

The HR BUZZ

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Welcome to a new Academic Year



Let me welcome you to the start of a new academic year, and wish each of you success in meeting your goals and objectives here at NJIT.

Our vision is to be recognized as a preeminent technological research university known for innovation, entrepreneurship, and engagement at "The Edge in Knowledge." This vision is implemented through the exciting work ongoing at NJIT, from our capstone courses in a number of academic areas, to operation of the soon-to-be-completed largest land-based solar telescope at Big Bear Solar Observatory in California, to our first-in-the-nation project to store all student work in Architecture electronically, to our operation of one of the largest business incubators in which we assist small technology-based companies grow to be economically viable businesses on their own. You can keep up with campus projects and activities by visiting the NJIT Newsroom, which can be reached via the News link at <http://www.njit.edu/>.

Many campus improvements have occurred over the past few years in an effort to improve the quality of life for the campus community. This summer, renovations were completed in the Campus Center in order to introduce new dining concepts, including continuous, unlimited dining, expanded à la carte options, and a convenience store.

The transformation of our host city continues. The downtown Newark Arena, named the Prudential Center, will open in October and will be home to the New Jersey Devils of the National Hockey League and the Ironmen of the Major Indoor Soccer League as well as offering a number of concerts and events, all within a quick subway ride.

(Continued on Page 2.)

CALENDAR: Upcoming Events & Holidays


| OCTOBER | | | | | | |
|---------|----|----|----|----|----|----|
| Su | M | T | W | Th | F | S |
| | 1 | 2 | 3 | 4 | \$ | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | \$ | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| NOVEMBER | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | T | W | Th | F | S |
| | | | | 1 | \$ | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | \$ | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | \$ | |

Thanksgiving Day

| DECEMBER | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | T | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | \$ | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | \$ | 29 |
| 30 | 31 | | | | | |

Winter Break

 = HOLIDAYS

\$ = PAYDAYS

Monthly

- October Open Enrollment Month (Health, Dental & Flexible Spending)
- October Breast Cancer Awareness Month (Pink Wednesdays)

Weekly

- November 15-30 Toys for Tots Collection Table
- December 24-31 Winter Break—University Closed

Daily

- October 6 NJIT Day 2007
- October 21 Making Strides Against Breast Cancer Walk
- October 24 Fall 2007 Annual Career Fair
- October 28 Fall Open House
- November 4 Daylight Savings Time Ends (Clocks turn back)
- November 22 Thanksgiving—University Closed
- November 23 University Closed

Welcome Address (Continued from page 1.)

We continue as well to be in discussion with the City of Newark and neighborhood stakeholders concerning implementation of a redevelopment plan, the NJIT Campus Gateway Plan, in the neighborhood north of the campus, which also includes a Greek Village component on the south edge of campus (see <http://gateway.njit.edu/>). This past spring, we engaged a Master Developer and Master Planner to plan the redevelopment project, which includes enhanced residential options as well as retail amenities. The Gateway plan is in the final stage of development at this point, and we anticipate being able to move toward the first phase of implementation in the months ahead.

There is a lot to look forward to this academic year. While we are never without our challenges, NJIT, again this year ranked by US News & World Report as one of the top-tier national research universities, is a great university of which we can all be proud to be a part.

Thanks,
Bob

Open Enrollment

Health Benefits

Two Open Enrollments for Plan Year 2008

The annual October 1 – 31 Open Enrollment period is your opportunity to review your health, prescription drug, and dental benefits, and to make any changes for you or your eligible dependents for the following year.

Fall 2007 Open Enrollment

The Fall Open Enrollment will take place from October 1 through October 31, 2007. Coverage changes made during this Open Enrollment will be effective on January 1, 2008.

The Fall Open Enrollment is for the medical plans that are currently in place – NJ Plus, the Traditional Plan, and the HMO's: Aetna, AmeriHealth, CIGNA, Health Net, and Oxford; along with the current dental plans: Dental Expense Plan, Aetna DMO, Atlantic Southern Dental Foundation (BeneCare), CIGNA Dental Health, Healthplex (International), and Horizon Dental Choice.

Participants enrolled with Assurant, Flagship, Group Dental and Dental Group of New Jersey must change dental plans during this Open Enrollment Period. As of January 1, 2008, the State is terminating coverage in these plans.

2008 Special Open Enrollment

A second SPECIAL OPEN ENROLLMENT is scheduled for 2008, and will introduce the new plans to be offered by the State Health Benefits Bureau. The final details for the new medical PPO and HMO plans are not finalized. Additional information will be available at a later date.

How to Enroll and/or Make Changes

During the Open Enrollment Period, examine your health care coverage to make sure that your health plan has the services you and your dependents need, and that the health care providers you want are available to you.

You may:

- Change to a different health and/or dental plan
- Add eligible dependents you have not previously enrolled
- Remove dependants from coverage

To make a change to your coverage, contact the Human Resources Office to obtain an application. Health and prescription drug coverage changes are made on the same application. Dental coverage changes are made on a separate application.

Completed applications must be returned to Human Resources Office no later than October 31, 2007.

Enrolling in a Health Plan

| | | |
|--|---|---|
| NEW HIRES | Covered after 60 days of employment; coverage is effective September 1 for 10 month faculty and staff hired in September. | Enrollment forms must be in HR during the first week of employment. If forms are received after 60 days, the employee must wait to enroll during the annual Open Enrollment Period. |
| MARRIAGE: To enroll your spouse and newly eligible dependent children. | Must have a photocopy of the <i>Marriage Certificate</i> and complete a new enrollment application. | Forms must be in HR within 60 days of the marriage; otherwise the employee must wait until the annual Open Enrollment Period. |
| DOMESTIC PARTNERS: You enter a same-sex domestic partner relationship. | Must have a photocopy of the <i>Certificate of Domestic Partnership</i> and complete a new enrollment application. | Forms must be in HR within 60 days of receipt of the Domestic Partnership Certification. |
| CHILDREN: You want to enroll a child. | You must file a new enrollment application for the birth or adoption and submit legal documentation. | Forms must be in HR within 60 days after the event. |
| CHILD UNDER AGE 23: Your child, under age 23, is divorced and moves back into the house and is dependent upon you for support. | You must complete a new enrollment application with a copy of the dependent's divorce decree. | Forms must be in HR within 60 days after the child has returned home. |
| CHANGE IN FAMILY STATUS: A change due to a divorce, death, child marries or turns age 23. | You must complete a new enrollment application. A COBRA form will be mailed to continue coverage for the family member, where applicable. | |
| LOSS OF COVERAGE: Spouse or same-sex partner lose coverage on their job. | You must complete a new enrollment application and attach a <i>Certificate of Continued Coverage</i> . | Forms must be in HR within 60 days after date of event. |
| LEAVE OF ABSENCE: On a leave of absence beyond 90 days, and cannot pay for continued coverage. | You can fill out an enrollment application to reduce coverage until you return to work. Ex: Family coverage to Single, etc. | |
| YOU MOVE OUT OF YOUR PLAN'S SERVICE AREA: | You can change plans immediately | Form must be in HR within 30 days of the move or you must wait for the Open Enrollment Period. |

Benefits

FLEXIBLE SPENDING ACCOUNTS

Under New Management – Fringe Benefits Management Company
(FBMC)

Open Enrollment: October 1 – 31, 2007

The Flexible Spending Accounts Unreimbursed Medical Spending and Dependent Care Open Enrollment Period runs concurrent with the Health Benefits Open Enrollment. The Flexible Spending Program is available to full-time employees who are eligible for enrollment in the Health Benefits plans. You can save money by paying health and dental benefit premiums and eligible unreimbursed medical and/or dependent care expenses from before-tax dollars. You can use the unreimbursed medical spending account for paying doctor and prescription co-payments, health plan deductibles, orthodontics, eyeglasses, Lasik surgery, uncovered dental fees, or certain over-the-counter medications. For a list of expenses that are eligible under FSA, visit <http://www.myFBMC.com/>

The maximum annual allowance for the Unreimbursed Medical Spending account has been increased to \$2,500. The maximum for the Dependent Care account is \$5,000.

Enrollment in the Premium Option Plan (POP) is *automatic* every year. The Flexible Spending Unreimbursed Medical & Dependent Care accounts require *active* enrollment each year. You can enroll in the FSA plan:

Over the phone by calling FBMC's Interactive Voice Response system at **1-800-865-3262**

Over the internet at <http://www.myFBMC.com/> or

Complete an Enrollment Form, which is available in Human Resources.

Direct deposit of reimbursement payments for Medical or Dependent Care accounts is available. For a Direct Deposit Enrollment Form, contact FBMC at <http://www.myFBMC.com/> or by calling FBMC Customer Service at **1-800-342-8017**.

(Continued on Page 7.)

Benefits Reminder

New Health Benefits Co-Payments & Employee Contribution Rates

New Co-Payments

As of July 1, 2007 the co-payment for NJ Plus and all HMOs (Aetna, AmeriHealth, CIGNA, Health Net, and Oxford), for primary doctor visits and visits to a specialist is **\$15.00**. The co-payment for a visit to an emergency room is **\$50.00**. The emergency room co-payment is waived if you are admitted to the hospital.

The structure of the Employee Prescription Drug Plan has been modified to include a third tier of co-payments. The co-payment for each 30-day supply of prescription drugs purchased at a retail pharmacy remains at \$3.00 for generic drugs and \$10.00 for brand name prescription drugs without generic equivalents. The new third tier includes a \$25.00 co-payment for brand name drugs where a generic equivalent is available.

Fears

Our deepest fear is not that we are inadequate, but that we are powerful beyond measures

– Unknown

The mail order prescription drug co-payments, for up to a 90-day supply, remain \$5.00 for generic drugs and \$15.00 for brand name drugs without generic equivalents. The third tier mail order co-payment is \$40.00 for brand name drugs with a generic equivalent.

New Rates

In July, 2007, most contract agreements for State employees to share 5% of an HMO premium, or 25% of the Traditional Plan premium ended. Non-aligned employees, and employees covered by a labor agreement that has been ratified contribute 1.5% of annual base salary for medical and/or prescription drug coverage regardless of the medical plan or level of coverage selected.

The premium sharing of paying 5% of HMO premiums or 25% of the Traditional Plan premiums will remain in effect for members in a bargaining unit without a signed contract.

Employees are permitted to waive medical and prescription drug coverage to avoid the 1.5% contribution from salary, provided the employee has other health care coverage. To waive coverage a *State Waiver form* and new *Enrollment Application* must be completed. Waiver forms are available in Human Resources.

Benefits

A Little Reminder: How to Waive Medical and Prescription Drug Coverage

Legislation was passed concerning changes to the State Health Benefits Program. These changes include a provision that employees enrolled in a NJ State Health Benefits Plan must contribute 1.5% of their annual base salary for medical and/or prescription drug coverage.

Employees, who have payroll deductions for the medical and/or prescription drug plans, can waive coverage by completing a State Health Benefits Waiver/Reinstatement Application, but must certify that they have other health coverage.

Realization of a Dream

The key to realizing a dream is to focus not on success but significance – and then even the small steps and little victories along your path will take on great meaning.

– Oprah Winfrey

An employee that waives medical or prescription drug coverage can reinstate their coverage under the provisions of HIPAA by submitting a State Health Benefits Waiver/Reinstatement Application, within 60-days following the loss of their other coverage or during an Open Enrollment period.

State Health Benefits Waiver/Reinstatement Applications are available in Human Resources.

FLEXIBLE SPENDING ACCOUNTS

(continued from page 5.)

The period for which eligible expenses are considered for reimbursement has been extended to **March 15th** of the following year.

For 2007 expenses the reimbursement claim must be filed with Horizon Healthcare no later than April 30, 2008.

For 2008 expenses the reimbursement claim must be filed with Fringe Benefits Management Company (FBMC) no later than April 30, 2009.

New Additions to the NJIT Family

The Department of Human Resources would like to welcome the following new hires to the NJIT Family.

| Employee Name | Department | Employee Name | Department |
|---------------------------|-------------------------------------|--------------------------|--------------------------------------|
| Adegbonmire, Olayiwola * | Bursar's Office | Fields, Zenobia L. | NJ Transportation Planning Authority |
| Albright, Amanda A. | Intercollegiate Athletics | Fleyshman, Grigoriy D. * | Center for Solar Research |
| Ambrose, Daniel | Residence Life | Haleem, Mohamed A. | Electrical & Computer Engineering |
| Arocho-Bautista, Annett * | Pre-College Consortium | Hill, Andrew | Biological Sciences |
| Bartholomew, Peter G. | Academic Computing | Hoffner, Joseph M. | Technical Services |
| Bhattacharya, Yajnavalk | Center for Solar Research | Holmes, Angela M. | Public Safety & Security |
| Bonchonsky, Michael P. | Chemistry and Environmental Science | Jerez, Andres | Physics |
| Boubendir, Yassine | Mathematical Science | Jiang, Zhi | Chemical Engineering |
| Bowen, Frances E. | Physics | Kacic, Fatmire | Intercollegiate Athletics |
| Brodzinski, Stephen | Intercollegiate Athletics | Kim, Byoung Il | Electrical and Computer Engineering |
| Bullock, Mark * | Residence Life | Klimovich, Dawn E. | Albert A. Dorman Honors College |
| Cheng, Lian | Grant & Contract Services | Knox, Nakeishia | Pre-College Consortium |
| Cho, Cheul H. | Biomedical Engineering | Kong, Hui | Computer Science |
| Duffy, David T. | Technical Services | Lee, You-Yun | Biomedical Engineering |
| Ehrlich, Michael A. | School of Management | Lewis, Pamela | Grant & Contract Services |
| Evans, Corey M. | Public Safety & Security | Litvan, Yefim | Intercollegiate Athletics |

Note: * Rehire

New Additions to the NJIT Family

The Department of Human Resources would like to welcome the following new hires to the NJIT Family.

| Employee Name | Department | Employee Name | Department |
|--------------------------|--------------------------------------|-------------------------|-------------------------------------|
| Liu, Zhiwei | Chemical Engineering | Saigal, Sunil | Office of the Dean-NCE |
| Lopes Barros, Ricardo A. | Mathematical Sciences | Spirollari, Junilda * | Computer Science |
| Lu, Yong | Chemical Engineering | Subramanian, Sundarrama | Mathematical Sciences |
| Matthews, Theodore | NJ Transportation Planning Authority | Tawkaew, Sittinun | Chemistry & Environmental Science |
| McCoy, Ayesha | Upward Bound | Thomas, Denise M. | Co-op, Interns & Student Employment |
| McKeon, Margaret M. | Intercollegiate Athletics | Tlupova, Svetlana | Aerospace Studies |
| Noby, Sangeeta A. | NJ Transportation Planning Authority | Van Dam Jr., Drew J. | Intercollegiate Athletics |
| Nocks, Lisa | Federated History | Wang, Peng | Chemical Engineering |
| O'Donnell, Jessica | Van Houten Library | Wang, Xianqin | Chemical Engineering |
| Parhankangas, Annaleena | School of Management | Webb, Aisha Z. | Chemistry & Environmental Science |
| Polakoski, Stephanie M. | Public Safety & Security | Xu, Junchuan | Computer Science |
| Rigby, Erika D. | Learning Center | Xu, Wei | School of Management |
| Rudniy, Oleksandr | Institutional Research | Young, Patrick C. | Career Planning and Placement |
| Sachs, Nicholas A. | Biomedical Engineering | | |

Note: * Rehire

New Faculty Orientation Pictures



Benefits of Direct Deposit

- Never have to wait at the Payroll window.
- No chance of the check getting lost in the mail.
- Will always know the exact date on which the payment will be available at the bank.
- No more traveling to the bank to cash a check.
- Valuable time is not wasted waiting in line at the bank.
- Eliminates paper clutter, no more check stub envelopes, deposit slips taking up space in the home.
- Paying bills on time will not be delayed if the payment fails to arrive by mail.
- When on vacation, don't have to worry about having a check stolen from the mailbox.
- Will receive an NJIT paper statement for proof of deposit.



Note: To sign up for direct deposit, please visit the Payroll Department in Fenster Hall, Room 540

Workers' Compensation Procedures

All job related accidents must be reported to the employee's immediate supervisor and the Human Resources Office within 24 hours.

An Accident Report and the Supervisor's Accident Investigation Report must be completed and returned to HR. If medical attention is required the employee will be referred to Concentra Medical Center in Newark.

Authorization is required prior to treatment. Medical authorization forms are available in HR. Medical over-billing or over-treatment is fraudulent.

Employees must follow the treatment program established by the workers' compensation doctor. Services rendered by the employee's personal physician may not be compensable.

It is the employee's responsibility to notify their supervisor and the Human Resources Office if authorized time-off by the workers' compensation doctor. It is also the employee's responsibility to keep their supervisor informed of the treatment and recovery process. It is the supervisor's responsibility to investigate the accident and complete the Supervisor's Accident Investigation Report; the Supervisor's Investigation Report must be returned the Human Resources Office, not given to the employee.



Members of AFSCME, OPEIU, FOP and SOA must refer to their union contract regarding the rate of pay when absent from work due to a job related accident.

It is fraudulent to exaggerate or fake an injury, falsify an injury as work-related, or work elsewhere while collecting loss of wage benefits.

Note: Employees who are absent due to job related accidents are not removed from the payroll if there is sufficient sick time accrued. If an employee receives a check from the Workers' Compensation Carrier, the check must be endorsed and returned to the Payroll Manager at NJIT. Employees who cash checks that they are not entitled to receive will have the amount of the workers' compensation reimbursement payment deducted from their paycheck.

What's Happening Around Campus

Vendor Fair—Tuesday, October 16

Look for the following vendors in the Campus Center Atrium from 11:00 a.m.—3:00 p.m.

Verizon

Atlantic Federal Credit Union

BJ's Wholesale Club

Hartford

MetLife

PNC Bank

Blood Pressure Screening

Warm Spirits

Chase

Success

The person who makes a success of living is the one who sees his goal steadily and aims for it unswervingly. That is dedication

– Cecil B. DeMille

Annual Employee Charitable Campaign—Tuesday, October 16

The Annual Employee Charitable Campaign (ECC) kicks off on Tuesday, October 16, 2007 at our Vendors' Fair in the Campus Center Atrium from 11:00 a.m.—3:00 p.m. The first 150 participants will receive a FREE NJIT T-shirt at the fair. Our goal this year is to reach \$15,000. Your participation in this charitable event is a voluntary expression of love for mankind and is gratefully appreciated.

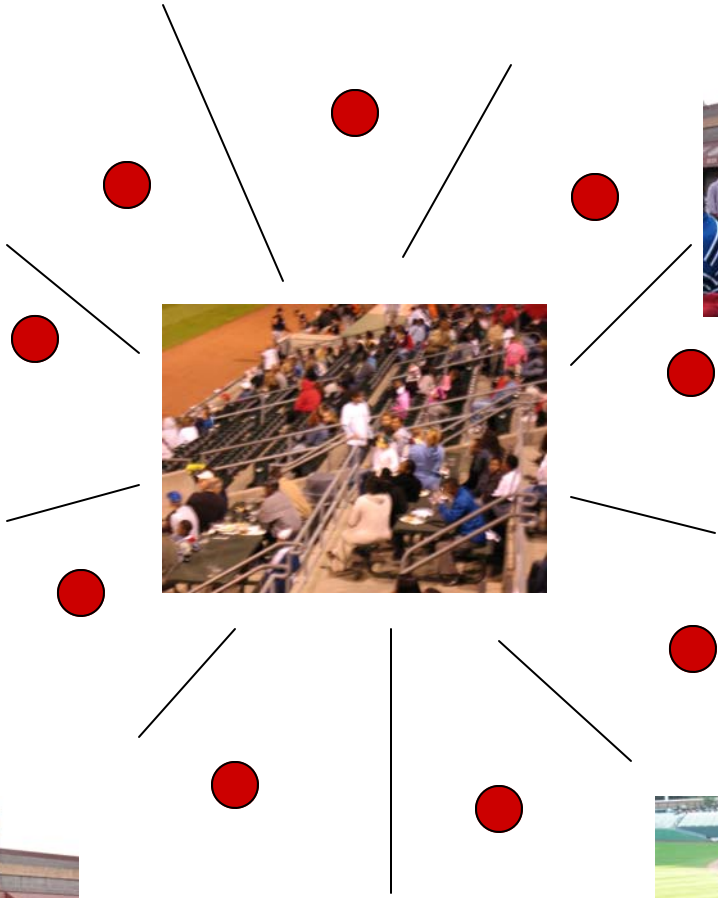
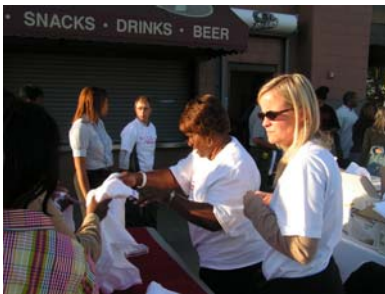
Flu Shot Clinic—Tuesday, October 23

Flu season is here! Protect yourself, your family and colleagues by getting your flu shot before the risk of exposure rises. The injection is composed of killed viral material which is created to prevent contagion with common flu strains. If you are extremely allergic to chicken, eggs, had a prior allergic reaction to the flu shot, or are running a fever on the day of the flu clinic you should not be inoculated. Healthy people are likely to remain flu free if they receive the vaccination. **The clinic will be held from 2 to 4 p.m. in the Anne Wiley Conference Room located in the second floor of the Campus Center.** You need to pre-register for this clinic. Contact, conrad@njit.edu, to register or call Dean Conrad at 973-596-3293 if you have further questions. The cost will be \$25.00 per person.

Faculty & Staff Appreciation Day Pictures at Bears & Eagles Riverfront Stadium



Faculty & Staff Appreciation Day Pictures at Bears & Eagles Riverfront Stadium



Kids Corner

Dreamer
Stand often in the
company of
dreamers,
they tickle your
common sense and
believe you can
achieve things which
are impossible.

– Mary Anne M.B.L.
Radmacher

The Department of Human Resources would like to take the time to recognize our employees' children and grandchildren for their outstanding accomplishments. If you would like to share with us any wonderful achievements please email them to Xenia Thomas at: xht2@adm.njit.edu so that they may appear in our next volume.

What's New in HR

- Annie Crawford has been promoted to Director of Employment & HR Operations
- Patricia Lawrence has been promoted to Director of Benefits Administration

What Would You Like to Know?

If you have any suggestions for what you would like to see in the next volume of the "HR BUZZ" please email those suggestions to Xenia Thomas at: xht2@adm.njit.edu



Daylight Saving Time Rules Have CHANGED

Starting in 2007 Standard Time will begin at 2:00 a.m. (local time) on the first Sunday of November. Accordingly, this year, Standard Time begins at 2:00 a.m. (local time) on November 4, 2007. Remember to set your clocks back an hour.



Making Strides Against Breast Cancer

The walk for Breast Cancer is being held Sunday, October 21, 2007 in Military Park, Newark, NJ. To get involved or for more information visit: <http://www.cancer.org/stridesonline>

SPECIAL RECOGNITION

Dreamer by Day
 Those who dream
 by day are cognizant
 of many things
 which escape those
 who dream only by
 night.
 – Edgar Allan Poe



On Saturday, September 22, 2007 at approximately 9:30 a.m. Marlene Waltz, HR Benefits Assistant II was Ordained into the ministry at Shekinah Glory Christian Church (located at 17 Alexander Street, Newark, NJ) where she is assigned to Bishop Loretta P. Smith-Koffi. Please join the HR family in congratulating Marlene on this wonderful accomplishment.

Congratulations!

Key Phone Numbers

- Benefits - 973-596-3143
- Compensation & Classification - 973-596-8234
- Employment Assistance Program - 973-596-3293
- Employment - 973-596-3139
- Employment Verification - 973-596-5525
- Updating your information - 973-596-5525
- Labor Relations - 973-596-3142
- Tuition Remission - 973-642-4937
- Worker's Compensation - 973-596-3143
- Payroll - 973-596-3159, 973-596-3161
- Public Safety - 973-596-3120 (non-emergency number); 973-596-3111 (emergency number)
- Parking - 973-642-7190

When was the last time you updated your personal information with the Department of Human Resources? Do we have a current phone number and mailing address for you? Does your emergency contact information need to be updated? If you need to verify or update your information, contact Staci Mongelli at x5525.