

HR&D UPDATE

Human Resources & Diversity

February 2010

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ERA DEDUCTIONS

The first deductions for your 2010 Employee Reimbursement Account (ERA) should be noted on the first paycheck of 2010. Review your earnings statement on-line to ensure the correct amount was deducted if you enrolled in an ERA. Please refer questions to your Payroll and Benefits Specialist.

Welcome to *UW-Whitewater*

Richard Kaja, Management
Merry Lison, Management
Jessica Menke, Chemistry
Dawn Webster, Acad. Sup.
Jennifer Reese, Acad. Adv.
Richard Richter, Res. Life



2009 W-2 FORMS

2009 W-2 forms were mailed to home addresses beginning the week of January 20, 2010. Duplicate W-2's can be requested starting February 15, 2010. To request a duplicate W-2, please contact HR&D at 472-1024 or email to hr@uww.edu.



FAMILY MEDICAL LEAVE (FMLA)

Employees are reminded to contact HR&D when they will be away from work due to a serious health condition or to take care of an immediate family member with a serious health condition. Employees must complete an FMLA request form and send to HR&D. Once HR&D receives the request, employees will receive a notice that indicates if the employee is eligible for FMLA. Employees will receive a Physician Certification Form that needs to be completed by the physician. Once all the information is received in our office, the employee will receive a Designation Notice which approves or denies the leave under the FMLA provisions and will identify if any other information is needed. A copy of this form will then be sent to the employee's supervisor. FMLA information and forms can be found at: <http://www.uww.edu/adminaffairs/hr/fmla/index.html>.

TIAA-CREF ON CAMPUS IN FEBRUARY

TIAA-Cref will be offering individual counseling sessions where you can discuss your personal financial situation. The session will help simplify your retirement goals by reviewing your current asset allocations and reviewing your retirement income options. Sessions will be held on Wednesday, February 3rd (in room UC 68A) and on Thursday, February 4th (in room UC 262) from 9:30am to 3:15pm.

Call Deb Gothard, (800)842-2005 extension 255674, to schedule an appointment.

RESIGNATION LETTERS

Copies of all resignation letters should be submitted to HR&D. It is important that employees specify the reason for their resignation as resigning, transferring to another state agency, or retirement. This will ensure that the employee's personnel file and benefits are appropriately processed. Please notify HR&D of any changes to the effective date of the resignation, if applicable.



EARNING STATEMENTS / W-2 ADDRESS / EMPLOYEE SELF-SERVICE

All UW-Whitewater employees have access to their earnings statements on line. Simply log onto <https://my.uww.edu/loginpage.aspx?ReturnUrl=%2fPayStub> and enter your NET ID and password. Earnings statements may be printed from there, and you can also view and print previous statements.

Current HOME address information was printed on your December earnings statements. This is the address that your W-2 was mailed in January. If this information is not correct, please update your address as soon as possible. This can easily be accomplished by logging onto the secure Employee Self Service Center on the WINS system.

Instructions are available at the following website:

<http://www.uww.edu/adminaffairs/hr/emptraining.html>. Look under Employee, Self-Service for the instructions.



If you supervise student employees, please share information with them regarding accessing their on-line earnings statements and the W-2 address. If the HOME address on their December earnings statement is not correct, please have them contact Human Resources. The WINS information for students is separate from the employee database, and we must update our payroll records individually for them.

INDIVIDUAL & FAMILY LIFE INSURANCE UPDATE

Employees currently covered under the Individual & Family Group Life Insurance will be receiving notices after February 26, 2010 to increase their current level of coverage. The Annual Increase Option period runs from March 1-19, 2010 with an effective date of May 1, 2010 for any elected changes. A third level of employee coverage, \$15,000 will be added to the plan effective May 1, 2010, making four available options for employee coverage: \$5,000, \$10,000, \$15,000 and \$20,000.



Employees must mail or fax the signed notices to the address on the form by midnight, March 19, 2010. Please make a copy for your records before submitting the notice. If no selection is chosen to increase coverage, the form need not be returned.

PROFESSIONAL DEVELOPMENT PLAN (PDP)



UW-W provides funds for **your** job related/career professional development! Employees should contact their supervisor for approval of job related/career development courses. Employees may have a particular interest of their own in training. In addition, HR&D's Employee Training & Development page lists sites offering excellent seminars. This site is available at: <http://www.uww.edu/adminaffairs/hr/emptraining.html>

INCOME CONTINUATION INSURANCE CHANGES-CLASSIFIED EMPLOYEES

Classified employees (paid biweekly), currently enrolled in the ICI program, will notice a slight increase in premiums effective with the February A payroll. ICI categories are being reviewed and if a classified employee is being moved from one category to another, they will be notified via e-mail soon. All changes will be effective with the February A payroll.

