

HR&D UPDATE

Human Resources & Diversity

November 2009
NEW—3 PAGE EDITION



Welcome to UW-Whitewater

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The annual **UWW Employee Benefits Fair** was more successful than ever—over 225 in attendance! We hope 2010's Fair is even more of a success.

Congratulations to the following door prize winners!

Dean Look, T-shirt, shorts; Bob Horton, string sack; Mike Oldani, desk utensils set; Eloise Simons, water bottle; Mareta Miller, water bottle; Denise Gullikson, water bottle; Dick James, key chain; Graciela Colin-Dealca, coffee cup; Heather Dawson, Amazon \$25 Gift Card; Mary Goeglein, clock; Liz Hachten, desk utensils set; Montine Pauers, T-shirt; Sue Coenen, stadium blanket; Jessica Martinez, stadium blanket; Christine Turberville, duffle bag; Freda Brisco, duffle bag; Han Ngo, string sack; Laura Hayne, folding chair; Roy Haas, string sack.

UPDATED WEBSITES ON RETIREMENT

ETF created a new website where they placed all of their most recent resources relative to investment returns and helping people determine when to retire. Please visit their website at:

http://www.ETF.wi.gov/news/ht_20091021.htm.

Also, the website of the System Benefits Office has a wealth of information on retirement. Please visit their website at:

<http://www.uwsa.edu/hr/benefits/retsav/>.



ANNUAL DEPENDENT ELIGIBILITY MAILING

ETF requires health plans to annually verify eligibility of adult children for health insurance. Subscribers with dependents age 19 or older will receive a letter from their health plan starting the week of October 26, 2009. If your unmarried adult child is eligible in 2010 and you want to continue to cover the adult child on your health insurance policy in 2010, you must return the completed form to your health plan by December 1, 2009. **If you do not return the completed form to your health plan, your adult child's health insurance ends on December 31, 2009.** You will not be able to add the child back on your coverage during 2010 unless s/he has a qualifying event such as loss of coverage. A return to school as a full-time student is not a qualifying event.

INFLUENZA PANDEMIC LEAVE INFORMATION

A Question and Answer document developed by OSER, in regard to the appropriate use of leave during an influenza (H1N1 or other) pandemic occurrence, is available at:

<http://oser.state.wi.us/docview.asp?docid=6950>.

OPEN ENROLLMENT REMINDER

The open enrollment for vision, dental, UW Employees Life and the Employee Reimbursement Account (ERA) **ends on Friday, November 13, 2009.** New for 2010, the ERA plan will offer an Electronic Payment Card for out-of-pocket medical expenses. Please see our website at:

<http://www.uww.edu/adminaffairs/hr/> for more information on these plans.

FIDELITY ONE-ON-ONE COUNSELING

James Stair, Fidelity Investments will be meeting with individual employees **Monday, November 16.** Information on times available and how to make an appointment will be sent by broadcast email and posted on our website.

SOCIAL SECURITY PRESENTATION

A representative from the local Janesville Social Security office will be on campus on **Thursday, November 19 at 9am in Room UC269.** The topic will be pre-retirement planning. There will be time for questions after the presentation.





CLASSIFIED EMPLOYEE SABBATICAL & LEAVE USE

Eligible classified employees can bank annual leave (vacation) in a sabbatical account, receive cash or a combination of both. This account can be used as vacation or sick leave and will carry over from year to year. Any balance in a sabbatical account is paid to an employee upon termination of employment.

New this year-- positions covered under the **WSEU and WLEA** bargaining units have new provisions for annual leave usage options with a corresponding minimum number of accrued sick leave hours. A chart on sabbatical options can be viewed at: <http://www.bussvc.wisc.edu/ecbs/lev-class-sabbatical-uw1015.pdf>.

Employees eligible to bank hours will receive a sabbatical option form in November to complete and return to HR&D.

CLASSIFIED LEAVE USAGE REMINDERS

With the end of the year fast approaching, please remember that all personal holiday hours and legal holidays must be used by December 31, 2009. Vacation carry-over provisions vary based on union contracts so please monitor your vacation to ensure you don't lose any vacation hours.

VISION INSURANCE

Employees currently covered under OptumHealth (previously known as Spectera) will have their coverage end on December 31, 2009. A new plan provider, VSP, will have the vision contract effective Jan 1, 2010. In order to continue to be covered under a vision plan (separate from the coverage under our health insurance), employees will need to enroll in VSP. Information on that plan is available on our website at: <http://www.uww.edu/adminaffairs/hr/>.



Don't forget to change your clocks this weekend.



2010 TSA MAXIMUMS ANNOUNCED



The 2010 limit to contribute in a TSA 403(b) account will be \$16,500. The limit to contribute to the Wisconsin Deferred Compensation (WDC) program is also \$16,500. An individual can contribute the full amount to **both** the TSA 403(b) plan and WDC. The age 50 or older catch-up remains at \$5,500. For more information on the TSA program, please visit: <http://www.uwsa.edu/hr/benefits/retsav/tsa.htm>. For more information on the Wisconsin Deferred Compensation program, please visit: <http://www.uwsa.edu/hr/benefits/retsav/wdc.htm>.

UPDATING SELF-SERVICE

Keeping your personal information up-to-date is important for you and HR&D. Campus address changes appear in the online directory and on lists run to produce campus labels for important mailings. If your campus address and phone number is incorrect, vital information may be delayed in getting to you.

Along with campus changes, other information should also be updated, including home address/phone numbers, emergency contacts, per-

sonal release options, etc. To update your information, log into Internet Explorer and go to the UW-Whitewater homepage. Click on WINS and log in using your Net ID and password. Once logged in, select Self Service on the menu found in the upper left hand side of the screen. There you will find Personal Information folders and be able to proceed in updating incorrect information. If you have any questions, please contact HR&D.

See next page for Director's Corner



HR&D DIRECTOR'S CORNER

"UWW'S DILIGENT DATA CUSTODIANS"

I'm weary from the day's activities, and it's not even noon. I haven't done anything physical, but I did spend slightly over two hours on the phone with attorneys. I always find that to be quite draining. It's not that attorneys aren't fine people – in general, they are bright, well spoken, precise, and many have a great sense of humor. But, by the nature of their work, they delve endlessly into the details and nuances of everything; they live in the minutiae. Today's conversation focused upon I-9 forms, the federal forms that are required whenever someone is hired. I was seeking a simple, black and white, right or wrong answer. What I learned is that there are many *what-ifs* and *it depends* types of situations. In the end, one of our attorneys reminded me of the consequences. He said, "Remember, you all are responsible for retaining these forms. There is a good chance that the federal government will audit us, and it is essential that we have an I-9 form on file for everyone who is a UWW employee. You are the custodians of the data, the ones who will assure that we are compliant, and the ones who will cause us to be fined if we are not!" Why should that cause me duress?

Attorneys are well known for their ability to turn an interesting phrase. We can thank them for human capital, intellectual property, and now, data custodians. We have a number of custodians on campus. Many of them do a fine job of caring for UWW's physical assets – maintaining and enhancing our buildings, our grounds, and our machinery and equipment. Our Police Department maintains our security and guards our safety. Our Registrar's office maintains and protects the academic records of our students and alumni. And HR&D shares with nearly every department a custodial responsibility for something that is very important to all of us – our social security numbers.

Instructional, Communication, and Information Technology (iCIT) has led an initiative to guide data custodians as they plan and implement better procedures for the protection of the data they maintain. In particular, we've discussed how social security number data will be accessed, collected, provided, transmitted, stored, maintained, used, and disposed of. Our goal is to ensure everyone's security and protection from unauthorized disclosure or use of social security numbers. We believe that our policy will go a long way in establishing processes, guidelines, and measures that will protect against the unauthorized disclosure and use of social security numbers. But the real final barrier that guards against this is each of us – using common sense and good judgment, as we conduct our day to day business. We need to take care in how we collect, transmit, store, and use social security number data. In addition, we need to think twice about who we allow to access the information. And, in every case we are asked to provide social security data, we need to determine if the requestor truly has a right to have that information. Today's criminals are creative and resourceful; they can cause years of pain and disruption by stealing someone's identity.

In closing, I ask you all to become responsible data custodians as well. Guard the identity of social security numbers placed in your custody. Be careful about where you store them, how you transmit them, and with whom you share them. Don't disclose them to unauthorized persons or organizations unless there is a legitimate business need. And, remind your co-workers of the importance of this responsibility. After all, we are protecting something very precious, a person's identity, from potential abuse.

