

# HR&D UPDATE

Human Resources & Diversity

February 2009

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## FAMILY MEDICAL LEAVE REMINDER

Previous issues of the UPDATE have included articles on the Family Medical Leave Act. We would like to remind employees and their supervisors of the importance of complying with these regulations. State and federal laws govern time off due to serious health conditions of an eligible employee or a member of their immediate family. When an employee is absent from work for 3 or more consecutive days for a serious health condition (their own or a family member's), the absence may be covered under FMLA. If the absence is planned (surgery, medical treatment, etc.), the employee should request information from HR&D in advance. If it is unplanned (accident, injury, illness), they should let HR&D know as soon as possible so we may follow up with necessary information and forms. Please contact your Payroll/Benefits Specialist if you have questions related to absences and/or FMLA.

### Welcome to UW-Whitewater

Eric Roche, Col. Of B&E  
Scott Booker, iCIT  
Colin Cheever, FP&M  
Ryan Wenzel, iCIT  
Shedrick Daniels, Car./ Lead.  
Thomas Karthausser,  
Acad. Adv. & Exp. Ctr.  
Deborah Gilbert, Fin. Serv.  
Linda Appleby, Col. Of L&S  
Walter Musser, Fin. & Bus.  
Nicole Cain, Social Work  
Benjamin Blair, Fin. & Bus.  
David Franczyk, Social Work  
Kelli Danielski, Com.  
Margaret Kuchan, Fin. & Bus  
Kathleen Yih, Com.  
Andrew Dahl, Mktg.  
Kaili Lee, Col. Of Ed.  
Derek Erlitz, Cont. Ed.  
Benjamin Fuller, iCIT

## TAX WITHHOLDING INFO / W-4 FORMS

While reviewing their 2008 income and preparing tax returns, employees may find the need to revise their tax withholdings for 2009. Employee tax status and number of exemptions may be changed at any time by completing a new W-4 form and submitting it to Human Resources. The form is available on the HR website under "Downloadable Forms;" <http://www.bussvc.wisc.edu/ecbs/pay-w4-employee-withholding-statement-uw1389.doc>

### DUPLICATE W-2 FORMS

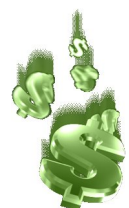
2008 W-2's were mailed to home addresses beginning the week of January 21, 2009. If you need to request a duplicate W-2, please contact HR&D at 472-1024 or [hr@uww.edu](mailto:hr@uww.edu).



## RESOLVE TO PAY YOURSELF FIRST! SAVE PRE-TAX IN THE TSA

As a UW employee, you have an opportunity to make tax-deferred investments through the UW Tax-Sheltered Annuity (TSA) 403(b) Program. You can invest for retirement through payroll deduction, and postpone taxes on both your investment and your earnings. **That's saving smart.** The dollars you put in the TSA 403(b) Plan are deducted from your salary before your income tax is calculated, thus reducing your current taxable income. You save on taxes while saving money for retirement! Both your principal and your earnings grow on a tax-deferred basis. You pay no income tax on your TSA contributions, or earnings, until you withdraw the money from your account. The earlier you start, the greater impact compounding will have on your investment. If you have time on your side, a modest investment made early can be worth more than a larger sum invested later. For more information, please visit the following website:

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





## EMPLOYEE REIMBURSEMENT ACCOUNT (ERA)

The first deductions for your 2009 Employee Reimbursement Account (ERA) should be noted on the first paycheck of 2009. 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.

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## RETIREMENT AND THE VOLATILE MARKET

Is this the time to retire? How has the volatile market affected my retirement account? For answers to these questions and more, please visit the Employee Trust Funds website at: <http://etf.wi.gov/>. There is information on these questions under the "What's New" column.

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## HR&D DIRECTOR'S CORNER — CATCHING WHAT'S RIGHT

Think back a moment to your grade school days. What did you learn? Most of us remember reading, writing, and "rithmetic." But think a bit deeper of the lessons you learned about interactions with others. One of my memories focuses upon Mrs. Latz, a tall, thin, ill tempered woman who ran the grade school cafeteria. As a second grader, I remember pushing my tray thru the serving line on a day when the menu touted hot dogs or Thüringen sausage. To this day, I don't really know what a Thüringen sausage is, but I do know that most second graders like hot dogs. Before me sat three prepared plates, all with Thüringen sausage and sauerkraut; but no hot dogs. Behind stood a tired, aging Mrs. Latz with one hand on her hip, claspng the dreaded 18" serving spoon – revered by the children of Crete Elementary as a knuckle crusher of lightning speed. I asked if I could have a hot dog on a bun. Mrs. Latz peered down at me, eyes growing wide and fist tightening on the spoon, as she barked, "You takes what you gits, and you likes it!" The very next day, I became a brown bagger – effectively avoiding Mrs. Latz until the fourth grade. Then, at a milk break after recess, in an admitted moment of horse play, I spilled over the box of straws. Mrs. Maynard said, "Well, if you spill the straws, you have to go to the cafeteria and get a new box of straws." It was a long walk, knowing that I'd have to encounter Mrs. Latz. I asked for straws, she smiled and handed me a box, and asked if we had run out. In naïve honesty I replied, "No, I spilled them." That launched into a five minute tirade entwining the subjects of tax payer money, personal responsibility, and – in the good old days – how children would get a lickin' when they deserved it. That evening, I told my mother that I didn't want the after recess milk any more, because I never wanted to see Mrs. Latz again. My mother said, "It can't be that bad. There must be something that Mrs. Latz does well. What is it?" Begrudgingly, I admitted that Mrs. Latz did make great potato salad. The next time my mother was at school, she spent a moment with Mrs. Latz, telling her just how much I loved her potato salad – and how difficult it had become to always have my mother's potato salad rated as second place to Mrs. Latz' culinary masterpiece. Shortly thereafter, Mrs. Latz began treating me like a Prince.

Another lesson that most of us learn is how much smarter our parents become as we age. Unknowingly, my mother taught me a key technique of good supervision and management. We have to work hard to catch other people doing things right; and when they do something right, we make it a point to tell them what they did well and how we feel about that! What a simple, straight forward concept. It changed Mrs. Latz' opinion of me. It reinforced, in her mind, that sniveling little fourth grade trouble makers might actually notice and appreciate something she did, even if they aren't mature enough to say so themselves. It demonstrates to others that you are observing their actions, that you appreciate their good work, and that their efforts make your job better. Moreover, it changes the entire outlook of supervision – you don't have to focus exclusively on errors or omissions; rather, you can focus upon observing and reinforcing the good. Think of how much easier and more enjoyable life can be when we focus upon the positive. Or, as Helen Keller so aptly stated, "If you keep your face to the sunshine, you cannot see the shadow."

Make an effort to catch people doing things right, and then tell them exactly what they did right and how their accomplishment makes you feel. You'll be surprised how that technique makes work so much more enjoyable for you and for those with whom you interact.

