

Benefits and Employee Services – Service Menu

The following overview of our team functions is to assist you in determining how our team is organized to best respond to your query or concern. We work as a team and often share roles and responsibilities so contacting the team inbox at askhr@uams.edu is the best way to get the fastest reply to your message.

Contact Information:	Core Responsibilities:
<p>Becky Goins Senior Benefits Advisor OHR Benefits Admin & Employee Services GoinsRebeccaA@uams.edu (501) 686-6552</p>	<p>Becky assists the Sr HR Benefits & Employee Services Director with all aspects of the benefits programs and retirement plans, including strategy, administration, and compliance. Becky assist with annual benefit renewals and evaluation of program changes, monitoring administration of benefit processes including payments and employee hire, termination, life status events, COBRA administration, carrier feeds, etc., and respond and resolve escalated employee benefit queries/issues while interfacing with benefit vendors and third party administrators.</p>
<p>Dawn Wieda HR Manager of Benefits & Employee Services OHR Benefits Admin & Employee Services WiedaDawnM@uams.edu (501) 686-8008</p>	<p>Dawn manages eight (8) full time positions including the employee services and benefits team. Dawn manages the benefit enrollment and premiums reports including FSA, Medical, Dental, etc. for employees and faculty.</p> <p>She oversees the open enrollment process including training, campus communication, presentations, training material, etc.</p> <p>She manages employee and retiree benefit changes, authorizations and notifications. Dawn manages the law enforcement procedures and process server assistance procedures regarding employees, faculty and staff. Dawn assists with 1095s. She oversee special events such the benefits fair, retiree luncheon and employee services awards. Dawn is the co-editor of the Human Resources Newsletter.</p>
<p>Valarie Camper Leave Administrator OHR Benefits & Employee Services VECamper@uams.edu (501) 686-8982</p>	<p>Valerie fully manages the employee leave programs and leave of absence programs for the campus. She manages all critical documentation related to the leave programs: Military Leave, FMLA, Educational Leave, LOA and other benefits as assigned to ensure proper recordkeeping. She performs quality control for leave</p>

	<p>benefits and collaborates with other units to ensure leave is processed in accordance with UAMS' policies and procedures.</p>
<p>Allen Houston HR Senior Consultant - Employee Services OHR Benefits & Employee Services ahouston@uams.edu (501) 686-6604</p>	<p>Allen assist employees, faculty and staff with short term disability, leave of absence, and FMLA. He processes STD claims and payments and provides required documentation and notification to employees on LOA and STD. Allen performs employee services functions such as changes and enrollment in medical, dental, vision benefits, payroll, clearance, subpoenas, tuition discount, personal loan forgiveness and policy interpretations. He ensures the goals of Employee Services are met by aligning HR strategies with business client group needs and ensure compliance with the Affordable Care Act (ACA), UA Board Policy, and UAMS policies to ensure UAMS is in compliance with all regulations.</p>
<p>Kevin Huneycutt HR Senior Consultant - Employee Services OHR Benefits & Employee Services KWHuneycutt@uams.edu (501) 686-8314</p>	<p>Kevin fully manages the online tuition discount process, offer guidance to Student Financial Services, Bursar's Office, employees, faculty, staff, and other UA campuses regarding eligibility and transferability. Kevin processes personal loan forgiveness forms. He collaborates with the IT Department to update the tuition discount business processes and procedures. Kevin serves as back up to the Retirement Specialists. He approves and processes retirement distributions and transfers. He creates and updates the benefits and merchant discount web pages on the HR Website. Kevin creates articles for the knowledge tree in Service Now. He ensures the goals of Employee Services are met by aligning HR strategies with business client group needs and ensure compliance with the Affordable Care Act (ACA), UA Board Policy, and UAMS policies to ensure UAMS is in compliance with all regulations. Kevin is the co-editor of HR Newsletter.</p>
<p>Dawn Nanthalangsy HR Senior Consultant - Employee Services OHR Benefits & Employee Services DNanthalangsy@uams.edu (501) 686-8110</p>	<p>Dawn assist employees, faculty, and staff with the short term disability process, leave of absence, and FMLA. She processes STD claims and payments. Dawn provides required documentation to employees on LOA and STD. Dawn assist with the employee service awards, benefits fair, open enroll presentations and assistance. She ensures the goals of Employee Services are met by aligning HR strategies with business client</p>

	<p>group needs and ensure compliance with the Affordable Care Act (ACA), UA Board Policy, and UAMS policies to ensure UAMS is in compliance with all regulations.</p>
<p>Brad Loften HR Senior Consultant – Benefits OHR Benefits & Employee Services LoftenBradleyL@uams.edu (501) 686-7077</p>	<p>Brad manages the UAMS life insurance, dependent life, Long Term Disability policy, COBRA, and counsel family members with death claims and inquiries. Brad updates benefit training material for new hires via My Compass and the UAMS HR website. Brad participates in the University of Arkansas System’s Office benefit meeting to ensure the needs of UAMS are heard and addressed. Brad provides the UA System’s Office and vendors with enrollment and change data. Brad maintains employee files of benefit enrollment and changes of medical, dental, vision in electronic format. Brad makes manual benefit change request and remit to vendor such as Superior Vision, COBRA, Wage Works, UMR, ARBCBS, etc. Brad participates in audits to ensure information is accurate on benefit statements, benefit eligibility or ineligibility due to FTE changes, etc. Brad ensures all changes fall within federal Section 125 guidelines.</p>
<p>Tina Ward HR Consultant OHR Benefits & Employee Services WardTinaR@uams.edu 501) 526-5597</p>	<p>Tina completes work orders upon request for telephones, computer issues, keys, office relocation, M & R, office furniture moves and other items that require work orders to be prepared. Tina assist employees with ESS changes, payroll, clearance process, applications, and benefits enrollment and changes. Tina oversees the law enforcement procedures and process server assistance for employees, faculty and staff on the UAMS campus. Tina assist with W-2s, employment and insurance verification, and loan forgiveness forms. Tina assists with the Employee Service Awards, Benefits Fair, and Retiree Luncheon. She ensures the goals of Employee Services are met by aligning HR strategies with business client group needs and ensure compliance with the Affordable Care Act (ACA), UA Board Policy, and UAMS policies to ensure UAMS is in compliance with all regulations.</p>
<p>Aeriel Wright HR Senior Consultant – Benefits/Retirement OHR Benefits & Employee Services AMWright@uams.edu (501) 614-2084</p>	<p>Aeriel serves as the Retirement Specialist for UAMS. She processes employee plan changes and contribution elections. She handles monthly remittance retirement contributions for TIAA, Fidelity, APERS, and ATRS retirement vendors. Aeriel authorizes retirement withdrawals, transfers, etc. Aeriel ensures that others in the office with similar authorization are trained. Aeriel conducts benefit open enrollment presentations to employees, faculty, staff, and retirees. She performs</p>

	<p>calculations for employees who wish to hit target retirement goals and ensure employees are within the 403b, 457b, and tax deferred contribution limits and IRS regulations. She coordinates and schedule retirement vendor site visits and educational meetings.</p>
<p>Michael Yang HR Senior Consultant - Employee Services OHR Benefits & Employee Services MYang@uams.edu (501) 686-7081</p>	<p>Michael provides support to the campus by assisting managers, new and current employees on benefits, leave of absence, payroll, clearance process, process servers, applications, and procedure/policy interpretations for the campus.</p> <p>Michael fully manages the Temporary Employee Hours Process - tracks and manages temporary hours in accordance with the Affordable Care Act.</p> <p>He processes retirement distributions, changes and transfers per Retirement Specialist guidelines and act as back up in Retirement Specialists absence. Michael ensures the goals of Employee Services are met by aligning HR strategies with business client group needs and ensure compliance with the Affordable Care Act (ACA), UA Board Policy, and UAMS policies to ensure UAMS is in compliance with all regulations.</p>