



Department of Human Resources

# Employee FAQs

Questions and answers related to payroll and benefits.

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*Maintained by: Office of Human Resources*

*Benefits*

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### **If I am paid bi-weekly and added coverage (or made a change) effective 1-1-2022 when will I start paying the premiums?**

Jan 14 paycheck will be the old premium (or no premium) for 6 days (Dec 26-31), the new premium for 8 days (Jan 1-8).  
Jan 28 paycheck will be the first paycheck that will withhold the full premium.

### **What if I dropped coverage, when will my coverage end and when will my final premium be deducted from my payroll check?**

Coverage will end on December 31 at midnight. Since the pay period extends into 2022 and due to premiums being paid after the fact, you will pay for 6 days of coverage on the Jan 14 paycheck (Dec 26-31) instead of paying for coverage for all 14 days in the pay period. Jan 28 check will be the first paycheck with no premium deduction.

### **What if I added coverage on Jan 1, is that when I start paying my premiums?**

The deduction for premiums on your Jan 14 paycheck will only charge you for the first 8 days of coverage of the new year so that premium will be smaller (prorated). Starting with your Jan 28 paycheck you will see the full premium deducted.

### **What if I am paid monthly, how does that work?**

If you added coverage, you will see a full deduction on your Jan 31 payroll check. If you canceled coverage, your last deduction will be on your Dec 30 payroll check.

### **When can I expect my medical insurance cards to arrive at my home?**

Medical and Vision cards were mailed on 12/10/21. Please note, there is a new Vision vendor, EyeMed. Dental cards will be mailed only to those who are newly enrolled in the plan. If you need a replacement card you can log on to each of the vendor websites and request a new or replacement card. If you need assistance requesting a new card please contact our office at 501-686-5650.

### **What are the insurance rates for 2022?**

Click [here](#) for copies of the 2022 insurance premium rate sheets.

### **If I have a question about my insurance policies/claims what phone number do I call?**

UMR (medical) 1-888-438-6105  
Blue Cross Blue Shield (dental) 1-844-662-2281  
Superior (vision) 1-800-507-3800  
EyeMed (vision) 1-866-800-5457 effective 1/1/2022

### **If I participate in the Health Savings Plan (HSP) medical plan how and when can I make personal contributions to my account?**

You can begin making contributions to your account at any time. You can also increase, decrease or cease making contributions at any time. Click [here](#) for the form to make those changes.

### **How does the Tobacco surcharge work and when will I pay for it?**

The surcharge will apply to employees who are enrolled in medical and did not complete the pledge by the November 12 deadline, or who did take the pledge but checked the tobacco user box. If you are paid monthly, you will see the \$50.00 surcharge on your Jan 31 payroll check. If you are paid bi-weekly you will see the \$23.08 surcharge begin on your Jan 28 payroll check.

### **What do I do if I forgot to take the tobacco pledge by the November 12<sup>th</sup> deadline?**

You may have an opportunity this spring to take the "re-do". If this is an option, it will be communicated via campus announcements. If you choose to participate in the "re-do" you will only have to pay the surcharge through June. But remember you will still be required to take the pledge again next fall to satisfy the wellness requirement for 2023.

### **What happens to the Flexible Spending Account (FSA) money I didn't spend in 2021?**

Any amount in your Healthcare FSA account will roll over into 2022. You will have until December 31, 2022, to spend it and until March 15, 2023, to file claims on those expenses. The same is true for leftover 2021 dependent care money that was not claimed. You will have until December 31, 2022, to spend it and until March 15, 2023, to file those claims.

### **Where can I find a copy of the claim forms if I need to claim FSA expenses for 2021?**

Click [here](#) for a copy of the claim form for filing either FSA medical or dependent care expenses.

### **When can I expect my new FSA card?**

New cards are only issued upon request or if the member's current benefit card has expired.

### **How do I update my beneficiary for my life insurance policies?**

Click [here](#) for the form to update your beneficiaries. Please send the completed form to [askhr@uams.edu](mailto:askhr@uams.edu). Remember to also reach out to either TIAA or Fidelity to update your beneficiaries for your retirement accounts.

### **If I do not enroll through Employee Self Service (ESS) to receive my W2 electronically, when can I expect my W2 in the mail?**

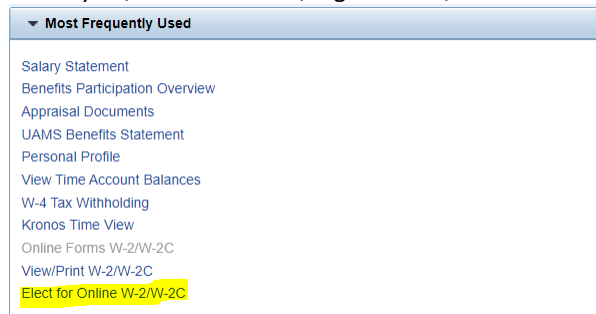
No later than 2/12/2022, if you do not receive please contact payroll at [Payroll@uams.edu](mailto:Payroll@uams.edu).

### **How do I read my 2021 W-2?**

Click [here](#) for instructions on how to read your W2.

### **When is the last day to enroll through ESS to receive my W2 electronically?**

January 14, 2022. To enroll, log in to ESS, and click Enroll for Online W-2 under Most Frequently Used



### **When should I expect to receive my 1095?**

March 2, 2022, is the deadline for them to be mailed out. You should expect it after that date, but note that you do not need this form to file your taxes.

### **What is a 1095 and who will receive one?**

Click [here](#) for more information regarding 1095's.

### **Are there any changes to Social Security or Medicare Taxes for 2022?**

Click [here](#) for updated tax information for 2022.

### **Have the retirement plan limits changed for 2022?**

Maximum UAMS employer contribution remains 10% per paycheck, within applicable IRS limits.

UAMS contributions will only be made on your first \$305,000 of earnings in 2022. This is based on the IRS 401(a) Annual Compensation Limit, which for the current year is \$290,000. Maximum Deferral Limit increases from \$19,500 to \$20,500. The additional age 50 catch-up limit remains \$6,500.

These limits on your personal, voluntary contributions apply separately to the 403(b) and 457(b) plans. That means you enjoy double the limit.

**IMPORTANT:** If you make tax-deferred contributions to another employer plan – such as the VA Thrift Savings Plan, or to another employer plan in the same year you make contributions at UAMS – it is your responsibility to make sure your combined contributions don't exceed the Maximum Deferral Limit. Visit our [Retirement Plan website](#) for additional information, including the form to change your contribution. You can change how much you want to voluntarily contribute at any time. Click [here](#) for a copy of that form.

### **Where can I find a list of the 2022 holidays?**

Click [here](#) for a list of 2022 holidays.