

HR&D UPDATE

Human Resources & Diversity

March 2009

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*Welcome to
UW-Whitewater*

EMPLOYEE REIMBURSEMENT ACCOUNT (ERA)

Employees are reminded that there is a 2 ½ month “grace period” following the end of each plan year for both medical and dependent care accounts. Expenses for services provided through March 15 of the following calendar year may be reimbursed with money remaining from the prior year’s ERA contributions. However, any unused amounts from the prior plan year that are not used for expenses incurred by March 15 remain subject to the “use it or lose it” rule and will be forfeited.

April 15 is the deadline for filing claims incurred during the prior plan year and through the grace period of March 15.

For more information on the ERA program, please visit: <http://www.uwsa.edu/hr/benefits/ins/oera.htm> or call HR&D at 1024 or email to hr@uww.edu.

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DUPLICATE W2

Employees who need a duplicate 2008 W-2 form, can contact Human Resources & Diversity at 1024 or hr@uww.edu.



IMPORTANT NOTICE OFFICE SUPPORT EXAM

Pre-registration for the Wisconsin State Civil Service Office Support will begin March, 2009.

Applicants may register online or by phone. The deadline for registration will be posted in the job announcement.

Only pre-registered applicants are guaranteed an exam booklet. Walk-in applicants may be allowed to take the exam if extra exam booklets are available.

For additional information visit: <http://wisc.jobs/public/index.asp>

WSEU/WLEA/UPHC 2008 COMP-TIME PROVISIONS

Classified employees covered under WSEU, WLEA and UPHC bargaining units are reminded of the comp-time provisions as stated in the respective contracts. Comp-time hours carried over from 2008 must be used by April 30, 2009. Any hours not used by April 30 will be paid out on the May 21, 2009 pay check.

U.S. SAVINGS BONDS

New Series I U.S. Savings Bonds can be purchased through payroll deduction. It is a safe and secure method of savings—backed by the United

States Treasury Department. Interest earned is exempt from Federal taxes if used for college tuition. Interest earnings are exempt from State and Local taxes. The current rate is 5.64% (valid through 5/1/09). Returns are guaranteed over and above inflation rate for up to 30 years. Bonds can be cashed after one year at your bank. The difference between EE Bonds and I Bonds can be accessed at <http://www.nbtco.com/>. For more information about U.S. Savings Bonds call National Bond & Trust Company at 800-426-9314.

UW SYSTEM WRS PRESENTATION

UW System Benefits staff will be making a presentation on the Wisconsin Retirement System on March 20 from 9:00 - 11:00 a.m. Discussion will center around the effects of the current market downturn on the retirement system. Other topics will include annuity calculations, the Variable and Core Fund, the sick leave credit program and health insurance when you retire. Employees interested in attending should call Human Resources at 1024 to reserve a spot at this presentation.

UPCOMING EVENT



**Employee Service
Award Ceremony**
May 6, 2009

More information to follow...



INDIVIDUAL & FAMILY LIFE INSURANCE – ANNUAL INCREASE OPTION

The Annual Increase Option (AIO) notices will be mailed to home addresses of employees with **Individual & Family Life Insurance** coverage approximately February 27, 2009. The dates for the 2009 AIO period are **March 2-20, 2009**. The effective date of coverage changes is May 1, 2009, and premium changes will be effective with April payroll deductions. The AIO is open to employees who have coverage **in force January 1, 2009 or earlier**. If you are not sure of whether or not you have this insurance, please check your recent earnings statements for payroll deductions. (Reminder – earnings statements are available online at: <https://paystub.uww.edu>.)

Employees must mail or FAX the signed notices to: **UW System HRS, 780 Regent Street, Madison, WI 53715 or FAX (608) 265-5307 by midnight on March 20, 2009**. Employees are reminded to make a photocopy for their records before submitting. The form does not need to be returned if a change in coverage is not selected.

If you need to add or cancel child or spouse coverage, increase coverage more than the limits offer, or change a beneficiary, please contact your payroll specialist here at Whitewater.



ETF ANNOUNCES EFFECTIVE RATES ON RETIREMENT ACCOUNTS

ETF has established the 2008 interest rates or effective rates credited to the retirement accounts of active employees. The Core Trust Fund effective rate is 3.3% and the Variable Trust Fund effective rate is -40%. Information on retirement accounts/interest rates can be accessed at: <http://etf.wi.gov>. Look under the “What’s New” Section to view the most current information on the volatile market and the effective rates.

HR&D DIRECTOR’S CORNER—“Turning People on to Crank Out Ideas”

I grew up in a small, rural town. My parents grew up in a much larger town 12 miles to the north; they called it The Heights. Every Friday night we went to The Heights to deposit my Dad’s check, shop the stores on Main Street, and visit one of my many aunts, uncles, and cousins. My favorite visit was always to Uncle Carl’s house. Uncle Carl had many notable qualities, but principal among them were his capabilities as a world class prankster and antique collector. He owned a spiffy Model T Ford Depot Hack. More often than not, my cousins and I were able to talk him into a ride, assuring that the Dairy Queen was on the route. Since I liked the Model T so much, I got to sit up front next to Uncle Carl. On this particular hot summer night, we piled into the Model T, Uncle Carl fiddled with the gas and the spark advance, and my Dad gave her a quick pull on the crank. Then, nothing – not even a whimper. Uncle Carl looked at my Dad and shrugged his shoulders. Then came three more quick yanks, each just a little heartier than before. Uncle Carl fiddled some more, saying, “There, I think we’ve got her now,” and my father gave four more vigorous pulls, each yielding a slight sputter. Just a little more fiddling, and then three more hearty yanks. Uncle Carl pursed his lips and looked down thru the windshield at my father, who had sweat dripping from his nose and was visibly panting. In the kind yet mocking voice of an older brother, Uncle Carl said, “Gee, Bob, I think you’re losing it! You always used to get her on the first or second pull.” That gave way to four Herculean yanks, each of which rocked the car from side to side. Finally, my father straightened his back, wiped his brow, and gave out the groan of defeat that emanated from his very soul. Uncle Carl chuckled, gave me a sharp poke in the ribs, and said, “Well, I suppose we better turn the key on now!” One more pull and we sputtered off to the Dairy Queen.

So here’s a far-fetched comparison; how is a meeting or a conversation like a Model T? Have you ever worked hard and expended all kinds of energy only to find that the key wasn’t turned on? Before you try to sell your idea or perspective, take a minute to make sure people are turned on – involved, engaged, and participating in the dialog. Everyone prefers to take ownership in a decision, not be forced into something that is simply pushed upon them. In your work as a team leader, supervisor, or manager, take a moment to get people turned on to your ideas before you begin yanking and pulling them in a particular direction. The outcome, of course, is that you’ll have a smooth start and an easy journey without a lot of tiresome and wasteful pulling and yanking.

