HR CONTACTS MEETING 09.27.17

1. Caprece Speaks-Toler, Sr. Director of Compensation & Interim Director of Benefits
   - Caprece introduced the new and existing employees in the Benefits Office, and each person did a short presentation on their roles and responsibilities
   - Please see attached, “09.27.19 HR Handout – Benefits Roles”
   - A few important points:
     - There is now a dedicated email address for the submission of the UPAY 850 form: UPAY850@ucsd.edu
     - Any request for benefits enrollment 60 days after PIE must be approved by Caprece
     - ACA changes
   - Retirement
     - Please see attached, “09.27.17 HR Handout – Retirement”
     - Retirement can’t be processed before 90 day window
   - Open Enrollment
     - October 26 to November 21
     - Changes effective 1/1/2018
     - Benefits Fair on November 6 in the Price Center East Ballroom
   - When to direct employees to the Benefits Office:
     - Retirement
     - Change(s) in family status
     - COBRA
     - BELI changes

2. Kathy Brumfield, Health & Welfare Payroll Supervisor
   - Payroll Benefits vs. HR Benefits
     - Payroll benefits are the amounts deducted from each paycheck for HR benefits
     - Data entry in PPS always sets in motion a series of calculations
     - System calculates benefits eligibility and UCRP eligibility
     - The system cannot reverse a UCRP setting
       - Must be done manually, add PAN comment
       - “Payroll Action Requested”
       - Or, you can send an email or submit a ticket
     - Most common incorrect data entries: appointment percentage, BELI code
     - Duration code: B = budget purposes only, V = visa purposes
     - If you are dealing with an international faculty member, faculty can have a zero percentage appointment just so you can generate an employee ID. Don’t assign them a BELI code yet!
     - Changing the hire date: NEVER! If they transfer from another campus, Kathy Brumfield will update manually
   - The 120 Day Break
     - Refers to health and welfare benefits, not UCRP
     - 1000 hours = BELI updates automatically
   - Returning Retirees
3. John Hughes, Sr. Director

- Functional Training program will provide additional funds for student employment
- See “09.27.17 HR Handout – FTO”


- Service Awards ceremony to be held at the Estancia this year
- The Estancia Ballroom seats 700; they’d like people to RSVP
- They’ve been asked to “modernize” the ceremony
- In future, plan to have 2 ceremonies per year