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BENEFITS

RETIREMENT SAVINGS TAX CREDIT
Employees who contributed to Louisiana Deferred Compensation in 2010 may be eligible for a tax credit depending upon their adjusted gross income.

Are you aware that federal tax law offers certain retirement plan participants a tax credit to help save for tomorrow by reducing your taxes today? Tax credits are designed to directly reduce the amount of federal income tax you have to pay each year. With less money owed to the federal government, there may be room to start saving for retirement—or to increase your current saving efforts.

The amount of credit depends on your adjusted gross income and your filing status (e.g., single, married, head of household). Your credit rate can be as low as 10% or as high as 50%, depending on your adjusted gross income and filing status.

To learn more about the tax credit, you should consult your tax advisor or visit www.irs.gov and search for “Saver's Credit” or Form 8880. You may also visit the plan website at www.louisianadcp.com or call Key Talk at (800) 701-8255.
2011 LASERS PREP SEMINARS
Southeastern Louisiana University will host the LASERS PREP Seminars on March 16 and June 8, 2011 in Room 139 of the University Center beginning at 8:00 am. Employees are reminded to apply in advance and that supervisory approval is required. These seminars are conducted by LASERS staff and address topics such as eligibility requirements for retirement and benefits, Self-Directed Plan for DROP and Initial Benefit Option (IBO). PREP seminars also feature presentations from the La Deferred Compensation, Social Security Administration and the Office of Group Benefits.

To register, members can visit the LASERS web-site and complete an on-line registration form. The link is: [http://www.lasers.state.la.us/](http://www.lasers.state.la.us/) , refer to Quick Links and select Seminars to locate and register for PREP Seminars.

**SALARY DEFERRAL LIMITATIONS FOR 2011**
The IRS has announced there will be no change to the Salary Deferral Limitations for Calendar Year 2011. The limits will remain as listed below:

(403b Accounts)
- Basic Limit: $16,500.00
- Age 50+: 5,500.00
- Total: $22,000.00

*15 Year Catch Up: $3,000.00

*The 15 Year Catch Up cannot exceed $3,000 per year or exceed cumulatively $15,000 over the lifetime of the 403b participant. **NOTE:** Employees who request the Catch Up provision must provide a Maximum Exclusion Allowance Calculation from the 403b agent/company.

**A 457 Plan allows additional voluntary retirement savings, without reduction to 403b annual deferral limit amounts.**

(457 Deferral Limits)
- Basic Limit: $16,500.00
- Age 50+: 5,500.00
- Total: $22,000.00

**Catch Up: $16,500.00**
- Total Allowed: $33,000.00

**The special Catch Up is available for employees participating in an eligible 457 deferred compensation plan who have elected the special catch up available in the three years prior to the year of normal retirement age. **NOTE:** This limit is not available if the participant is currently using age 50+ catch up limit. Special forms must be completed with the 457 plan prior to starting this catch up limit.
NOTICE ABOUT YOUR ELIGIBILITY TO PARTICIPATE IN 403(b) PLANS
Did you know that Southeastern offers several 403(b) tax deferred savings plans for employees?

You have the opportunity to save for retirement by participating in one or more of these 403(b) plans through payroll deduction. You can participate in Southeastern’s 403(b) plans by making pre-tax contributions to one or more of the 403(b) plans offered.

What do I have to do to contribute to one of the 403(b) plans sponsored by Southeastern?

You can contribute to one of the 403(b) plans once you have completed a salary reduction agreement for one of the investment providers approved by Southeastern and returned it to the Benefits Section of the Human Resources Office. Please note that in addition to completing and returning a salary reduction agreement, you must also establish an account with your chosen investment provider(s) and provide confirmation to Human Resources that the account is open and ready to receive your funds. You will also need to create a logon and password for the planwithease.com system and setup your provider selection and contribution amount. The salary reduction agreement gives Southeastern the right to take the elected dollar amount from your paycheck and contribute those amounts to your 403(b) plan. For a complete list of investment providers available to you through the plan, and their contact information, please visit www.selu.edu/HRO and click on the Benefits link, the Retirement Link and then click on 403B Supplemental Retirement Plans.

How do I know if I am eligible to participate in my school’s 403(b) plan?

You are receiving this notice because you are eligible to participate in the 403(b) plans.

How much can I contribute?

In general, you may contribute up to $16,500 in 2011. This amount may be adjusted annually. Also, if you have at least 15 years of service with Southeastern or you are at least 50 years old, you may also be able to make additional catch-up contributions. Contact Sue Jones in the Human Resources Office for additional information on the amount that you can contribute to a 403(b) plan.

I am already participating in the 403(b) plan. What other rules about participating should I know?

If you are already contributing to one of the approved 403(b) plans, you may change your contribution amount by completing a new salary reduction agreement and returning it to the Benefits Section of the Human Resources Office and entering the change in the planwithease.com system. If you are increasing your payroll deduction you must have a calculation performed to ensure that you’re within the limits to contribute. Your “Total Maximum Exclusion Allowance” calculation may be obtained by contacting your 403(b) plan provider or contacting Sue Jones in the Human Resources Office for assistance. Please refer to www.selu.edu/HRO Benefits link for specific plan rules regarding how frequently you are allowed to change your contribution amount or percentage.

This notice is not intended as tax or legal advice. Neither the employer nor the investment providers offering retirement savings products under the plan can provide you with tax or legal advice. Employees are encouraged to contact their financial representative or tax professional with any questions.
CHANGES FOR GENERAL-PURPOSE FLEXIBLE SPENDING ARRANGEMENT REIMBURSEMENT
Effective January 1, 2011, you must have a prescription from your doctor to be reimbursed from your General-Purpose Flexible Spending Arrangement (GPFSA) account for purchases of over-the-counter drugs and medications. This change is required by the Patient Protection and Affordable Care Act of 2010, often referred to as the health care reform law.

You can continue to use your GPFSA mySourceCard for purchases of non-medicine items such as bandages, reading glasses and diabetes monitoring supplies.

However, instead of using your GPFSA mySourceCard for over-the-counter purchases such as allergy and cold medicines, ointments and pain relievers, you must submit a doctor’s prescription, a claim form and an itemized receipt for each prescribed item purchased. You only need to submit each prescription once during each plan year. You can be reimbursed by check or by direct deposit.

If you have any questions, call DataPath Administrative Services, the administrator for OGB’s Flexible Spending Arrangement (FSA), toll-free at 1-877-685-0655.

OVERAGE DEPENDENTS SPRING 2011
The deadline to submit the Enrollment Verifications of Full-Time Student Status to the Office of Group Benefits for eligible dependent children, ages 21-24 for the Spring 2011 semester is January 31, 2011. It is the plan member’s responsibility to provide this documentation each quarter or semester. Please be advised that failure to provide the enrollment verification can lead to your overage dependent being dropped from your insurance. If your dependent is dropped you will have to reenroll him/her as a late applicant and Pre-existing Condition restrictions may apply. Please contact your dependent’s registrar’s office to obtain the necessary enrollment verification.

The following message was received from the Office of Group Benefits:

The Patient Protection and Affordable Care Act, recently passed by Congress, requires health plans to offer health coverage until each dependent child reaches age 26. This will take effect July 1, 2011, for all OGB health plans. More information will be provided during Annual Enrollment in April 2011.

BENEFITS FAIR
Southeastern Human Resources Office will host the Spring Employee Benefits Fair on Thursday, April 14th from 9:00 a.m. to 3:00 p.m. in the University Center, in conjunction with the 2011 Health Insurance Annual Enrollment. All employees are encouraged to attend the Benefits Fair to learn about the new and current benefit plans. Vendors will be available to answer benefits questions and to give individual consultations. For additional information, questions or comments regarding this article please contact Nicole Dunnington, Nannette Angona, Jennifer Rowell or Sue Jones in the Human Resources Office at 5451, 2057, 2587 or 5655.
TRAINING

CAMPUS VIOLENCE AWARENESS VIDEO PRESENTATIONS
Based upon the preparation and recommendation of the University Safety Committee as well as the recommendation of the Emergency Preparedness Committee, training videos have been placed on the Human Resources website to alert faculty and staff as to awareness of potentially violent individuals as well as to safety actions in the event of a shooting incident on campus.
The videos entitled “Flashpoint on Campus” and “Shots Fired on Campus”, were purchased and shared with the Human Resources Office by the University Police Department and the University Housing Office, respectively.
These presentations are available for viewing on a voluntary basis by clicking one of the links below. You must enter your W number and your email password to view each video. Upon entering the video sites, an email will be sent to the Training Manager and your participation will be registered as a training activity.
“Flashpoint on Campus”:
https://www.selu.edu/admin/hr/training/computer_based_train/flashpoint/index.php

“Shots Fired on Campus”:
https://www.selu.edu/admin/hr/training/computer_based_train/shots_fired/index.php

Individuals who would like more in depth information on either of these topics may request to be enrolled in a Blackboard presentation of either or both of the above. Please email Jan.Ortego@selu.edu with your request to be enrolled. For questions, please contact, Jan Ortego, Training Manager at extension 5771.

NEW EMPLOYEE ORIENTATION
The next orientation for new classified and unclassified employees will be held on Wednesday, March 16th in the Human Resources Office Conference Room. Registration begins at 8:30 a.m. and the program will run from 8:45 a.m. to 11:45 a.m. Attendance is mandatory for classified employees and unclassified employees are expected to attend. To register for the program, please contact Jan Ortego at Jan.Ortego@selu.edu or at phone extension 5771.

UPDATING OUR TRAINING DATABASE
In an effort to maintain accurate employee professional development and training records, faculty and staff are asked to inform the Training Section of any conference, seminar or other training attended. A training questionnaire can be found on the Human Resources website at http://www.selu.edu/admin/hr/documents/trainingquestionaire.pdf

Once the form is completed, it may be emailed to Jan Ortego at Jan.Ortego@selu.edu or faxed to the Human Resources Office at 549-2308. Additionally, if the training resulted in a license or certification, a copy of that document should be faxed to 549-2308 or sent via campus mail to SLU 10799. If there are any questions, please email Jan Ortego or call at extension 5771.
Additionally, if your department or organization is holding a seminar or conference on campus which includes our staff members, please send a copy of the sign-in roster, with w numbers if possible, to Jan Ortego, SLU 10799.

**CPTP PROGRAMS ON CAMPUS IN MARCH**
During the month of March, the Comprehensive Public Training Program will offer three programs on campus. The programs that will be presented are “Developing a Motivated Work Group” on March 10th, “Civil Service Essentials for Supervisors” on March 30th, and “Common Myths that affect Good Supervision” on March 31st. All the programs run from 8:15 a.m. to 3:30 p.m. and will be held in the University Center, Room 139. Pre-registration for these seminars is required. For more information, including program descriptions, please contact Jan Ortego at extension 5771 or at Jan.Ortego@selu.edu

**MINDLEADERS ON-LINE TRAINING PROGRAMS**
The State Division of Administration, through its CPTP program, offers a state of the art, e-learning program for state employees called “MindLeaders”. This is a computer-based source of interactive courses available over the Internet 24 hours a day, 7 days a week.

The three categories of courses offered online are Computer Skills Courses, Professional Development Courses and Business Skills Videos.

In order to access these classes, employees will need an enrollment key that they can obtain by contacting Jan Ortego via email at Jan.Ortego@selu.edu. Graduate assistants and student workers are not eligible to use these courses.

**IF YOUR SUPERVISOR MANDATES THIS TRAINING, IT WILL NEED TO BE COMPLETED DURING WORK HOURS. IF YOU CHOOSE TO DO THIS TRAINING AFTER WORK HOURS, IT WILL BE CONSIDERED VOLUNTARY AND WILL NOT BE COMPENSATED.**

**EMPLOYEE SELF SERVICE**
Step by Step instructions on using the Employee Self-Service module in PeopleSoft 9 are available to help faculty and staff members navigate to view their personal information. Please access the link below for detailed assistance:

[http://www.selu.edu/resources/howdoi/leonet/hr_selfserve/index.html](http://www.selu.edu/resources/howdoi/leonet/hr_selfserve/index.html)