

VSIP Flexible Spending Account Reminder

- All expenses must be incurred prior to July 1, 2021.
- April 30, 2022 will be the last day to request for reimbursement for any expenses incurred between January 1 and June 30, 2021.
- Deductions taken from the January 15 – July 15, 2021 paychecks and deposited into a flex account is the amount that would be forfeited if there are not expenses to offset those deductions. It is recommended to organize all 2021 medical receipts as soon as possible and get appointments scheduled, if need be, in order to avoid forfeiting any funds.
- For those employees who have been reimbursed for more than they have contributed to their flex account, they will **NOT** be required to pay those funds back.
- For those employees who will not be able to incur expenses by July 1, 2021, participation can continue on an after-tax basis. This option is administered by ASIFlex and you will be notified by them, if you are eligible.

Any questions regarding your flex account, please call Cheryl Arntz at 777-4423.

Summer Fun!!



Recruiting Solutions Reminders

- When looking to hire any benefited, part-time, or temp employee please access the recruiting tools found on the [Hiring & Onboarding Employees](#) page. Here you will find step-by-step hiring guides along with additional recruitment related tools.
- When completing your final step in the hiring process (Prepare for Hire Steps) please include the new employee's campus address in the following format:
 - Line 1 – Department name (name tied to department ID)
 - Line 2 – Building name
 - Line 3 – Street address and Stop number



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Health Insurance Premium Increase

The monthly health insurance premium rate for benefited employees will change to \$1,428.76 for the 2021-2023 biennium. The new premium will be reflected starting on the 6-15-21 check. This premium increase is only \$2.02 higher than the previous biennium. The premium is the same for single or family coverage.

TLAB Time Entry and Approval

All time entries and approvals are to be completed no later than the day before Pay Confirm. When entered or approved the day of Pay Confirm causes some confusion for the system. Reminders to approve absences and time will continue to be sent at the beginning of each new pay period.

Payroll Basics and Intermediate Trainings

Payroll Basics and Payroll Intermediate classes will now be offered as one-on-one training sessions. The range of the participants experience in our past sessions have been so broad that to better serve our co-workers, we would like to offer these sessions as one-on-one or to a department group. This way we can focus more on what information is wanted and can be geared to the individual's level of knowledge.

Please call to setup a session:

Joanne Barstad 7-2156 – Payroll Basics

Trish Muir 7-6973 – Payroll Intermediate

