



## ***Welcome Back to Campus!***

With the anticipation of hundreds of students coming and returning to campus, we wanted to start the year off with some reminders to assist you in preparing for a successful year.

### **Benefits Reminders:**

***Flexible Spending Account (FSA)***  
***Debit Cards*** are a simplified way of paying for your health care expenses. As you use the card, be sure to **keep the receipts** for the expenses throughout the year. It is possible that you might be audited to ensure that the expenses are allowable expenses.

If your provider does not accept debit cards, reimbursement forms are available online at [http://www.drake.edu/hr/forms/claim\\_for\\_ms\\_folder/FLEXClaim\\_Form.pdf](http://www.drake.edu/hr/forms/claim_for_ms_folder/FLEXClaim_Form.pdf) or at Human Resources.

Remember, the deadline to submit claims incurred during 2006-07 year is August 30.

### ***Medical Benefits:***

New medical cards were issued in May with the logo and billing information for Drake's new prescription manager, NPS. Be sure when you visit your medical, dental, and pharmacy providers, that you present the **new** card.

For direct Customer Service Support, phone numbers for FAI and NPS are

provided on the reverse of the medical card. You may also call Marlene Heurtz at 271- 1901.

### **Goal Setting**

Instead of waiting until the end of the year to realize that you need to begin focusing on your goals, why not work on the goals incrementally through the year? Work with your manager to develop quarterly goals, and achieve those goals quarterly. You will find that makes the goals much more attainable.

As you develop your goals with your managers, make sure they are **SMART!** **S**pecify exactly what you want to enhance. Be sure your work is **M**easurable. With these goals, make sure that they are **A**ttainable and **R**ealistic in the **T**ime that you specify. Goals should be submitted online by July 31.

### **Student Employment:**

You might be wondering why student employment is included in this newsletter. **IT HAS MOVED!!**

Student Employment is now located with Human Resources! Students may come to The Point, Monday – Friday, 8:00 am – 4:30 pm to complete the employment paperwork.

July 2007  
 Newsletter

## Upcoming Event...Save the Date!

With the excitement and busy-ness of another new year, what better way to begin than with a picnic?

The University-wide picnic will be Thursday, August 9 from 11:30 – 1:00, in the Fine Arts Arcade. The rain location will be the Pomerantz stage in Olmsted.



*Do you have a Comment or Question, but not certain who to contact?*

### Areas of Expertise and Key Contacts

<b>Benefit Administration</b>	Marlene Heuertz
<b>Specific Questions for Administrators:</b> <i>Medical &amp; Dental:</i> First Administrators, Inc. : 800-206-0827, ext. 8457 <i>Prescription:</i> NPS: 800-546-5677 <i>Flex Spending:</i> Principal : 877-372-4730, option 2 <i>Retirement:</i> TIAA-CREF: 800-842-2776	
<b>Compensation</b>	Gary Johnson
<b>Employee Communications</b>	Debra Wiley
<b>Employee Development and Recognition</b>	Laura Schwarz Venessa Macro
<b>Employee Relations</b>	Debra Wiley Gary Johnson Venessa Macro
<b>Employment and Employee Verifications</b>	Laura Schwarz
<b>Information Systems</b>	Marlene Heuertz Gary Johnson
<b>Job Descriptions</b>	Laura Schwarz
<b>Job Postings and Hiring Process</b>	Laura Schwarz
<b>Labor Relations</b>	Gary Johnson Venessa Macro
<b>Leaves of Absence</b>	Gary Johnson
<b>Legal Compliance</b>	Venessa Macro
<b>Organizational Development and Change</b>	Venessa Macro
<b>Pre-Employment Paperwork and Hiring Process</b>	Laura Schwarz Gary Johnson
<b>Performance Management</b>	Gary Johnson Venessa Macro
<b>Salary and Wage Surveys</b>	Gary Johnson Debra Wiley
<b>Strategic Initiatives</b>	Venessa Macro
<b>Student Employment and Student Employment Verifications</b>	Debra Wiley
<b>Tuition Rebate</b>	Gary Johnson
<b>Unemployment Administration</b>	Gary Johnson
<b>Workers Compensation Administration</b>	Laura Schwarz Gary Johnson

#### Contact Information:

Venessa Macro: 271-3962  
 Gary Johnson: 271-4804  
 Debra Wiley: 271-3741  
 Marlene Heuertz: 271-1901  
 Laura Schwarz: 271-3133



July 2007  
Newsletter