October 8, 2012

**Medicare Part D Creditable Coverage**

The enclosed legal notice applies to employees and their family who are enrolled in our health plan. The notice is required to be mailed annually in compliance with the Medicare Modernization Act. If you are covered under the University of Arkansas Health Plan, please share it with your family members who are currently 60 years or older. No other action is required of you at this time.

**Your Benefits Statement**

Next month you’ll be getting information about the benefit changes you can make for 2013. Not sure what you have now?

Check out the back of this page for instructions on how to log into Employee Self Service to view your personalized benefits statement.

Our Employee Services office – your one-stop HR resource for forms, benefits information, etc. - is relocating the end of October. We will still be in the Central Building, the old hospital. But will be moving from the ground floor (across from old ER) to the 4th floor, C wing.

UAMS  Office of Human Resources
Phone: (501) 686-5650
Email: AskHR@uams.edu
Internet: www.uams.edu/ohr
If you have Internet access, you can access your BENEFITS STATEMENT online at anytime via Employee Self Service ("ESS" for short). Here’s how:

1. Go to the UAMS Human Resources home page, [www.uams.edu/ohr](http://www.uams.edu/ohr).
2. Click on Employee Self Service link found on both the left and right sides.
3. Enter your UAMS Domain ID and Password, which is the same as your email sign-on. Contact the IT Help Desk at 686-8555 if you need assistance.
4. Click Log on.
5. Click Benefits and Payment.
6. Click UAMS Benefits Statement. (Participation Overview is another option, although it only shows the benefit plans you have now. UAMS Benefits Statement is more comprehensive because it shows all the benefit plans and whether or not you’re enrolled in each one.)
7. Use the scroll bar or Page Up/Down keys to view each page.
8. You can only view your statement in ESS. If you prefer a printed copy, ask your department SAP person to assist you. Or you can visit our HR Employees Services office to request a printed copy.

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**Come to the UAMS Employee Benefits Fair!**

**Wednesday, November 14, 2012**
**9 am to 3 pm**
**Ed II concourse**

Chance to talk face-to-face with your benefit vendors
Official start of open enrollment
Get your biometric screening under our new health plan wellness benefit
Snacks, giveaways, door prizes
Combined with Veterans/Military Appreciation Fair