



## HR NEWSLETTER

August 2011

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



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## HRMA DIVERSITY CONFERENCE

**Save the Date! Join us for our  
Annual Diversity Conference  
Thursday, October 20, 2011**

Jefferson State Community College — Shelby Campus, Birmingham, AL  
Nationally Syndicated Columnist, Television Commentator, and President of the Center for  
Equal Opportunity



**Linda Chavez  
Keynote Speaker**

*Alabama Community College System Human Resource Management Association*

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## AUGUST BIRTHDAYS

Larry Keenum	1	Jay Looney	19
Debra Baird	3	Gary Valcana	21
Harold Jones	5	Mike Heatherly	22
Joe Bullington	6	Wanda Hutchinson	23
Celeste Bedingfield	7	David Martin	23
Steve Downs	10	Patsy Glaze	25
Rosemary Hodges	13	Dr. Bob Glenn	25
Jean Martin	14	Mike Pepper	26
Shawn Birdwell	17	Pamela Keller	27
Pat Kuby	19	Harry Joiner	30

**Happy Birthday**

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## JUST FOR FUN

### Andy Griffith Trivia

1. How many cells are there in the jail?
2. Who accidentally freed Opie's parakeet?
3. Who is known as the town drunk?
4. What is Miss Crump's occupation?
5. Who is the telephone repairman Andy thinks Opie invented?
6. What is the name of the music-playing family from the mountains?
7. Who does Aunt Bee "beat" with a wooden spoon?
8. Who received a special award for learning?
9. What is the front part of the alphabet, per Ernest T. Bass?
10. Who is Aunt Bee's best friend?
11. What is the gold shipment worth that passed through Mayberry?
12. Who was feuding with the Wakefields?
13. Who does Andy say is going to "nasty away" when he dies?
14. Who did Ernest T. Bass kidnap (as a bride)?
15. What is the name of Mayberry's main filling station?
16. What was the name of the Mayberry barber?
17. What is the name of the legendary silver carp in Tucker's Lake?
18. What does Opie get free at Ellie Walker's drug store?
19. What mayor does Barney arrest?
20. Who wrote the song "My Hometown"?
21. What were the girls from Mount Pilot called?
22. Andy and Barney had to contend with a goat full of dynamite before it went "\_\_\_\_\_".



*(Answers are below)*

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## FLEXIBLE SPENDING ACCOUNTS

### 1. What is a Flex Plan?

It is an opportunity to reduce the amount of income tax you pay during the plan year by having a designated amount deducted from your gross pay each month before it has been taxed. These funds are set aside to be used specifically for out of pocket expenses for health care and/or daycare. PEEHIP offers two Flexible Spending Accounts to all active employees – The Health Care and the Dependant Care (daycare) Accounts.

### 2. How does Flex benefit me if I am using my money to reimburse myself for medical expenses and dependent care I pay for at the time of service?

The benefit comes each time the monthly deduction is payroll deducted from your paycheck. Since each deduction is taken from your gross pay before it is taxed, it decreases your taxable income and increases your take home pay. If you are in a 25% tax bracket, you end up saving approximately \$25.00 out of every \$100.00 you put into your Flex accounts.

### 3. How do I get my money back?

Reimbursement is **automatic** with PEEHIP Flex Health Care Spending Account. Each time you go to the doctor, dentist or pharmacy your provider will file a claim on your PEEHIP insurance and these claims will activate a roll-over statement to your PEEHIP Flex Spending Account. A check will then be cut from your Flex account within 5-7 days, or a direct deposit will be sent to the checking or savings account you have designated, to reimburse you the deductible or copay expense you just incurred.

### 4. Do I have to file claims and save receipts?

While it is always wise to save receipts for your annual tax records, you normally won't need to send them to your PEEHIP Flex account unless you are requesting reimbursement for an eligible health care expense that didn't go through your insurance, like glasses, contacts, hearing aids, and/or mileage to and from the doctor at 16.5 cents per mile. With these, you will need to file a REQUEST FOR REIMBURSEMENT form along with a good clear copy of your receipt showing the item name, amount of purchase, date and provider.

### 5. How long does it take to get reimbursed?

At first 7 to 10 days, then the reimbursement speeds up to 5 to 7 days from the date your provider files the claim on your PEEHIP Insurance.

For more Frequently Asked Questions concerning the Flexible Spending Plans, visit their website at [Flexible Spending Plans](#). The deadline to enroll and re-enroll is **September 30, 2011**.



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## 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](http://www.rsa-al.gov) for the seminar schedule or contact the ASU Office of Human Resources.



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## STATE BOARD POLICY FEATURE NUMBER 302.02

<b>POLICY NAME:</b>	302.02: Treasurer
<b>EFFECTIVE:</b>	03-27-08
<b>SUPERSEDES:</b>	302.02 issued 03-24-05; 12-08-94
<b>SOURCE:</b>	
<b>CROSS REFERENCE:</b>	

Each President shall designate one employee as treasurer/custodian of funds to be responsible for receiving and disbursing all institutional monies. The designation does not necessarily change the title of the person receiving this designation.

Each President shall notify the Chancellor of the person receiving this designation.



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## FLU SHOTS

### Save-the-Date:

Flu Shots have been scheduled for Monday, November 7<sup>th</sup> from 8:00 a.m. – 2:00 p.m. in the Waters Hall Conference Room. Wellness check-ups will be on a later date.



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## WELCOME NEW EMPLOYEES

*Mary Aquila*

Reference and Instruction Librarian  
July 5, 2011



*Charles Lifer*

Security  
July 16, 2011



*Mark White*

Security  
July 16, 2011



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## STAFF SENATE 2009 – 2011

Staff Senate members for 2011 – 2013 will be elected on August 17th. Their term will begin September 1<sup>st</sup>. Members of the 2009 – 2011 Staff Senate are pictured below.



Steve Clark, Gayle Davis, Shelia Davis, Trish Di Lullo, Lynn Frank, Bud Gifford, Larry Keenum, Janice Owen, Suzanne Sims, Renee Stanford, Maria Stewart, and Dana Waldrop

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## CAMPUS ACCESSIBILITY

Alabama Assistant Attorney General/Alabama ADA Coordinator, Mr. Graham Sisson, is shown with some of the members of the ADA Compliance Committee during a July 22 visit to campus to assist the committee with their annual assessment of campus accessibility.



Pictured L to R: Disability Services Specialist Janice Owen, Mr. Sisson, Denver Betts, Jerry Bradford, Shannon Roberts

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## FLASHBACK

Who are these flashbacks? 😊 The answer will be in the next newsletter.



Answer to last month's Flashback: Guy McClure



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## WEDDING BELLS



*Michael N. Gibson and Stephanie Ryan Cate were married on July 23, 2011 at Chestnut Bay Resort on Weiss Lake near Leesburg, AL. Ryan is a Lecturer at the University of Alabama in Huntsville.*



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## PEEHIP OPEN ENROLLMENT

Please see below an excerpt from PEEHIP correspondence that was sent to your home address. Complete details may be found in your packet or by visiting [www.rsa-al.gov](http://www.rsa-al.gov).

PEEHIP Open Enrollment begins July 1, 2011, with the following deadlines:

- The deadline for submitting paper Open Enrollment forms is August 31, 2011. Any paper forms postmarked after August 31, 2011, will not be accepted.
- The deadline for submitting online Open Enrollment changes is midnight on Saturday, September 10, 2011. This is the preferred method. Members can make their insurance changes through the online system at [www.rsa-al.gov](http://www.rsa-al.gov). After midnight on Saturday, September 10, 2011, online Open Enrollment changes will not be accepted and the Open Enrollment link will be closed.
- The deadline for enrollment or re-enrolling in a Flexible Spending Account online or on paper is September 30, 2011.
- To continue current insurance coverage, you do not need to complete new forms. You will automatically remain enrolled in your present insurance coverage. Exception: Eligible members must re-enroll each year to renew the Flexible Spending accounts, and the Federal Poverty Level premium (FPL) discount program as these programs do not automatically renew each year without a new application.

Public Education Employees' Health Insurance Plan





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## HAPPY RETIREMENT

Congratulations to Janice Owen  
who joins our list of  
September 1, 2011  
retirees!

Enjoy your retirement, Janice!



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## ANSWERS TO ANDY GRIFFITH TRIVIA

- |                   |                      |
|-------------------|----------------------|
| 1. Two            | 12. Carters          |
| 2. Aunt Bee       | 13. Mr. Weaver       |
| 3. Otis           | 14. Barney           |
| 4. Teacher        | 15. Wally's          |
| 5. Mr. McBeevee   | 16. Floyd            |
| 6. The Darlings   | 17. Old Sam          |
| 7. Mr. Darling    | 18. Ice cream        |
| 8. Ernest T. Bass | 19. Mayor Pike       |
| 9. ABCFLG         | 20. Aunt Bee & Clara |
| 10. Clara         | 21. The Fun Girls    |
| 11. Nothing       | 22. Bloolie          |



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## THE BIG QUESTION

Felicia attempts to determine if there is enough room in there for all of that intelligence. The results were inconclusive due to lack of data.



Felicia Mucci, Jess Brown

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## THE NEWSLETTER

Your ideas and suggestions are welcome! Contact Suzanne at [suzanne.sims@athens.edu](mailto: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)**

Human Resources | 300 North Beaty Street | Athens, AL 35611 | 256-216-3314

[www.athens.edu](http://www.athens.edu)

