

HR&D UPDATE

December 2008

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Human Resources & Diversity



13TH ANNUAL UW-W HOLIDAY PARTY

All faculty and staff of UW-Whitewater are welcome! Light refreshments and entertainment will be provided courtesy of UW-Whitewater Foundation and Chartwells Dining Services.

**Friday, December 5, 3:00-4:30 p.m.,
James R. Connor University Center Old Main Ballroom**

ANNUAL DEPENDENT VERIFICATION FOR HEALTH INSURANCE

Employees with dependents age 19 or older received a letter in November from their health plan to verify student or disabled dependent eligibility for continued health insurance. Completed forms are due back to the insurance plan by December 1. Also notify Human Resources if your dependent will no longer be eligible for health insurance coverage. Failure to notify our office will result in your dependent losing the right to continue coverage under COBRA.

INSURANCE OPEN ENROLLMENTS—PAYROLL DEDUCTIONS

Employees that enrolled in the OptumHealth Vision, Anthem Dental, UW-Employees, Inc. Life, or the EPIC Dental & Excess Major Medical insurance plans during the open enrollment period, will begin to see their first payroll deductions. Classified employees will see the deductions beginning with their December 18 payroll and Unclassified employees on their January 2 payroll.

HR&D DIRECTOR'S CORNER - HERE TO SERVE

UWW has a wide variety of jobs, and each requires a different set of talents and competencies. One thing all jobs have in common is that we are here to serve. Each day, we can approach our job as an opportunity to meet or exceed customers' expectations. At times that can be easy, but at other times it can be quite difficult. Sometimes it is straightforward and apparent what people want, but other times we're required to be resourceful and creative. Take, for example, the story of Henry Ford's favorite hamburger. Ford once commented that he had travelled across the country and throughout the world, but had never found a hamburger quite so good as the ones he ate in his own Ford Headquarters dining room. One day the press interviewed his chef and asked, "What's your secret for the world's best hamburger?" "Well," the chef replied, "whenever Mr. Ford orders a hamburger, I go to the refrigerator and pick out a nice filet mignon, and then I run it through the meat grinder." "But," stammered the reporter, "isn't that cheating, or at a minimum, wasting a good piece of meat?" "Not at all," replied the chef. "My job here isn't just to cook; my job here is to please Mr. Ford!"

UWW is here to serve; we are here to serve our students, our region, and our fellow associates. Each day we have numerous opportunities to serve our "customers." For the most part, we meet our customers' expectations. Sometimes we fall short, but on other occasions, we exceed expectations. So how can we consistently meet or exceed our customers' expectations? We can be courteous to others. We can answer the phone on the first ring. We can answer our e-mail promptly. We can be available for business when our customers are there. We can assure that the learning environment is clean, neat, and orderly. And, if you're a supervisor, your job will be a little bit tougher. You have to set the vision and the culture of your work group. You have to teach and demonstrate that service is everyone's duty and obligation. Sure, your employees would like to flex their schedules for personal reasons; but when they do, will you be open for business when your customers are there? After all, the first step in meeting or exceeding the customers' expectations is to be available to provide service. You have to be sure that customers can receive service during our stated business hours. Perhaps Henry Ford said it best, "A business absolutely devoted to service will have only one worry about profits. They will be embarrassingly large." I know we don't exist for profit, but we do exist to serve. Make every day an attempt to exceed your customers' expectations. Be courteous, be responsive, and be available when people request your service.



CLASSIFIED END OF YEAR REMINDERS



Please remember that personal and legal holidays earned in 2008 must be used by December 31, 2008 or they will be lost.

Eligible employees who banked vacation and sabbatical or opted for a cash payment will see those changes on their December 30, 2008 pay check.

Classified staff are reminded to submit timesheets early due to holiday processing schedules. The timesheets for the pay period ending December 20, 2008 need to be submitted to Human Resources by Wednesday, December 17.

2009 TAX-SHELTERED ANNUITY CONTRIBUTIONS



The contribution limits for the Tax-Sheltered Annuity 403(b) (TSA) and Wisconsin Deferred Compensation (WDC) 457 programs are increasing to \$16,500 for 2009. The age 50 and older catch-up contribution has been increased to \$5,500. If you would like to change the deduction amount of your contribution to the TSA program, beginning with the January payroll, please submit a completed salary reduction agreement form found at

<http://www.uwsa.edu/hr/benefits/retsav/sraform.pdf> to Human Resources & Diversity, Hyer 330 by December 15, 2008. To change the amount of your deductions for WDC, or for more information on the plan, please contact WDC at 877-457-9327 or by email at <http://www.uwsa.edu/hr/benefits/retsav/wdc.htm>.

WISCONSIN DEFERRED COMPENSATION

The Wisconsin Deferred Compensation (WDC) program is a voluntary supplemental retirement savings program for all active state and university employees. Participating in the WDC program may help provide a more comfortable and secure financial future. Not only can you save and invest on a tax-deferred basis, but you also receive quality investment options, low fees, access to local service representatives, local call center support, financial education services and planning tools that can help you better prepare for retirement. Employees currently contributing tax-deferred dollars in the TSA (Tax-Sheltered Annuity) program can also participate in the WDC program.

A representative from the WDC program will be in UC260 on Wednesday, December 3, 2008 from 7:30 am-3:00 pm for one-on-one counseling sessions. To schedule an appointment, call 877-457-9327, option 2 and reference your employer (UW Whitewater) and the time slot you would like.

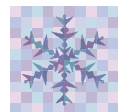
You can obtain information on the WDC program by visiting their website at www.wdc457.org

WINTER WEATHER

In the event of severe weather conditions, all on-campus operations of UW-W will be carried on unless power outages or other critical circumstances preclude the use of University buildings.

Please assume scheduled activities will continue unless instructions from the Chancellor's Office direct you to the contrary. Individuals who travel to or from campus should use their best judgment as to whether travel is wise. Should it be necessary to cancel a class due to the absence of faculty, it is the responsibility of that faculty member to notify the department chairperson and to schedule an appropriate make-up session. For more information, visit

http://emergency.uww.edu/Guide.aspx?Title=Inclement_Weather



Payroll earning statements are available only on-line. To access your earning statements go to <http://www.uww.edu/Adminaff/hr/>

