



THE UNIVERSITY of
NEW ORLEANS

The

Employee

Benefits

Bulletin



U N O

IN THIS ISSUE:

Privateer Pantry and Ochsner Flu Shots.....	Page 2
2024 Unsubstantiated Claims Notification	Page 3
2025 Annual Notice.....	Page 4
Remembering Our UNO Community.....	Page 5

The Employee Benefits Office is here for you.

Benefits Fair

When: Tuesday, October 8th, 2024

Time: 10:00 AM — 2:00 PM

Location: Innsbruck Room

2nd Floor of the University Center



Privateer Pantry

The Privateer Pantry provides supplemental food support to all currently enrolled UNO students who are experiencing food insecurity. We offer a variety of canned foods, dried goods, snack items, as well as personal care items.

Privateer Pantry - <https://www.uno.edu/privateerpantry>

Please consider supporting the Privateer Pantry by:

- Donating non-perishable, non-expired food items or toiletries during business hours in UC 248 and/or at the UNO Employee Benefits Fair.
- Making a one time or recurring donation through payroll deduction in Workday.

Shopping our [Amazon.com Wish List](#).

Items most needed at this time:

- Pasta / Pasta sauce
 - Rice
 - Beans
- Ramen noodles
- Soup (vegetarian and meat based)
 - Peanut Butter
 - Fruit cups



Flu vaccines will be offered during the Benefits Fair on Tuesday, October 8th from 10:00am- 2:00pm in the Innsbruck Suite.

Come stop by and help protect your crew against the flu!

Don't forget to bring your physical insurance card.

*Flu vaccines are also available at the Ochsner Health Center UNO
Located in the University Center Rm 238
Monday -Friday 8:00am-4:30pm Walk-Ins welcome!





Plan year 2024 Unsubstantiated Claims Notification

Please accept this reminder memo as notification to review your TASC flexible spending account portal for any required documentation needed to substantiate claims for this 2024 plan year. We encourage employees who have not done so already to update their email address on the personal tab in Workday. Your personal email address is the email address being submitted to TASC for portal access.

Below you find instructions on how to do this on Workday:

- 1.) Login to Workday and click “Menu” in the left corner
- 2.) Scroll down to “Personal Information”
- 3.) Then click “Contact Information” under “Change”
- 4.) At the top click “Edit” and scroll down to “Email”
- 5.) Click the pencil icon and change your email address
- 6.) Click the check mark to save changes and press “Submit”

TASC will send reminders for claims requiring substantiation via e-mail and/or mail. If you have elected to receive electronic communication and allege to not receive communication from TASC, please check your junk or spam folder. You can also log into the TASC portal (tasconline.com or download the TASC app) to view any claims requiring additional documentation and confirm the accuracy of your e-mail address. Below is the timeline of the notices that TASC has set up currently for State of Louisiana.

30-60 days

90-120 days

160-180 days

180-day notice

2025 Annual Notice

Below you will find the link to the 2025 University of New Orleans Annual Notice.

Please review this notice carefully and keep it handy. It contains details about your current prescription drug coverage with The University of New Orleans and your options under Medicare's prescription drug coverage.

[Click Here](#)

Email us at hrambenefits@uno.edu

Or check out our website!

[Benefits Website](#)

If you want to know more about your benefits, or the benefits that UNO employees have access to, visit our website and explore what we have available.

Benefits Website Guest Log in information:

Username: [UNO](#)

Password: [Benefits1](#)

Remembering Our UNO Community



Felicia Murdock

June 23, 1961 — September 13, 2024

Ms. Murdock was a TPL & Coordinator of Benefits Analyst

She worked for UNO for 3 years.