If you have a dependent aging off of your plan, there is important information you should know.

**IMPORTANT:** It is the employee’s responsibility to notify Human Resources within 30 calendar days of the event if your adult child no longer meets the criteria listed here. You will be held responsible for any claims paid during the period the dependent did not qualify for coverage. This qualifying event may also result in a tier level change in your plan which may lower your monthly insurance premiums. This change can only be made at the time of notification; we cannot adjust this retroactively.

**Health Insurance**

Please notify the benefits department when your child turns 26, as health coverage will cease at the end of that month. This is also a qualifying event which will initiate a COBRA enrollment period for your child to elect insurance coverage for up to 36 months.

**Dental and Vision Insurance**

Dependents graduating this May will continue coverage through May 31, 2015. They are eligible to continue coverage through COBRA for up to 36 months. Please notify the benefits department if your child is graduating so applicable COBRA paperwork can be mailed in a timely manner.

**Wellness Initiatives—Preventative screenings verification**

In an effort to improve awareness of the importance of preventative health practices, Marquette University is asking employees to verify that they have had an annual physical exam (between November 1, 2014 and October 31, 2015) and that they are up-to-date on the recommended preventative screening tests as of October 31, 2015, or that these tests are not warranted at this time.

Preventative Screenings Verification is a voluntary program and is administered for Marquette University by Aurora Health Care. Information provided by those who participate will be kept confidential; no health information will be shared with Marquette. However, completion of this process may impact 2016 medical premium contributions. Exams and screenings are to be completed after November 1, 2014 and on or before October 31, 2015; the verification form is available at this link: [http://www.marquette.edu/hr/documents/2015AlternativePhysicianFormFINAL.pdf](http://www.marquette.edu/hr/documents/2015AlternativePhysicianFormFINAL.pdf). Employees should complete Section I and have their primary care provider complete Section II; your provider must then email, fax or mail the completed form directly to Aurora Health Care Total Health Department (Attention: Joan) at (414) 525-2580.

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**Related Links**

- **Preventative Screenings Verification**
- **Employee Health Insurance**
- **Employee Retirement Plan**
- **Employee Wellness Programs**
- **Employee Assistance Program**
- **Employee Benefits**
- **Employee Resources**

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**Questions/Comments?**

Spring is nature’s way of saying, “Let’s Party!”

~Robin Williams

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- **Dependent Age Limitations**
- **Wellness Initiatives**
- **Provider Focus: UMR**
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**SPRING 2015**

**BENEFIT NEWS**
**Provider Focus: UMR**

Stay Connected with UMR.com

UMR.com can help you get organized without the added mess on your desk. The site features greatly simplified navigation with easy-to-use menus and simple icons that will make it easy for you to quickly find important tools.

You can check in anytime to see if a claim has been processed and what you might owe.

- Saves time – no waiting!
- Keep up-to-date—24/7
- Clearly organized and easy to sort
- Safe and secure
- No lost paperwork
- Get all the details in one place

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**How To Read your Explanation of Benefits (EOB)**

Although it may look like a bill, your EOB provides you with detailed information regarding how your claim has been processed. Employees are able to access their EOBs on UMR.com. This can be a quick and easy way to clear up any questions you may have about your claims. Some of the information you will find on your EOB is the service you or your dependent received, the amount billed and payment made by UMR.

For more details view the Explanation of Benefits PDF.

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**When you experience a qualifying event**

A "qualifying event" gives you the opportunity to make changes to the level of your coverage. Some qualifying life events are:

- Marriage, divorce, legal separation or annulment
- Birth or adoption of a child
- Change in employment status for you, your spouse, or your dependent that affects benefit eligibility, including commencement or termination of employment, or change in status (part-time or full-time)
- The death of your spouse or dependent
- Loss of eligibility for a dependent, including graduation or reaching age limitations (see page 1 of this newsletter)

Below are points to be considered in the case of a qualifying event:

- You will have 30 days from the date of the event to notify the Benefits Department of any necessary changes.
- A Marquette Benefits form will need to be completed for processing by HR Benefits
- Certain qualifying events require documentation to be submitted:
  - Loss of Coverage
  - Adoption
  - Marriage
  - Divorce

If you have questions regarding what constitutes a qualifying event or what needs to be completed to adjust your benefits please contact the Benefits Department.
Seasonal Focus

Let's Get Moving!

As we’re springing into summer, it’s the perfect time to put down the electronics, get outside and get moving! Whether you prefer running, walking, or even just taking the stairs at work, every little bit counts. United HealthCare Services provides us with the 10 reasons we should be taking the stairs. Did you know that walking two flights of stairs a day can lead to losing six pounds in a year? According to the United HealthCare Services, Inc., regular exercise helps you manage your weight, improves your mood and energy levels, and helps you sleep better. They also state that a recent study by the National Institute of Health found that people who read from light-emitting devices, such as cell phones, tablets, or computers, took longer to fall asleep and spent less time in REM sleep. Less time in REM sleep can have an effect on mood, learning, and memory.

Let’s take a break from the constant dinging and buzzing of our phones and take some time to get outside, get moving, and enjoy the weather! For more information on these topics, please view the full article here.

Wellness at Marquette

"Wellness" is not just the absence of disease, it is the active lifelong process of choosing health promoting behaviors that help you reach your full potential as an individual and as a member of your community.

About Wellness at Marquette

The Wellness at Marquette website provides students and employees with access to wellness materials both on and off campus. Check out the employee wellness news and upcoming events at www.marquette.edu/wellness/employees/

Planning for retirement

Retirement is one of the most important decisions you will make in your life. The benefits team is proud to offer several educational opportunities and resources for you to explore in order to make educated decisions for your retirement plan. Keep an eye out for various seminars offered throughout the year.

Retiree Eligibility and Definition of a Retiree  Highlights for 2015  Retiree Plan Comparisons  Retiree Rate Sheet

Click here for more retirement information!

Navigating MyJob for self-service

As an employee you can manage your personal information in MyJob, Marquette’s Self Service Portal. You can log in using the same username and password as your Outlook email account. You can view the following information in the MU Employee Self Service area of MyJob: Notifications, Personal Actions, View Benefits, MU Employment Information

Employees are encouraged to log in regularly for the following:

Personal Actions

• Check that all personal information is correct. When changes occur during your employment, updates must be made in MyJob. Commonly changed fields are:
  • Address
  • Name
  • Phone number
  • Emergency contact information

• View and edit your direct deposit information
• Fill out and change your W-4 Federal filing status
• View your Pay Slips and annual W-2 form

View Benefit Selections

View your current and past benefit selections; however, no changes can be made through MyJob.
**What is Acupuncture?**

Acupuncture is among the oldest health practices in the world. It is based on finding the blocks in the flow of blood and energy in the body, and using specific techniques to remove those blocks. Acupuncture is a procedure adapted from Chinese medical practice in which specific points are stimulated to increase blood and energy flow to improve organ function, and relieve pain and illness.

For more information on our Acupuncture benefit, please view the Human Resources website.

**EAP**

There are many reasons to contact an employee assistance program (EAP). The Aurora Health Care Employee Assistance Program can provide work-life services, short-term counseling, referrals and resource identification. Services provided are kept confidential.

**Work/life services include:**
- Childcare Search
- Adoption Assistance
- School & College Planning
- Eldercare Assessment

**Discounted services can include:**
- Financial Consultation
- Legal Consultation
- Mediation Information
- Discounted Rates on Attorneys and Professional Mediators

In addition, the EAP offers in-person or telephone sessions with Master’s-level counselors where employees can talk about concerns ranging from stress, relationship or family concerns, drug or alcohol issues. The EAP counselor may then refer you to community resources, insurance based providers, or additional EAP sessions.

**Upcoming Events**

<table>
<thead>
<tr>
<th>Program</th>
<th>Date, Time &amp; Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIAA-CREF Individual Counseling Sessions</td>
<td>Wed., May 20th - 10:00 a.m. to 4:00 p.m. AMU 231 RSVP with TIAA-CREF at 800-732-8353</td>
</tr>
<tr>
<td>TIAA-CREF Individual Counseling Sessions</td>
<td>Thurs., May 21st - 9:00 a.m. to 4:00 p.m. AMU 231 &amp; 233 RSVP with TIAA-CREF at 800-732-8353</td>
</tr>
<tr>
<td>TIAA-CREF Individual Counseling Sessions</td>
<td>Fri., May 22nd - 8:30 a.m. to 2:30 p.m. AMU 231 RSVP with TIAA-CREF at 800-732-8353</td>
</tr>
<tr>
<td>TIAA-CREF Individual Counseling Sessions</td>
<td>Tues., June 23rd - 9:00 a.m. to 4:00 p.m. AMU 231 RSVP with TIAA-CREF at 800-732-8353</td>
</tr>
<tr>
<td>TIAA-CREF Individual Counseling Sessions</td>
<td>Wed., June 24th - 9:00 a.m. to 4:00 p.m. AMU 231 &amp; 233 RSVP with TIAA-CREF at 800-732-8353</td>
</tr>
<tr>
<td>TIAA-CREF Individual Counseling Sessions</td>
<td>Thurs., June 25th - 9:00 a.m. to 4:00 p.m. AMU 231 RSVP with TIAA-CREF at 800-732-8353</td>
</tr>
<tr>
<td>TIAA-CREF Individual Counseling Sessions</td>
<td>Fri., June 26th - 9:00 a.m. to 1:00 p.m. AMU 231 RSVP with TIAA-CREF at 800-732-8353</td>
</tr>
<tr>
<td>Additional GROW classes can be found here</td>
<td>Link to additional articles and resources on the benefits website</td>
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Grow with Marquette

**Opportunities for Personal & Professional Growth**

All GROW classes are free to Marquette employees and retirees. Classes are designed and intended for professional and personal growth.

**Featured Classes—Summer 2015**

**Managing Student Workers**

Thurs., July 23 @ 11am—Noon
Raynor Memorial Libraries, Beaumier Suite A (Lower Level)

Participants will explore the Millennial student employee mindset and the common challenges of managing a student workforce. We will discuss strategies and techniques for bringing out the best in you and your student workers. The conversation will include a focus on hiring for attitude, creating a learning environment for transferable skills and opportunities to incorporate feedback.

**Strategies For Self Defense**

Wed., Aug. 19 @ 11:30am—12:30pm
Schroeder Field (open field north of Abbotsford Hall)

The best safety resource is you! Come participate in the MUPD self-defense class which will focus on practical personal safety and awareness strategies, 360 Degree Proxemics Management, and basic self defense techniques taught by Defense and Arrest Tactics Instructor, Lieutenant Jill Weisensel. Participants should dress for casual exercise with practical footwear and bring a water bottle.

To Register for a class, email growwithmu@marquette.edu or call: 288-7305

Click here to learn more about GROW

Questions/Comments?

Email: benefits@mu.edu
Call: 414.288.7305
Visit: www.marquette.edu/hr/employeebenefits