Fall Student Insurance Waiver

Since August is the start of a new academic year a new waiver will be required for anyone wanting to opt-out of UIS Student Insurance. If you are taking on-campus or blended classes in the Fall and already have insurance coverage, you need to remember to complete your insurance waiver between August 24th and September 25th. Go to the UIS Student Insurance webpage to learn more about UIS Student Insurance and to access the link to login and complete your waiver.

Annual Performance Evaluations

Annual Performance Evaluations were due on June 5th, 2015 for the evaluation period of April 1st, 2014 through March 31st, 2015. If you have not completed your evaluations, please visit the Human Resources Performance Evaluation website by clicking here to get all of your related forms and instructions. Please remember that the breakdown of duties on Position Descriptions must be no less than 5% and no greater than 30%. This level of detail in the breakdown helps us better classify and defend positions under SUCSS scrutiny, and allows for more accurate classification of both Civil Service and Academic Professional positions.

Tuition Waivers for Fall

For all employees taking classes this Fall and using a tuition waiver, please refer to NESSIE, Benefits, Tuition Waivers. You can also contact Kathleen Lurkins in UIS Human Resources at 217-206-6652 for questions in regard to your tuition waiver.
Leadership Lived Spotlight

Jill Menezes
OBFS-UIS Purchasing

As a Business/Administrative Associate, Jill prepares and negotiates contracts, bids and RFPs so University departments can buy needed equipment and supplies, and secure services. Jill’s vast knowledge of University policies allows her to tackle the extraordinarily complex documents for the departments, answering questions and working directly with the vendors, so faculty and staff can focus on their jobs. Her iBUY and Banner training sessions, along with her attention to detail, keep her University colleagues in compliance with purchasing policies.

Joy Roberts
Accountancy

Joy Roberts is no stranger to multitasking. As soon as she gets to her office, Joy is answering calls, emails, and student questions as well as helping any other staff or faculty that need assistance. Everyone is kept in good spirits by Joy’s enthusiastic, friendly personality. Joy knows that everyone she meets is going to have a different experience when meeting her, and strives to keep them all positive. Joy focuses on the expectations of both students and faculty to achieve mutual goals of effective learning and efficient teaching. In the end, her main focus is for the students of UIS to leave the “university not just with a degree, but also with a sense of pride.”

Are You a Current or Future Retiree?

1. **DEPARTMENT:** Please be sure to notify your department FIRST of your intent to retire.
2. **HUMAN RESOURCES:** Once you have notified your department, you will need to contact Anthony Lozzi in the UIS Human Resources office at alozz2@uis.edu, or by calling (217)206-7237.
   Your session with Tony will include signing the resignation agreement, discussion of your leave balance payout, your clearance sheet, and the exit interview. At this time, the SURS contact information will be provided to you, and prior service is discussed.
3. **BENEFITS (UPB)** handles Annuity questions, Terminal Benefits like 403(b) plans, Roth IRAs, and 457 plans, Medicare Forms, and Payroll/Taxes and W-2s.
4. **SURS** will hand all inquiries regarding Retiree Health Insurance, Pension Amounts, and Calculations. They can be reached at 1-800-ASK SURS (1-800-275-7877).