Do all you can with what you have, in the time you have, in the place you are.

~Nkosi Johnson
Zulu boy known for raising AIDS awareness

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**IS YOUR DEPENDENT GRADUATING SOON?**

*Full-time student status is required to be eligible for the MU dental and vision plans. If your adult child will graduate in May, coverage will run through May 31, 2014.*

**Dental and Vision Insurance**

Adult children are eligible for dental and vision coverage up to age 19. If they are enrolled in school as a full-time student, coverage can be continued up to age 25. Dependents graduating this May will continue coverage through May 31, 2014. They are eligible to continue coverage through COBRA effective June 1, 2014 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.

**Health Insurance**

As part of the Affordable Health Care Reform Act, health insurance coverage was extended to adult children up to age 26. This allows a continuation of health insurance coverage regardless of student, marital, or employment status. 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 (at their expense) for up to 36 months.

**IMPORTANT:** It is the employee’s responsibility to notify Human Resources within 60 days of the event if your adult child no longer meets the criteria listed above. 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 can only be made at the time of notification; we cannot adjust this retroactively. Also, a tier level change may result in lowering your monthly insurance premiums.

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**ARE YOU RETIRING SOON?**

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.

- [Retiree Eligibility and Definition of a Retiree](#)
- [Summary of Retiree Benefits 2014](#)
- [Termination Facts in regards to your Benefits](#)

Click [here](#) for more retirement information.
UMR Customer Service Phone Line Hours Now Extended!

No time during the regular workday to call UMR customer service with questions about your health benefits?

Good News! To better meet your needs, we have extended our customer service phone line hours.

We know that not everyone can take time during ‘normal business hours’ to call UMR customer service for answers, so we’ve made some important changes:

⇒ On April 1, 2014, UMR customer service hours were extended to a 24-hour service, Monday through Friday.

Everything else about contacting UMR is the same. You can still call the same customer service number printed on your ID card; you’ll still get the same great service.

Website Updated

UMR.com has a fresh new look and feel throughout the site and you will notice it takes fewer clicks to get to the information you need. 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.

Here are some of the new features that will help you find information in a snap:

On the new website, click on View a Site Tour to learn more about innovative new products and services from UMR that can help you live a healthier life.

You can still contact UMR by phone at (800) 826-9781 to find in-network docs, order new insurance cards, claim inquiries, and covered benefits.

Please contact UMR at (800) 808-4424 to pre-notify or preauthorize a procedure.

As a reminder, an EOB is not a bill. It simply tells you everything you want to know about your claim(s). ⬤

How to Read Your UMR explanation of benefits Statements
Spring Cleaning: De-Cluttering Your Physical Space to Increase Your Health and Well-Being

Article written by Kristin Kipp, Wellness Coordinator, Marquette University

Recently I read a book called *Wellness on a Shoestring Seven Habits for a Healthy Life* by Michelle Robin, D.C. Chapter four is about “freeing your space” and the following statement caught my attention, “One of the most powerful things you can do to support your own wellness is the regular elimination of what does not support or nurture you.” After reading this chapter, I began thinking about all the different forms of clutter and how it can affect us.

Many of us think of spring cleaning as a time to wash windows, have our carpets cleaned, and deep clean those areas of our home that just get neglected. What you may not know is that organizing and cleaning up your physical space can be very good for your wellness as well. Messy spaces can block creativity and productivity and make it hard to think clearly. According to Michelle Robin, disorganization, to-do lists, and thinking about all the things you should be doing, “creates a low level of ongoing anxiety that affects your day-to-day ability to function well.”

Your physical space means more than just your surroundings. It also means looking at your own physical self! Changing your nutritional habits, finally going to see a physical therapist, taking a guided meditation or a yoga class, or simply starting a workout program can all give you more energy and have a positive impact on your health.

Any form of clutter, mind, body, or otherwise, can deplete your energy and make focus or concentration difficult. You don’t have to fix everything all at once. It could be as easy as clearing off and organizing your desk at work, or decluttering your pantry to help you change your eating habits. To increase your health and well-being, click on this link to take advantage of some of the Employee Wellness Programs offered here at Marquette University.

If you don’t know where to start, Michelle Robin’s advice is to ask yourself, “How does this clutter serve me and how does it not serve me?” Be patient and understand that small changes can net big results over time.

PLANNING A SUMMER VACATION?

All MU health plans utilize the United Healthcare Choice Plus (UHCP) network to give participating employees access to a national network of doctors, urgent care facilities, and emergency rooms around the country.

A couple of tips are listed below or you can download our vacation planning guide:

- Prior to your departure from Milwaukee, call UMR (800-826-9781) or visit UMR online to print off a list of participating nationwide providers. If you visit a doctor in the UHC network, your expenses will be covered in-network, as if you were in your local Milwaukee area. Plan participants with acute or emergency services will have their eligible claims processed under the same guidelines whether in or out-of-network but will be subject to the higher co-pays for these types of visits.

- If you go to a doctor or provider who is not in the UHCP network, you should know the following:

  Be advised that out-of-network provider claims for covered benefits are paid in accordance to an established fee schedule; a negotiated rate for certain services, or as a percentage of the Usual and Customary fees. Anything above the covered amount is your responsibility to pay.

If you have plans to travel abroad this summer, please click on this link for information regarding your benefits in a foreign country.

TRAVEL TIPS: MU has also partnered with MetLife to complement your existing MetLife Insurance coverage. You now have access to Travel Assistance through a marketing arrangement with MetLife. Download this helpful brochure. Also, for additional preferred travel resources visit the travel page on the Purchasing Department Website.
Navi{gating 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. The following is what is available under 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:

⇒ Double check that all personal information is correct (Any address changes throughout your employment must be made in Myjob)
⇒ Enter information for any changes to direct deposit or your W-4 tax form
⇒ View your PaySlip’s and annual W-2 form:

Important Insurance Notifications

Several legislative acts, including the Employee Retirement Income Security Act and the Health Insurance Portability and Accountability Act, require plan administrators, including Marquette University, to give all employees the most important facts they need to know about their health and welfare benefit plans including plan rules, financial information, and documents on the operation and management of the plan, in writing. Written notice is also required regarding the other health and welfare benefit plans that may be available to them.

The university has made this required information, which includes a copy of each applicable plan’s summary annual report, an updated notice of privacy practices and a health insurance marketplace notification. Click on this link to see one or all of these notices.

Upcoming Events

<table>
<thead>
<tr>
<th>Program</th>
<th>Date, Time &amp; Location</th>
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<tbody>
<tr>
<td>Just in time for year-end help from finance</td>
<td>• Thursday, May 1 / 1:30 to 3:00 p.m.</td>
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<td></td>
<td>• Monday, May 5 / 10:00 to 11:30 a.m.</td>
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<td></td>
<td>• Tuesday, May 6 / 1:30 to 3:00 p.m.</td>
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<td></td>
<td>• Cudahy Hall Room 417 (all sessions are identical)</td>
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<td></td>
<td><strong>Presented by:</strong> Mary Jo Kuzma, Lorena Sanchez, Yvonne Jewett, Office of the Comptroller, and Dan Scharneck, Purchasing</td>
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<td>TIAA-CREF Individual Counseling Sessions</td>
<td>Tues., May 6th</td>
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<td>9:30 a.m. to 3:00 p.m.</td>
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<td>AMU 364</td>
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<td>RSVP with TIAA-CREF at 866-843-5640</td>
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<tr>
<td>TIAA-CREF Individual Counseling Sessions</td>
<td>Wed., May 7th</td>
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<td>9:30 a.m. to 3:00 p.m.</td>
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<td>AMU 364</td>
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<td></td>
<td>RSVP with TIAA-CREF at 866-843-5640</td>
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<tr>
<td>TIAA-CREF Individual Counseling Sessions</td>
<td>Thurs., May 8th</td>
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<td>9:30 a.m. to 3:00 p.m.</td>
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<td>AMU 364</td>
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<tr>
<td>Additional GROW classes can be found here</td>
<td>Link to additional articles and resources on the benefit website</td>
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</tbody>
</table>

Spotlight…

Purchasing Department

The mission of the Marquette University Purchasing Department is to support the educational and research mission of the university by serving our internal and external customers. The purchasing department provides an initial point of contact and ongoing relationship manager for all supplier purchases and contracts and provides the programs and mechanisms to add value to our internal customers.

The Purchasing Department will again sponsor a 2014 Supplier Fair:

**Wednesday, May 21st**

10:00 a.m. to 1:30 p.m.

AMU Ballrooms

This event will give employees the opportunity to meet the university’s preferred suppliers and learn more about their products. It is free, open to all Marquette employees, and will include door prizes and food.

Employee Discounts

Did you know Marquette University employees can get discounts at local hotels, attractions and even cellular companies. Click below to see where you can save money. (Note: You must be on campus to access the Department of Purchasing’s Website.)

Employee Discounts

Purchasing Department Information

**Hours and Location:**

Monday - Friday 8:00 a.m. - 4:00 p.m.
Straz Tower Building
915 W. Wisconsin Avenue, Suite 215

**Phone** (414) 288-7453

**Fax** (414) 288-6812

Visitors by appointment only

Questions/Comments?

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