



HR Forum

March 22, 2006

Mary Cronin



- Welcome
- New Faces and New Places

Jana Callan



Automated Position Description/ Employment Application Process

- Vendor – PeopleAdmin
- Implementation has begun
- Advisory committee being formed
- Modules for applicants, hiring managers and HR



Wins for Applicants:

- on-line access via any internet connection
- ability to complete one application for multiple positions w/ability to edit and update as necessary
- instant access to current job search status
- ability to upload resume, cover letters, etc.



Wins for Hiring Managers & HR

- initiate job descriptions & posting requisitions on-line
- increased quantity and quality of applicant pools
- access/review applications on-line
- removes lag and process time of a paper based system
- complete and submit Affirmative Action/Hiring paperwork on line

Phoebe Reuhl



- The end is near!
 - Job end date reports
 - Anticipating actions that may require a PAF
 - Faculty 9 & 12 month salary option
 - New Faculty Letters/Packets
 - Do it Sooner Rather Than Later

Scott Helsing



Faster and more personal:

- Service Award Program Changes
 - Gifts delivered to Departments
 - Supervisors/Managers present to employee

Open Enrollment - Elaine Britt



- When is open enrollment?
 - Starts April 10th & ends April 27th (*Thursday*).
 - We added time based on comments from last year.
 - Online (via Esther – <http://esther.rice.edu>), again.
- Rice Fest is April 11th in the RMC/Ley Student Center
 - Talk with carriers.
 - Ask benefits staff questions.
 - Yes, online enrollment at Rice Fest this year.
 - Get a massage.
 - Cholesterol screening.

Open Enrollment



- Who needs to enroll this year?
 - *Only* employees who are making changes or wish to continue flexible spending accounts.
- Can people enroll remotely?
 - *Yes!* Esther is accessible from any internet connection, 24/7.
- Changes are effective July 1st.



Open Enrollment

- Benefits team will be available during open enrollment to answer questions and assist with actual enrollment if needed:
 - Employees can make appointments with HR staff.
 - Drop by Allen Center Room 330
- Packets mailed mid-week (~ April 5th) via campus mail prior to open enrollment.
 - Packets will include ID & PIN
- Please forward packets to employees who are not on campus as quickly as possible.

FY 07 Benefits - Medical



- Same medical plans:
 - HMO, Flexplan (POS), PPO & Catastrophic
- All plans still administered by Aetna.
- Only plan design changes are increased mental health benefits.
 - Outpatient therapy visit limit increases from 20 to 52 visits per plan year.

FY 07 Benefits - Medical



- A 9.5% rate increase across all plans for employees and Rice with a caveat:
 - Per the Benefits Committee' s request, Rice is absorbing \$60 per year of this increase.
 - Some sample rate increases include:
 - HMO, employee only = no employee increase!!!
 - POS, employee + children = \$10 more per paycheck
 - PPO, employee + family = \$31 more per paycheck
 - Not bad, given the environment of increased rates and reduced benefits!

FY 07 Benefits - Dental



- Same dental plans:
 - United Concordia Indemnity Dental Plan
 - www.ucci.com
 - Aetna DMO
 - www.aetna.com/docfind
- Same plan designs.
- Same rates.

FY 07 Benefits - Other



- Other benefits remain the same:
 - Life insurance
 - Accidental Death & Dismemberment (AD&D)
 - Short-Term Disability
 - Long-Term Disability
 - Long-Term Care
 - Flexible Benefits (still with WageWorks)
 - Medical Spending Account (\$5,000 max)
 - Childcare Spending Account (\$5,000 max)
 - Other voluntary benefits through Answer Financial
 - Auto, home, and even pet insurance

Benefits Reminders



- Update beneficiary information!!!
 - Life Insurance
 - AD&D
 - TIAA-CREF and Fidelity
- Life Insurance and AD&D require dependent children to be full-time students if age 19 to 25.
 - Please review your benefits each year!



Marie Wehrung

Training Update

Gloria Bean



- Staff Advisory Committee
 - Ice Cream Social
 - Rice Readers Group
 - Get Looped at Lunch
 - RiceFest



Jana Callan

LEARN Team



Kevin Kirby
Vice President for
Administration



Thanks for coming!

Have a great day!