



HR NEWSLETTER

June 2011

Athens State University Human Resources
300 North Beaty Street, Founders Hall
Athens, AL 35611
256-216-3314



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IMPORTANT – PEEHIP VERIFICATION

If you have Family coverage with PEEHIP, you should be receiving correspondence from the Secova Service Center to verify the eligibility of your dependents. **Please do not discard this.** All of the supporting documents must be received by Secova Service Center no later than **June 6, 2011**, or the processing of your claims will be held up. The process in the paperwork is very self-explanatory, but if you have questions, please call 1-877-616-6345.



Annual Retirement Reception

Honoring

Dr. Jerry Armor

Dr. Joe Brasher

Ms. Kimberly Goedhart

Dr. Bob Gulbro

Dr. Susan Herring

Dr. Tim Jones

Dr. David Nye



Dr. Robert K. Glenn

Cordially invites you to Athens State University's

Annual Retirement Reception

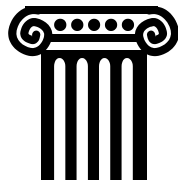
June 9, 2011

4:00 p.m. to 6:00 p.m.

The Parlor of Founders Hall

300 North Beaty Street • Athens, Alabama

RSVP by June 2nd



JUNE BIRTHDAYS

James Hand	1	Kathy Buck	11
Gary McCullors	1	Emily Corzine	12
Nicole Schrimsher	2	Michael Gibson	12
Robert Burkhardt	3	Thomas Townsend	12
Jackie Smith	3	Dwight Lovell	13
Carolyn Wallace	5	Nancy Croomes	18
David Jones	6	Sheila Davie	24
Roy Crunk	8	Linda Rogers	26
Sara Love	9	Al Elmore	30
Leigh Bunn	10	Lisa Payne	30
Kimberly Braden	11		



RELAY FOR LIFE



Members of the ASU Cancer BUSTers paused for a photo at the Relay for Life event held at Swan Creek Park May 13, 2011. Our own ASU cancer survivors, Mary Simpson and Kenneth Collins carried the banner for ASU. Team Captains Vicki Johnson and Andrea Martin would like to thank every team member who participated to raise funds for this worthy cause "Clawing for a Cure".

TORNADO RELIEF EFFORT



After the devastating tornadoes ripped through the area on April 27, First Baptist Church served as one of the recovery centers. Several ASU employees volunteered at the church helping serve hot meals and cleaning the facility. They also helped distribute clothing, cleaning supplies, and personal items to the victims.

BABIES! BABIES!



Ronnie Merritt's Daughter

Rachel Anna-Claire Merritt
Born at 12:34 p.m. on April 4, 2011
20 inches long, 8 lbs 15.2 oz
Huntsville Hospital
Huntsville, Alabama



RETIREMENT ADVISING AVAILABLE

Control Your Money Game - Mid-career Seminars

Half-day seminars for TRS members who have between 1 and 19 years of service.

Retirement Preparation Seminars

Full-day seminars for TRS members who are within 5 years of retirement eligibility.

Individual Counseling Appointments

20-minute appointments for TRS members who are within 3 years of retirement eligibility. All appointments are outside the Montgomery area.

Visit www.rsa-al.gov for the seminar schedule or contact the ASU Office of Human Resources.



STATE BOARD POLICY FEATURE NUMBER 601.02

POLICY:	601.02
POLICY NAME:	Nondiscrimination
EFFECTIVE:	10-25-07
SUPERSEDES:	601.02 issued 03-24-05;12-08-94; 1982
CROSS REFERENCE:	

No employee or applicant for employment or promotion, including applicants for presidential, full-time faculty, and other administrative and supervisory positions, shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, sex, age or any other protected class.



FLASHBACK

Who are these flashbacks? ☺ The answers will be in the next newsletter.



Answer to last month's Flashback: Already-Connecting-The-Dots, Sylvia Correa



Quiz Questions

Test Your Knowledge from the Office of Human Resources

(Answers are at the bottom.)

1. How many Annual Leave days can Staff carry over from one fiscal year to the next?
 - a. 25
 - b. 40
 - c. 60
 - d. 70
2. What percentage of your check is taken out for Teacher Retirement?
 - a. 2.5%
 - b. 5%
 - c. 10%
 - d. 18%
3. How many months do you have to be employed to be eligible for Family Medical Leave?
 - a. 6
 - b. 36
 - c. 1
 - d. 12
4. Who is eligible for Employee Tuition Waiver?
 - a. Full-time permanent employees & employees on Schedule H35
 - b. All employees
 - c. All employees on the main campus
 - d. Only employees seeking a degree
5. What happens to unused Personal Leave hours every September 1?
 - a. They are added to your Sick Leave balance.
 - b. They are lost.
 - c. They are converted to Annual Leave.
 - d. You are paid for them in your September check.
6. What two months are PEEHIP's Open Enrollment?
 - a. January & February
 - b. June & July
 - c. July & August
 - d. October & November

7. When is the Federal Withholding Deposit due to our bank?
- On the first of each month
 - On the 15th
 - The next business day after payday
 - Quarterly
8. What documents are used by a Search Committee for verifying an employee's education?
- Their resume
 - A copy of their diploma
 - Letters from previous employers
 - Transcripts

RETIREMENT NOTES

Important!!....Please read....Did you know?....

- You may use your RSA-1 funds to purchase permissive service credit with a governmental defined benefit plan such as ERS and TRS. If you wish to purchase permissive service credit with TRS, please contact the TRS at 877-517-0020 for information on how to make this purchase. You must complete the In-Service Transfer form to purchase permissive service credit. The form is located on the TRS website at www.rsa-al.gov
- Use the Retirement Benefit Estimate Calculator to allow you to generate an estimate of your future RSA retirement benefits; however, it does not replace the actual calculation of benefits when you retire. The DROP Calculator is designed to give you an estimate of your DROP benefit based on the information provided by you on the Retirement Benefit Estimate Calculator. It is located at www.rsa-al.gov by clicking on Calculator.
- During an active member's *first* year of participation in the TRS, he or she may purchase up to four years of eligible military service provided the member has had no previous period of eligibility. Contact 877-517-0020 for details.
- New: Add your new baby during their first 45 days after birth. Go ahead and remember to add them to your dental plan as well. They will eventually have teeth! Don't wait for the Social Security card, etc. to arrive.



ANSWERS TO QUIZ

- | |
|------|
| 1. C |
| 2. B |
| 3. D |
| 4. A |
| 5. A |
| 6. C |
| 7. C |
| 8. D |

DIRECT DEPOSIT

Beginning May 31st, employees who are on Direct Deposit will receive their Direct Deposit slips through email. Each month an email will be sent to you from Payroll@athens.edu with the subject "ASU - Direct Deposit Advice." The email will contain a password protected PDF attachment that will contain your personal Direct Deposit Advice. For the month of May only, you will receive an email and a paper copy. Jerrie Smith will send a separate email with detailed instructions on how to access your information.



THE NEWSLETTER

Your ideas and suggestions are welcome! Contact Suzanne at suzanne.sims@athens.edu or at ext. 314 for your suggestions and your ideas. The newsletter can be found at [ASU Newsletters](#) and you will be sent an email when a new edition is put on the web.

**The Office of Human Resources is open Monday through Friday, 8:00 a.m. – 4:30 p.m. Central Time
(except holidays)**

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www.athens.edu

