

# HR&D UPDATE

## Human Resources & Diversity

### BENEFITS FAIR



The annual **UWW Employee Benefits Fair** was another great success! Thank you to all who attended. Additional vendors for our health, life and other benefit programs were present as well as campus departments and HR&D staff. We hope to have an even larger, more successful fair in 2009.

#### **Congratulations to the following door prize winners**

Basket of Anthem Prizes - Cheryl Wegner • Golf Balls—Becky Pfeifer, Dave Halbach, Patricia Fragola • Lincoln Financial umbrella - Steven Sayhun • Stuffed Lion - Tony Brown • MercyCare mugs— Cheryl Renz, Vickie Steinke • MN Life mug - Melissa DiMotto • Portable Speakers—Karen Knapton • TIAA-CREF duffel bag —Hermie Snorek • TIAA-CREF umbrella - Kris Fantetti • Unity hat— Barb Housner • Unity sweatshirt - Renee Polley • UWCU mugs - Amy Stritzel, Peg Murray • UWCU tote bag Cathy Johnson • WRS folder - Barb Loftin

*Thanks to everyone who helped make this another success year!*

### **IMPORTANT NOTICE: OFFICE SUPPORT EXAM**

**\*\*Note: All applicants on the Office Support register will need to retest.** The office support exam was compromised so a new exam has been developed. The next monthly exam is scheduled for November 8. Please see <http://wisc.jobs/public/index.asp> for additional exam information.

### **2009 TSA MAXIMUMS ANNOUNCED**

The 2009 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 contribution has been increased to \$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>.



### **MONTHLY UNCLASSIFIED LEAVE REPORTS**

Unclassified staff receive their monthly leave reports and statements via email. Print and submit the completed report to your supervisor each month – even if no leave was used. Failure to file monthly leave reports will lead to a sick leave earnings cap for the fiscal year. For more information select “Unclassified Leave Reporting Requirements” at: <http://www.uww.edu/adminaff/hr/unclassforms.htm> or contact your Payroll and Benefit Specialist.

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### **Welcome to** **JW-Whitewater**

Michael O'Connor, UC  
Dolores Wallace, Admissions  
Anita Clark, Univ. Mrkg. & Med.  
Casey Lemmon, Res. & Spon. Pr.

### **ETF** **PRESENTATION**

Employee Trust Funds (ETF) will be in **Janesville on Tuesday, November 11, from 6:30-8:30 p.m.** in the cafeteria at Marshall Middle School, 25 S. Pontiac Drive. A representative will be discussing the Wisconsin Retirement System and other related benefits.

### **WTC**

Wisconsin Deferred Comp (WDC) will be on campus on **Tuesday, Nov 18** for one-on-one counseling sessions. Watch your email for more information.

## HR&D DIRECTOR'S CORNER - OTHER TYPES OF BENEFIT CHOICES



Recently each of us faced choices to our benefit package in terms of the annual Dual Choice program and our Employee Reimbursement Accounts; but have you ever stopped to think about the other benefit choices we face every day? If given a choice, nearly all of us would choose good health. In that regard, I suspect we've all heard of the benefit of exercise, the benefit of drinking green tea, or the benefit of coming from a good gene pool. As each of us faces decisions in this work-a-day world, I encourage you to make healthy benefit choices:

- Always choose to give your co-workers *the benefit of the doubt*. If you're not sure about someone's motives, then believe that they had your best interests at heart. Set your outlook on the favorable side of judgment, believing that others act toward you with positive and supportive intent. When you do so, you'll be surprised how often you receive the benefit of the doubt in return.
- Employ the *benefit of experience*. We are a diverse organization, and each of us has a variety of experiences to draw upon. Don't hesitate to share your experience with others. There can be no better way to teach, to learn, and to succeed than to draw upon our shared experiences.
- Participate often in the *benefit of laughter*. In 1964, writer Norman Cousins contracted a rare degenerative disease that attacks the body's connective tissue. Doctors gave him a 1-in-5,000 chance of living another year. With this prognosis, he decided to lock himself in a hotel room with massive doses of Vitamin C, dozens of Marx Brothers' and Three Stooges' films, and a determined resolution to beat his disease with laughter. Cousins did die – some 26 years later, at the age of 92. Follow his lead – indulge in the benefit of laughter, and share it with your colleagues!



### UW TAX-SHELTERED ANNUITY (TSA) WORKSHOP



Learn how to save for retirement with the UW Tax-Sheltered Annuity 403(b) Program! Dr. David Porter, Professor of Finance along with Terry Lauber from the UW System TSA program will be making a TSA presentation on **Thursday, Nov 6, 2008 at 9:30 a.m.** until approximately 10:30 a.m. in UC264. Dr. Porter will demonstrate the process of selecting mutual funds using Morningstar's free website. The workshop will help you understand the benefits and basics of investing and how a TSA reduces your tax liability and helps you prepare for retirement. There will be a discussion on the basics of asset allocation and what to look for when you choose your investments. This workshop is especially intended for new investors and for those not yet enrolled in the TSA Program, but employees who are already enrolled may find the information beneficial as well.

### CLASSIFIED EMPLOYEE SABBATICAL & LEAVE USE

Based on eligibility, 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. Eligibility is based on the vacation earned each year as well as the employee's bargaining unit. Employees can also be eligible when they accumulate 520 hours of sick leave by October 25,

2008. Eligible employees will receive the Annual Leave Conversion Form in November to complete and return to HR&D.

With the end of the year fast approaching, please remember that all personal holiday hours and legal holidays must be used by December 31, 2008. The amount of vacation one is allowed to carry-over varies based on union contracts. Please be aware of your vacation balance and contract provisions so you do not lose any vacation hours.

### UNCLASSIFIED UIA LIFE INSURANCE DEDUCTION

Eligible unclassified employees will see a \$24 deduction on their November 1 payroll for the life insurance plan under the University Insurance Association. This life insurance plan is mandated by the UW-System Board of Regents. The plan year is October 1 to September 30, and the premium is paid once per year. For more information visit: <http://www.uwsa.edu/hr/benefits/ins/luia.htm>