

# Staff Council Agenda for October 26<sup>th</sup> 2006

## Thursday 1 – 2 PM

Toll-free number: 800-893-8850

Participant PIN: 4110213

**Item 1:** Magellanassist.com Benefits

**Item 2:** Budget report from Jeri Attached in Excel format

**Item 3:** Personal Health Assessments

**Item 4:** Date and times for all Staff Council Meetings

**Item 5:** Open for comments and suggestions

### **Item 1:**

First go to magellanassist.com

On the right side under Sign In you will click on **New or unregistered user**

Enter our number 800-478-2812

Click **Continue**

Then enter our organization University of Alaska

Click **Sign In**

Create username (six or more letter & numbers)

And follow the rest of the instructions to create an account

### **My Benefits**

Employee Assistance Program (EAP) This line is a link that will link you to services in your area

The EAP is a confidential counseling and referral service that can help with life's challenges. Legal & Financial; this line is a link as well that will link you to services and information to assist you with legal and financial matters

**\*\*Note:** Above the links to our services is a place to put your Zip Code so you will get help that is in your area. If you put in your zip code and click on the **Go** button it will take you to a list of mental health providers in your area. The Legal & Financial link will take you to a page that will explain how to get legal advice, I believe this is phone advise only.

Please call Magellan at 800-478-2812, for preauthorization before going to see any provider list.

**Item 2:** I would like to make a motion that all Staff Council Budget be spent in a way that benefits all 3 campuses that make up UAS.

### **Item 3:**

**\*PLEASE NOTE:** In order to receive the incentive, completed paper Personal Health Assessments must arrive at Summex Health Management NO LATER THAN Tuesday,

October 31, 2006. Assessments that arrive AFTER that date will not be eligible for the \$100 rebate on payroll health care deductions. )\*

\*\*/A friendly reminder! /\*\*\*\*please complete the\*\*\*\*/ /\*\*University of Alaska online Personal Health Assessment. Or, if you prefer, please complete the paper Personal Health Assessment and send it to Summex in the business reply envelope.

\*\*/It's easy! /\*\*It only takes 20 minutes of your time and you will receive the following:

- A Personal Health Report including an “overall wellness score”
- Information about any health risks that apply to you
- Suggestions on how to reduce or eliminate your risk
- A summary to share with your doctor, if you choose

\*\*/It's confidential! /\*\*Your confidentiality is assured. All information in the assessment and the Personal Health Report is \*\*personal\*\* and \*\*confidential\*\*, as protected by federal law. The University of Alaska will\*\* NEVER\*\* see your individual results. A third-party vendor, Summex Health Management, will process your assessment.

\*\*/There's an incentive!/\*\* Each employee and covered spouse completing the online assessment will receive a \$100 rebate on payroll health care deductions.

\*PLEASE NOTE: In order to receive the incentive, completed paper Personal Health Assessments must arrive at Summex Health Management NO LATER THAN Tuesday, October 31, 2006. Assessments that arrive AFTER that date will not be eligible for the \$100 rebate on payroll health care deductions. )\*\*\*

\*/Questions?/\* If you have additional questions, please follow this link to see the Health Risk Management (HRM) Frequently Asked Questions. [www.alaska.edu/hr/benefits](http://www.alaska.edu/hr/benefits)  
<<http://www.alaska.edu/hr/benefits>>

\*Additional log in instructions: Before you begin, please disable or turn off any pop-up blocker you have running on your PC. Log in instructions follow below. \*

#### \*\*POP-UP BLOCKERS\*\*

To avoid difficulty in viewing your Personal Health Report, it is a good idea to disable the pop-up blocker that is installed on your system. If you need assistance in disabling your pop-up blocker, please follow the link below. After you have viewed your report, you may choose to turn the pop-up blocker back on.

<http://www.myvirtualmanager.net/Support/PopupBlockers.htm#whatis>

1. Follow these instructions to get started (you may want to print this e-mail for future reference)

## 2. Enter the site

- Log on to [\\*\\*https://www.summexhealthmonitor.com/pbcbs\\*\\*](https://www.summexhealthmonitor.com/pbcbs)
- **\*\* If you took part in the assessment last year.\*\*\***
- \*\* \*\*\*• \*\*\*Click the “Proceed to Log-In” icon:**
- \*\* \*\*\*• \*\*Enter your username and password \*\*\***
- \*\* \*\*\*•If you have forgotten your username and password please follow the \*\***
- \*\* prompts to attain your username and password.**
- \*\* \*\*\*• \_If this is the first time you have taken part in the assessment, proceed\_\*\***
- \*\* \_as follows:\_\*\*\* \_**
- \_\*\* \*\*\*• \*\*\*Click the “Proceed to register” icon:**
- \*\* \*\*\*• \*\*Enter your registration key which is AK0915**
- \*\* \*\*\*• \*\*Enter your 11-digit member ID number located on your Premera \*\***
- \*\* member ID card (9-digit ID followed by a 2-digit suffix)**
- \*\* \*\*\*• \*\*Click Submit**

## 3. If you are a new user fill in your personal information, returning users please

- \*\* \*\*verify your personal information.**
- New users create a unique username and eight-character password.
- \*\* \*\*You’ll need these the next time you enter the site.**
- \*\* \*\*Write them here to help you remember.**
- \*\* \*\*\*Username: \_\_\_\_\_ \*\***
- \*\* \*\*\*Password: \_\_\_\_\_ \*\***
- Click “submit” to enter the welcome page

## 4. Take the Survey

- Click “Take Questionnaire” in the left-hand column.

If you have any questions regarding the completion of the assessment please call 1-800-488-3140 or look for more information at <http://www.alaska.edu/hr/benefits/thaw/faq.xml>.

**\*\*Please be sure your computer is equipped with the following minimum standards. \*\***

1. A connection speed of at least 36.6K. A slower connection will give you lag time when loading survey pages and a longer download time for your personal report.
2. Microsoft 98 (or higher) operating system
3. Microsoft Internet Explorer Version 5.5 or equivalent
4. Adobe Acrobat Reader 5 (or higher)

### **Item 4: Open Comments and Suggestions**

All though the Alliance meeting did not complete or was off line for me this month there is a lot of talk of AHP (The ART of Health Promotion). We will be talking about that at a later date and hope to have a guest speaker on the subject.

**70100 - Governance Summary of Expenditures and Revenues**  
**Report as of October 31, 2005; Includes Pay #23 (October 29, 2005)**

Account Codes	Expenditures	Authorized Budget	Amended Budget	YTD Expend.	Encumber/Reservation	Projected Expenditures	Adjustments (In Process)	Total YTD, Encumbrances, Projections & Adjustments	Available Balance
1001	Personal Services							0	0
1601	Labor Pool							0	0
1901	Benefits							0	0
	<b>Total Personal Services</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Non-Personal Services</b>								
2001	Travel		2,500			2,500		2,500	0
3001	Contractual		1,500			1,500		1,500	0
4001	Commodities		1,000			1,000		1,000	0
5001	Equipment							0	0
6001	Student Aid							0	0
8001	Misc Expenditures							0	0
	<b>Total Non-Personal Services</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>0</b>
	<b>Total Budgeted/Expended</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>0</b>
Account Codes	Revenue	Authorized Budget	Amended Budget	YTD Earned		Projected Earnings	Adjustments (In Process)	Total YTD, Projections & Adjustments	Unearned Balance
9210	State Appropriation		5,000	5,000				5,000	0
9212	SB137							0	0
9222	GF Match							0	0
9224	Mental Health Trust							0	0
91xx	Tuition							0	0
915x	Student Fees							0	0
9159/9161	Lab/Materials Fees							0	0
99xx	Inter/Intra Campus Revenue							0	0
981x	Indirect Cost Recovery							0	0
9827	Administrative Revenue							0	0
93/94/95xx	Gifts, Grants, Contracts							0	0
96/98xx	Other Revenue Sources							0	0
	<b>Total Budgeted/Earned</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>		<b>0</b>	<b>0</b>	<b>5,000</b>	<b>0</b>
	<b>Net Status of Budget Unit</b>	<b>0</b>	<b>0</b>					<b>0</b>	<b>0</b>