bank. In order to consolidate your funds, you may elect to transfer your existing health savings account funds from HealthEquity to Optum Bank. If you do so before December 31, 2015, the university will cover transfer fees. If you choose to wait and close your account in the future or later decide to transfer your funds to Optum Bank, you will be responsible for paying the closure and transfer fees. If you choose to keep your existing funds with HealthEquity, your account will no longer be affiliated with the university and you will have to pay any fees associated with maintaining that account with HealthEquity.

You can transfer your existing HealthEquity funds to your new Optum Bank HSA by going to https://uminfopoint.umsystem.edu/sites/hr/Benefits/BENEFITS/CURRENT/HSARollover.pdf and completing the transfer form. You must return it by mail or fax no later than December 31, 2015 to:

Total Rewards Department
University of Missouri System
1000 W. Nifong Blvd.
Building 7, Suite 210
Columbia, MO 65211-8220
FAX: (573) 882-9603

You will need to complete the Social Security Number field with your social security number, Account Holder Name field with your name, and the Account Number at Administrator field in the Section B column. If you do not know what your account number is with HealthEquity, you may log in to your existing HealthEquity account at www.healthequity.com and you will see your account number displayed in the right hand corner. You may also contact HealthEquity at 877-372-5383 to retrieve your account number. If you have any questions, please contact Laquita Jackson at ext. 6466 or Joann Westbrook at ext. 5639. Your funds will be transferred from HealthEquity to Optum Bank during the first week of February.

MEDICAL BENEFITS ENROLLMENT RESULTS

We are #1 again—at least in terms of UMSL employees responding to online enrollment! Congratulations to everyone who assisted with the university’s second active benefits enrollment, particularly those who encouraged their employees to engage in the process! All eligible employees at UMSL either enrolled in a medical benefits plan or waived the benefit. In addition, 14,940 employees across the University signed the 2016 Wellness Pledge in myHR (an increase of 773 employees), 1,058 were from the UMSL campus.
UNIVERSITY TRAVEL CARD POLICY AND UPDATE

The Accounting Services office is responsible for overseeing the University Travel Card program on the UMSL campus. Accounting Services personnel monitor Travel Card usage to ensure compliance with University policies. The Travel Card may only be used to pay for necessary and reasonable travel expenses incurred while conducting authorized University business. Personal charges are not permitted on the Travel Card.

Each cardholder is personally responsible for paying the total balance due by the due date. If an employee’s Travel Card account becomes delinquent (i.e., total balance due not paid by the due date), charging privileges may be suspended or the Travel Card may be canceled. An account balance remaining on a canceled Travel Card may be deducted from the cardholder’s paycheck according to federal and state garnishment rules.

The University currently plans to transition from separate travel and purchasing cards to a one-card program in the first half of calendar year 2016. More details will be provided about this transition when they become available.

If you have any questions about the University Travel Card program or about University Travel Card policies, contact Faith Lucas at 516-5090.

TOBACCO FREE POLICY AMENDED

With the consent of the University Assembly, the Tobacco-free Policy has been amended to now prohibit the use of e-cigarettes and hookahs on campus property. For more information about this policy, or to learn about the exceptions which exist, please visit our website: http://umsld.edu/smokefree/.

If you are ready to quit smoking, UMSL is ready to help. Kathy Castulik, Campus Health Educator, provides a free smoking cessation program for all students, faculty and staff. To schedule an appointment, please call 314-516-6554.

FORM W-2 — eConsent

Act before the end of the year and provide consent to view and print your W-2 forms in myHR. Electronic access to your W-2 in myHR will be much quicker and more secure than waiting for a hard copy of your tax statement to arrive in the mail. By providing consent before the end of the year, employees will be notified via email as soon as their W-2’s are ready for viewing in myHR (myhr.umsystem.edu).

To grant e-consent, employees should log into myHR and navigate to Self Service > Pay & Leave > W-2/W-2c Consent.

If you provide consent and later wish to receive a paper copy of your W-2, you may withdraw your consent at any time prior to December 31, 2015. Paper Form W-2’s will be mailed on or before January 31 in the event you do not provide consent or you withdraw consent.

If you have any questions contact the Karen Cedeck at 516-5238.
OCTOBER: LINDA HEARST
Linda is a Business Services Consultant in the T J Library. Linda was chosen for the “Effective Leadership” award. Comments made about Linda included, “Linda has headed the Projects Committee in the University Libraries for four years.” “Linda is quick to attribute the Projects Committee success to the entire team of staff members, often pointing out specific contributions the team members have made.” “Linda has taken the initiative to be current on financial reporting of library matters.” “She always makes employees feel good about their questions.”

NOVEMBER: TED FICKLEN
Ted is a Library Specialist in the Thomas Jefferson Library. Ted was chosen for the Outstanding Customer Service award. Comments made about Ted included, “Ted is always gracious, informative and helpful to the people (students, staff, faculty, visitors) who use the library.” “Ted is known to drop what he is doing to help a library patron or library staff member.” “He provides good internal and external customer service, helping people to solve their problems related to the library and its services.”

Linda & Ted received $125 gift certificates, commemorative plaques, and automatic nominations for the Chancellor’s Award for Staff Excellence.

GIFT CARD WINNERS
In addition to a drawing at the end of the fiscal year for one nominator to receive a gift card of their own ($125 value), two nominators each month will receive a $10 gift card to use at any of the campus eateries courtesy of Campus Life. The nominator of the monthly winner and one randomly drawn nominator will each receive $10 gift cards.

The winners of the $10 gift cards for October and November were: Karen Robinson, David Slifer & Tara VandeVoorde.
**Significant Service Milestones for October & November 2015**

<table>
<thead>
<tr>
<th>Name/Department</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connilee Christie, CAC</td>
<td>5</td>
</tr>
<tr>
<td>Angelique Forsha, Optometry</td>
<td>5</td>
</tr>
<tr>
<td>Christy Hummel, Admissions</td>
<td>5</td>
</tr>
<tr>
<td>Rivian Robinson, CAC</td>
<td>5</td>
</tr>
<tr>
<td>Nancy Scheberle, Ctr for Excel Finc Counseling</td>
<td>5</td>
</tr>
<tr>
<td>Adam Stahlman, Custodial Services</td>
<td>5</td>
</tr>
<tr>
<td>Patricia Zahn, VC Academic Affairs</td>
<td>5</td>
</tr>
<tr>
<td>Paul Ell, International Studies &amp; Prog</td>
<td>10</td>
</tr>
<tr>
<td>Tom McCoy, Grounds</td>
<td>10</td>
</tr>
<tr>
<td>Kendra Perry, Center for Nanoscience</td>
<td>10</td>
</tr>
<tr>
<td>Maria Ahrens, Optometry</td>
<td>15</td>
</tr>
<tr>
<td>Donna Carothers, Alumni Activities</td>
<td>15</td>
</tr>
<tr>
<td>Sam Darko, Custodial Services</td>
<td>15</td>
</tr>
<tr>
<td>Tamara Davenport, CE &amp; Outreach</td>
<td>15</td>
</tr>
<tr>
<td>Kelly Crone Willis, Academic IT Services</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name/Department</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Bruza, Facilities Services</td>
<td>20</td>
</tr>
<tr>
<td>Karen Cedeck, Human Resources</td>
<td>20</td>
</tr>
<tr>
<td>Julia Gleason, PAC</td>
<td>20</td>
</tr>
<tr>
<td>Constance Quinlan, Insti Math Sci Educ</td>
<td>20</td>
</tr>
<tr>
<td>Jerry Bennett, Facilities Services</td>
<td>25</td>
</tr>
<tr>
<td>Deborah Doering, CE &amp; Outreach</td>
<td>25</td>
</tr>
<tr>
<td>Diana Johnson, Registration &amp; Degree Audit</td>
<td>25</td>
</tr>
<tr>
<td>Karen Walsh, College of Business Admin</td>
<td>25</td>
</tr>
<tr>
<td>Betty Covington, Capital Projects</td>
<td>30</td>
</tr>
</tbody>
</table>

**Welcome New Employees**

- Jocelyn Deloney, Regional Admissions Rep, Admissions
- Lisa Fikki, Internship Coordinator, College of Business
- Troy Halterman, Head Men’s and Women’s Golf Coach, Athletics
- Robert Holloway, Asst. Men’s Basketball Coach, Athletics
- Alysha LeMay, Office Support Staff II, Community Psychological Services
- Rachel Linneman, Intake Specialist, Community Psychological Services
- Matt McCluskey, Office Support Assistant IV, Cashier’s
- Tivoli Majors, Office Supervisor, Social Work
- Christopher Miller, Director of Retention Services, Retention Services
- Karen Munkel, Staff Psychologist, Counseling Services
- Anika Roy, Student Support Specialist I, Clinical Experiences
- Jamie Scaccia, Psychologist, Community Psychological Services
- Dustin Smith, Police Officer, UMSL Police Department

**Promotions & Transfers**

- Jessica Alverson, from P/T Stage Svcs Assistant to Performing Arts Svcs Mgr, Touhill
- Danielle Faucett, from Sr. Office Support Asst to Sr. Student Support Specialist, Registration & Degree Audit
- Mark Fetters, from Office Supp Asst III, Public Policy to Business Support Specialist II, Student Affairs Business Center
- Kimberley Green, from Psychologist to Resident Training Coordinator, Community Psychological Services
- Ashley Darling, from Assoc Director Prog/Proj Ops to Intern Program Coordinator, Community Psychological Services
- Michael Leveque, from P/T Psychologist to Assistant Director, Training Svcs, Community Psychological Services
- Laura Mabry, from Office Support Asst III to Optometric Technician, Optometry
- Sarah Orr, from Instructor to Nurse Practitioner, University Health Services
REMINDER—PRIMER TO THE EMPLOYEE ASSISTANCE PROGRAM WORKSHOP

A WORKSHOP FOR ADMINISTRATORS, DIRECTORS, DEANS, MANAGERS AND SUPERVISORS

Acquire knowledge about programs and services provided by the Employee Assistance Program (EAP)
Learn about EAP referral procedures
Identify employee and work-context scenarios where EAP intervention can help
Gather resources for occupational and individual stress management

December 14, 2015 from 11:30 am-12:30 pm in the UMSL Police Department Training Room.

Registration is required through MyLearn: To enroll in the session click on the following link: https://umsystem.skillport.com/skillportfe/main.action?path=summary/ILT/spumsystem/ilt_UMSL_EAPInfo and click Enroll next to the session you would like to attend.

For questions regarding the workshop, contact James Hunter at hunterjd@missouri.edu or 573-882-6701. For questions regarding myLearn, contact Tara VanDeVoorde at ext. 5258 or tara@umsl.edu

LUNCH & LEARN BROWN BAG SESSIONS

The following lunch & learn session will be offered to interested employees:

◊ The Social Context of Work: Implications for Burnout & Work Engagement: Monday, December 7th from 11:30-12:30 in the UMSL Police Dept Training Room

Registration is required through MyLearn. To enroll in one of the sessions and view session descriptions, click on the appropriate link above or the following link to log into myLearn: https://umsystem.skillport.com/, click on Instructor Led Training and click Enroll next to the session you would like to attend.

For questions regarding a session, contact James Hunter at hunterjd@missouri.edu or 573-882-6701. For questions regarding myLearn, contact Tara VanDeVoorde at ext. 5258 or tara@umsl.edu

myPerformance Training

The Human Resources department will be implementing myPerformance in 2016 which is an online performance appraisal tool through Halogen. All benefit-eligible staff employees will have a performance appraisal completed for the current fiscal year using this online form. The appraisal period will be from July 1, 2015 through June 30, 2016. Staff should complete a self-appraisal between 3/15/16 and 4/15/16. Please register for the appropriate demonstration session below.

Staff Sessions: This session will provide a demonstration of the self-appraisal and is required for all employees who meet the criteria above. Registration is available through myLearn. Click here to register. These sessions will last 1 hour and will begin at 9am, 11:30am, 1:30pm & 3pm (dates and locations listed below).

- December 17, 2015 SCCB 202
- January 19, 2016 JCP 62
- February 12, 2016 SCCB 202
- February 18, 2016 JCP 62

Manager Only Sessions: This session will provide a demonstration of the manager view of myPerformance and is required for all employees who have staff reporting to them. Registration is available through myLearn. Click here to register. These sessions will last 2 hours and will begin at 9am & 1pm (dates and locations listed below).

- January 6, 2016 SCCB 202
- January 22, 2016 JCP 62
- January 28, 2016 JCP 62
- February 10, 2016 SCCB 202
- February 24, 2016 JCP 64

For questions about myPerformance, please contact Tara VanDeVoorde (ext. 5258 or tara@umsl.edu).
What does wellness mean to you? The 2016 Wellness Incentive for faculty and staff is underway!

From November 2015 through September 2016, you can earn up to $450* for taking steps to improve your health and define what wellness means to you.

The 2016 Wellness Incentive has two tiers:

Tier 1: Educate yourself – Complete Tier 1 by April 30, 2016, to earn $100 in May.
Tier 2: Invest in yourself – Complete Tier 2 by September 30, 2016, to earn an additional $350 in October 2016.

Educate yourself to discover ways you can improve your health. Then, invest in yourself by participating in Tier 2 activities that help you reach your goals. Check out [http://umurl.us/incentive](http://umurl.us/incentive) for more information.

For questions, please contact the HR Service Center at (573) 882-2146 or HRService-Center@umsystem.edu.

*2016 Wellness Incentive earnings will be taxed and voluntary retirement contributions will be deducted, just like with other earnings.
The purposes of the Staff Association are to foster a spirit of unity and cooperation among all employees of the University of Missouri-St. Louis, to consider methods and means by which employment conditions may be improved and the operating efficiency of the University of Missouri-St. Louis increased; to receive and consider matters concerning working conditions of membership; to make such recommendations that it deems appropriate, and to provide a means of communicating problems of mutual concern between the Staff Association and the University of Missouri-St. Louis administration.

The Staff Council is designed to represent employees at all levels, in all types of positions, and at all locations on campus. The Staff Council has membership on the Chancellor’s Cabinet, the Intercampus Staff Advisory Council, the University Assembly, the Budget and Planning Committee, and the Human Resources Interdepartmental Partnership.

All employees are encouraged to attend the Staff Council meetings listed below.

January 21, 2016  1:00pm  
Location: MIMH @ ITE, 4633 World Parkway Circle

February 18, 2016  1:00pm  
Location: TBD

March 17, 2016  1:00pm  
Location: TBD

April 21, 2016  1:00pm  
Location: JC Penney Summit Lounge  
Spring semester Staff Association meeting

May 19, 2016  1:00pm  
Location: TBD

June 16, 2016  1:00pm  
Location: TBD

As locations are determined, the Staff Association website will be updated. Visit [http://www.umsl.edu/services/sassoc/Meetings/council.html](http://www.umsl.edu/services/sassoc/Meetings/council.html) for updates.
## JAN-JUN 2016 BI-WEEKLY TIME & LABOR PAYROLL SCHEDULE

<table>
<thead>
<tr>
<th>Pay Period begins (SUN)</th>
<th>Pay Period ends (SAT)</th>
<th>Time Reporters enter time on timesheets</th>
<th>Time Keepers review timesheets</th>
<th>Time Approvers must approve timesheets NLT</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jan 03, 2016</td>
<td>Jan 03 – 16</td>
<td>Jan 03 -18</td>
<td>Jan 18</td>
<td>Jan 27, 2016</td>
</tr>
<tr>
<td>Feb</td>
<td>Jan 17, 2016</td>
<td>Jan 17 – 30</td>
<td>Jan 17 – Feb 1</td>
<td>Feb 1</td>
<td>Feb 10, 2016</td>
</tr>
<tr>
<td></td>
<td>Mar 27, 2016</td>
<td>Mar 27 – Apr 9</td>
<td>Mar 27 – Apr 11</td>
<td>Apr 11</td>
<td>Apr 20, 2016</td>
</tr>
<tr>
<td>May</td>
<td>Apr 10, 2016</td>
<td>Apr 10 – 23</td>
<td>Apr 10 – Apr 25</td>
<td>Apr 25</td>
<td>May 04, 2016</td>
</tr>
<tr>
<td></td>
<td>Apr 24, 2016</td>
<td>Apr 24 – May 7</td>
<td>Apr 24 – May 9</td>
<td>May 9</td>
<td>May 18, 2016</td>
</tr>
<tr>
<td>Jun</td>
<td>May 08, 2016</td>
<td>May 8 – 21</td>
<td>May 8 – 23</td>
<td>May 23</td>
<td>Jun 01, 2016</td>
</tr>
</tbody>
</table>

### MONTHLY PAYROLL SCHEDULE – PAID TIME OFF (PTO - Vacation, Sick, Personal)

<table>
<thead>
<tr>
<th>Pay Period begins</th>
<th>Pay Period ends</th>
<th>PTO reporting period</th>
<th>PTO must be Entered NLT</th>
<th>PTO must be approved NLT</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 1, 2016</td>
<td>Apr 30, 2016</td>
<td>Apr 1 – 30</td>
<td>Apr 18, 2016</td>
<td>Apr 20</td>
<td>Apr 29, 2016</td>
</tr>
</tbody>
</table>

*Subject to Holiday Schedule.
**EMPLOYEE VOLUNTEER PROGRAM**

Don’t forget —— you can use your EVP Day when the campus is closed for the holidays. With the exception of designated departments, the campus will be closed December 25th through January 1st. Volunteer opportunities are listed at www.stlvolunteer.org/umsl. Employees may volunteer at organizations that are not listed. However, please visit our Employee Volunteer Program website to see the types of organizations that are NOT eligible. Don’t forget to submit a completed EVP Approval Form to Nancy Draper in HR prior to volunteering and track your hours in Time and Labor using the proper codes for monthly (VRM) and bi-weekly employees (VLH). For questions regarding the Employee Volunteer Program, you may contact Nancy Draper at ext. 7219.

Congratulations to the Employee Volunteer of the Month gift card winner: Lisa Taylor

**VOLUNTEER OPPORTUNITIES**

The Little Bit Foundation  www.thelittlebitfoundation.org
2300 Clark Avenue, St. Louis, MO 63103
Contact: Lucy England at lucy@thelittlebitfoundation.org or 314-669-0040
Fill out the online volunteer application online and specify your area of interest.
Thousands of disadvantaged school children in St. Louis receive essentials because of Little Bit’s talented, caring and dedicated volunteers.

Lyon Academy is in need of reading & math volunteers! We have the opportunity to increase reading and math skills in Kindergarten, First & Second Graders. Langston Middle School is in need of reading volunteers! We have the opportunity to increase reading skills in 7th & 8th grade. You will receive targeted training and have the ability to volunteer when it works for your schedule. Please contact mmartin@bbbsemo.org for more information on both of these opportunities.

Crime Victim Advocacy Center (Group or Individual Project)
Sympathy and Holiday Cards
Through September, 2016
CVAC sends sympathy and holiday cards on behalf of the community to families who have lost someone to homicide. Volunteers help make the cards as well as write messages. This is a 1-3 hour volunteer opportunity at their office in midtown St. Louis.
Opportunity Leader: Michelle Matthews
After expressing interest, the volunteer leader/coordinator will contact you to confirm participation and provide directions for this opportunity.

Kids Vision for Life  http://kidsvisionforlifestlouis.com
Providing Vision Screenings to Kids
Opportunities available thru December 31, 2015
Kids Vision for Life travels to a different elementary school each day and conducts vision screenings to children K-6th. Volunteers would come and help conduct the vision screening. No previous experience is needed. They train you on site. It is easy to learn and very rewarding.
Opportunity Leader: Sarah Graham
After expressing interest, the volunteer leader/coordinator will contact you to confirm participation and provide directions for this opportunity.

Check out these opportunities and many more by visiting http://www.stlvolunteer.org/umsl