



## INSIDE THIS ISSUE

\* CHANGES TO THE STATE HEALTH INSURANCE PLAN

\*REMISSION OF FEES INFO FOR EMPLOYEES AND DEPENDENTS

\*REVISED ADDRESS AND NAME CHANGES INFO

\* HOW TO HELP EMPLOYEES BALANCE CARING FOR LOVED ONES AND WORK RESPONSIBILITIES

\*DID YOU KNOW FACTS

\*WELCOME NEW EMPLOYEES FOR JANUARY, FEBRUARY AND MARCH

## *"Customer Service Zone"*





STATE OF MISSISSIPPI  
GOVERNOR TATE REEVES

DEPARTMENT OF FINANCE AND ADMINISTRATION

Mississippi’s State and School Employees’ Health Insurance Plan

IMPORTANT CHANGES

Currently, ActiveHealth Management performs utilization review management and case management services for Mississippi’s State and School Employees’ Health Insurance Plan (Plan).

**Effective July 1, 2021, Kepro will assume responsibility for performing these services on behalf of the Plan.**

Starting on June 25, 2021, you can contact Kepro by calling 888-801-1910 or by visiting their website at <https://MississippiSHP.kepro>.

WHAT’S NOT CHANGING

ActiveHealth Management will continue to provide Health and Wellness services and Disease Management services for participants.

Please visit the Plan’s website at <https://knowyourbenefits@dfa.ms.gov> or contact customer service at 800-709- 7881 for more information.

**Remission of Fees for Employees and Dependents**

Employees who wish to apply for Remission of Fees for themselves and/or their dependent(s) for the summer 2021 session(s) must complete and submit the appropriate form(s) to the Department of Human Resources by **Friday, May 14, 2021 (for 1<sup>st</sup> summer session) and Friday, June 18, 2021 (for 2<sup>nd</sup> summer session)**. In an effort to process forms expeditiously, and to comply with the processing time required by the Department of Human Resources, Financial Aid and the Office of Financial Services, please adhere to these deadlines. We encourage all employees and dependents to submit forms for the session as soon as possible.

Please note that it is the *responsibility of each employee* to ensure that your request for tuition remission is received in the Department of Human Resources with the appropriate signatures by the specified deadline. ***No exceptions will be made.*** Therefore, you must ensure that your supervisor and all parties responsible for approving your request are aware of the deadline. ***It is also the responsibility of the employee and dependent to complete registration before the first day of class. Failure to complete registration will result in a late fee.***

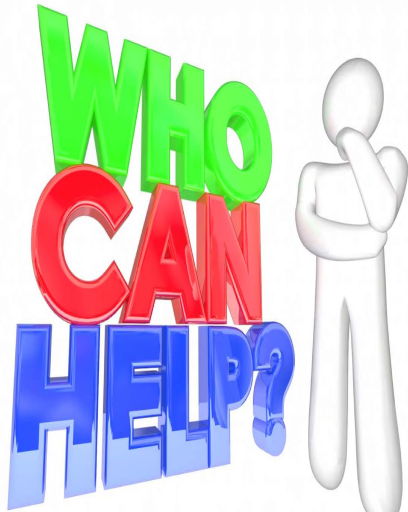
For your convenience, the PDF version of the Remission of Fees and Flextime Work Arrangement forms for faculty and staff may be accessed from the following link:

<https://www.jsums.edu/humanresources/formsandocs-2/>.

When completing the form and indicating the Course ID, please include all prefixes along with the course number, **including the section**, course title, credit hours, and meeting time. **For example:**

Course ID	Course Title	Credit Hours	Meeting Time
ACC-211-01	Principles of Accounting	3	MWF 11:00-11:50

If you need additional information, please contact the Department of Human Resources at (601) 979-2015, and inquire about (***Employee Remission of Fees*** and ***Dependent Tuition Remission***).



## EPAFs Assistance

601.979.2015

[denise.a.williams@jsums.edu](mailto:denise.a.williams@jsums.edu)

Or

[megan.s.fortune@jsums.edu](mailto:megan.s.fortune@jsums.edu)



## Change of Address & Name Forms

<https://www.jsums.edu/humanresources/files/2021/05/JSU-HR-Change-of-AddressForm-Fillable.pdf>  
<https://www.jsums.edu/humanresources/files/2021/05/JSU-HR-Change-of-Name-2021Fillable.pdf>

## 6 Tips for Helping Your Employees Balance Caregiving and Work Responsibilities

With 54% of caregivers juggling their caregiving responsibilities and a full- or part time job, employers need to understand and assist in meeting the needs of their caregiving employees. Here are six useful tips to help your caregiving employees. (And your departments) succeed.

### 1. Understand Caregiving

What makes someone a caregiver? What responsibilities does a caregiver take on? How does this impact your company's bottom line? Not everyone has the same grasp on what constitutes caregiving. Therefore, the best place to start is to gain a better understanding of what caregiving is and who caregivers are.

### 2. Don't Assume

You don't know what you don't know. 52% of employers do not measure - and thus do not understand - the extent to which their employees are burdened by care. Don't assume that you know which of your employees are caregivers - they might not be who you think. 58% of caregivers are between ages of 25 and 54 years old. 47% of caregivers are men. 51% are the adult child of the care recipient.

### 3. Communication is Key

According to a 2020 study conducted by the National Alliance for Caregiving and AARP, there is a serious gap in communication between employers and employees, therefore, employers might not be aware of who among their employees may be struggling or the increased burden that caregiving brings. Talk to your employees to get a better understanding of who needs help, and how you can

58% of caregivers are between ages of 25 and 54 years old.  
53% of caregivers are women. 1 47% of caregivers are men  
51% are the adult child of the care recipient.

### 4. Be Flexible

Employees balancing work/life and caregiving duties are likely doing all they can to stay on top of their



work. But like anyone juggling too many responsibilities, they are likely to slip up occasionally.

The key to improving employee productivity is to be flexible and work with your employees before it becomes a larger issue.

Plan for disruptions Build in extra time for important projects so that in case something comes up, it is not a scramble. Set clear expectations Work with your employees to set clear expectations around deadlines, team communication, and client support so that they are better able to organize and priorities their duties. Reassure your employees Caregiving employees may be reluctant to bring up issues they may be having - only 53% said that their supervisor was aware of their caregiving responsibilities. Letting your employees know that these topics are okay to bring up and their feelings will be heard, helps bridge the communication gap.

### 5. Offer Guidance

Caregivers are looking for more support from their employers to ease their responsibilities. An easy way to help is by providing guidance and personal support to those struggling.

### 6. Assess Your Policy Offerings

Are you adequately accommodating the needs of your employees? Why not offer your employee's benefits that can help them find care for their aging loved ones, thus allowing them to achieve a better work/life and caregiving balance. Offering the best benefits for employee needs can really help set your department apart to attract and retain the best talent, lower absenteeism, increase productivity, and reduce turnover. 92% of employers describe offering subsidies for elder care help increased their employee attendance by 70%.

---

# DID YOU KNOW?

---





## NEW EMPLOYEES (JANUARY, FEBRUARY, AND MARCH)

First Name	Last Name	Title	Department
Nizar	Alsharari	Associate Professor	Department of Accounting, Finance and Entrepreneurship
Lauren	Askevold	Assistant Athletics Trainer	Athletics
Willie	Bell	Executive Director	Facilities & Construction Management
Camiel	Brown	Coordinator	Chemistry
Edith	Davidson	Associate Professor	Business Administration
Katie	Dearborn	Outreach Coordinator	Chemistry, Physics & Atmospheric Sciences
Kalvin	Evans	Site Care Technician	Facilities & Construction Management
Marty	Fortenberry	Community Engagement Specialist	RCMI Center for Health Disparities Research
Megan	Fortune	HRIS	Human Resources
Noel	Gardner	Director	THEE Aristocrats
Lin	Gong	Assistant Professor Electrical and Computer Engineering	Computer Engineering
Kyle	Harris	Skilled Crafts Foreman	University Stadium
Charles	Higgins	Financial Aid Counselor	Enrollment Management
Guojing	Hu	Director THEE Aristocrats	Student Success
Emerald	Johnson	Program Specialist	Institutional Advancement
Marquis	Johnson	Assistant Strength & Conditioning Coach	Athletics
Triniti	Johnson	Drivers Education Prevention Specialist	RCMI Center for Health Disparities Research
Candice	Kinnard	TRIO Regular SSS Admin. Asst.	Student Success
Sanchita	Kundu	Post-Doctoral Research Associate	Chemistry, Physics, & Atmospheric Sciences
Dawn	Latiker	Strategic Initiatives Coordinator	
Ahmon	Lott	Director of Player Development	Athletics
Nigel	Dixon-McCollum	Admissions Coordinator	Office of Admissions
Roderick	McDowell	Success Coach THEE Aristocrat	Student Success
Aaron	McGrew	Network/Wireless Engineer	Information Technology

Mack	Pampley	Prevention Specialist	Metro Jackson Community Prevention Coalition
Shelby	Pendley	Assistant Women's Softball Coach	Athletics
Jason	Phillips	Assistant Coach	Athletics
Antonio	Prowell	Skilled Crafts Foreman	University Stadium
Dreifus	Smith	Uncertified Officer	Public Safety
Jimmy	Stamps	Site Care Technician	Facilities & Construction Management
Esther	Young	Director of Administrative Services	Facilities & Construction Management

# PROFESSIONALISM

There's no one thing you can do to be "professional." You have to focus on the sum total of your behaviors. When it comes to professionalism, Everything you do counts!  
-Karl Schoemer

---

Questions about this Newsletter contact Jacqueline Atkinson at [Jacqueline.h.atkinson@jsums.edu](mailto:Jacqueline.h.atkinson@jsums.edu).