

Human Resources & Payroll News

Issue #7

May – July, 2011

zumba nia hike gardening walk rollerblade skateborad dance swing playcatch flykite golf

hulahoop lacrosse badminton paintball skating soccer martialarts

wiffleball softball volleyball baseball football flagfootball rugby hockey floorhockey frisbee

JUST MOVE is for *EVERYONE!*

Anytime, anywhere, alone, with a friend, with a group



All faculty and staff are invited to participate in JUST MOVE (JM) whether you already exercise or are just getting started. It is a physical activity campaign that is beginning in May and running through September. The program is designed to motivate you to engage in physical activity by providing you with support and tips during your journey. Check out the JUST MOVE website to register, print your log to record your activity and find out more information. The first 50 participants to submit a completed May log by June 3rd will receive a "JUST MOVE" tee shirt. This program is sponsored by the Department of Allied Sciences' Hawley Armory Fitness & Wellness Center and the Department of Human Resources.

What are Just Move Ambassadors (JMAs)?

Our JMAs are current faculty and staff who have volunteered to help encourage and inform you about the importance of physical activity. Each of them currently exercise or are trying to include physical activity in their lives. Some of the things a few have been doing are: promoting JM via posters in various worksites, helping to recruit their colleagues to join, and providing us with information for the website. You may see them wearing a JUST MOVE t-shirt. Feel free to ask them questions and talk to them about your ideas, challenges and successes.

Thank you to our JMAs!

Andrea Alfano, School of Social Work/
Department of Social Services

Jane Bachand, University Information
Technology Services (UITS)

Mime Berman, UConn Waterbury campus

Carole Boster, Department of Linguistics

Sheila Carroll, Dean's Office, CANR

Patty Geissler, OSD, Human Resources

Liz Gibbings, OSD, Human Resources

Patty Gilligan, Student Union Event Services

Mary Hurley, Connecticut Repertory Theater

Cynthia Jones, Office of the Vice President,
Division of Student Affairs

Lauren Lalancette, University Communications

Jenifer Nadeau, Department of Animal Science, CANR

Mary Ann Phaneuf, School of Pharmacy

Lisa Rasicot, NEAG School of Education

Dawn Rawlinson, Physics Department, CLAS

Anne St Onge, Biology Central Services, CLAS

Dee Stolstrom, Electrical & Computer Engineering

Kimeta Straker, Academic Center for Exploratory
Students (ACES)

If you have any suggestions or questions, feel free to contact any one of us (Colleen Thompson, Vicki Fry and Pam Heath-Johnston) or email worklife@uconn.edu

12 Easy ways to Enjoy Activity at Work...see page 5

Inside this Issue:

<i>New Eligibility Rules for Young Adult Coverage</i>	2
<i>New Supplemental Vendors Offered by the State of CT</i>	2
<i>Annual HealthCare Open Enrollment</i>	2
<i>Extended COBRA Benefits When Employees Lose Coverage</i>	2
<i>Change in Coverage Effective Date for New Hires and Newly Eligible Employees</i>	2
<i>Performance Management Cycle</i>	3
<i>Performance Appraisals Calendar</i>	3
<i>Tax Corner</i>	4
<i>Helpful Tips & Reminders</i>	4
<i>12 Easy Ways to Enjoy Activity at Work!</i>	5
<i>Upcoming Events</i>	6



run swim jog bike workout weightlift strengthconditioning yoga

Benefits Buzz

New Eligibility Rules for Young Adult Coverage

Effective July 1, 2011, under the "Affordable Care Act" employees may add or keep their dependent children on their medical and prescription benefit coverage until they turn age 26 whether or not they are:

- Married (does not include dependent's spouse or the employee's grandchildren)
- Living in Connecticut
- Living with the employee
- In school
- Financially dependent on the employee
- Eligible to enroll in their employer's plan (if enrolled in employer's plan, not eligible for coverage as dependent child)

Please note that dental coverage ends on the first of the month following a dependent child's 19th birthday unless the child is certified as disabled. COBRA continuation is available for 18 months following the loss of dental coverage.

New Supplemental Vendors Offered by the State of Connecticut

Auto Insurance

Employees now have a third choice in auto insurance offered through the State of Connecticut with special group rates and convenient payroll deductions: Travelers. If you are interested in securing quotes for auto insurance, contact the insurance companies directly:

Travelers NEW	(888) 695-4640
MetLife	(800) 438-6381
Liberty Mutual	(888) 257-4889

Long Term Care

Transamerica was selected as the supplemental benefit provider to offer long term care benefits to State of Connecticut employees. Information will be available to employees once the contract is finalized.

Guaranteed Issue Short Term Disability through Colonial

Colonial Life was pleased to be renewed by the State of Connecticut and is offering short term disability insurance on a guaranteed issue basis through February 2012. This coverage protects against the loss of income due to an on or off the job injury or illness. Contact Colonial Life for a quote: (800) 884-0689 or (860) 645-8833.

For a list of supplemental benefits, visit the HR- Benefits website, [Additional Benefits Programs](#).

Annual HealthCare Open Enrollment

The month of May brings spring flowers and the annual HealthCare Open Enrollment period in which faculty, staff, and Graduate Assistants have the opportunity to change their current medical and dental plan elections and the eligible dependents they cover. The effective date of changes is July 1, 2011 for faculty and staff, and September 1, 2011 for Graduate Assistants.

This year's Open Enrollment dates have yet to be announced.

The HealthCare Open Enrollment for faculty and staff generally kicks off with the mailing of the HealthCare Planner to the homes of faculty and staff, announcing any changes in benefits and premiums. For Graduate Assistants, the benefits website is updated at the start of open enrollment to include any changes in rates and benefits.

Schedule permitting, Health, Dental, and Pharmacy vendors will be onsite for at least one day during open enrollment to answer

benefit questions. Representatives from Human Resources will also be available for questions, as well as providing 20-minute seminars.

Announcements will be sent via listserv when the information becomes available.

Extended COBRA Benefits When Employees Lose Coverage

Public Act No. 10-13 extends the COBRA health insurance continuation coverage to a period of 30 months (previously 18 months) after the date of the following events: layoff, reduction of hours, leave of absence, or termination of employment.

What's Happening in Benefits?

Benefits Questions?

Email [Benefits](#) or Call (860) 486-0400

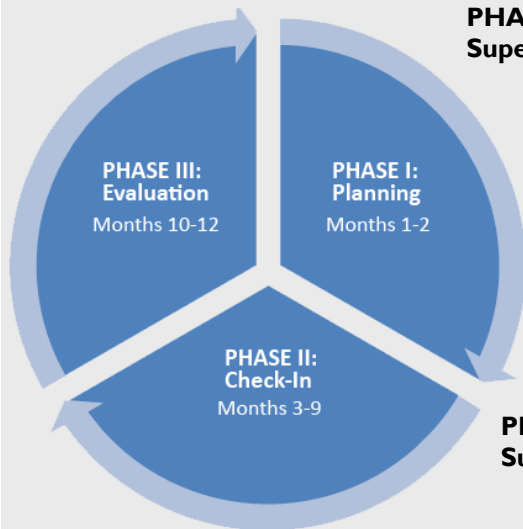
Change in Coverage Effective Date for New Hires and Newly Eligible Employees

Starting in 2011, new employees who are eligible for health benefits and elect to enroll will have their medical, prescription drug, and dental coverage effective on the first of the month following their hire date. Coverage for employees who become newly eligible for health benefits will be effective on the first of the month following the date they become eligible.

Performance Management Cycle

Annual Process with 3 Main Phases

For many employees, spring is performance evaluation season. However, a performance evaluation should be the last phase of an effective annual performance management cycle. Note the graph below; it demonstrates a year-round three-phase performance management cycle. Phase I includes planning and setting performance goals; phase II includes reviewing and refining goals, as a results - check exercise, and phase III includes the annual performance evaluation itself, which completes the performance management cycle. This year's year-round cycle is an important communication tool for you, as it helps you and your supervisor keep track of the performance goals that you both agreed to be important. It helps you build a one-on-one relationship with your supervisor, keeping you both connected so that you may effectively deal with the inevitable ups and downs of your work throughout the year.



PHASE I:
Supervisors and Employees Meet to Plan and Agree on Goals for the year.

1. Review expected outcomes
2. Set performance goals
3. Set development goals
4. Establish resources needed to meet goals
5. Identify supports and barriers to achieving goals

PHASE II:
Supervisors and Employees Exchange Feedback/Coaching on:

1. Results to date (against goals)
2. Review and refine goals (if needed)
3. Remove barriers to goal achievement

PHASE III:
Supervisors and Employees Meet

1. Discuss past year's performance against goals
2. Set groundwork for next year's cycle
3. Determine Ratings

The calendar below highlights key dates for both the UCPEA performance evaluations and Classified employee appraisals. Please see your supervisor for additional information, or contact [HR Labor Relations](#).

Performance Appraisals Calendar

January	February	March <i>March 15th - CLASSIFIED employees hired before 7/1/77, performance appraisals due to Human Resources</i>	April <i>April 1st - CLASSIFIED performance appraisals must be given to employees by this date</i> <i>April 15th - UCPEA Activity & Achievement report due to supervisors</i>	May <i>May 1st - last day to meet with UCPEA employee about performance evaluations</i> <i>May 15th - HR must receive completed UCPEA appraisals</i>	June <i>June 1st - UCPEA employees' merit recommendation forms submitted to Division's Vice President or Vice Provost</i>
July	August	September <i>September 15th - CLASSIFIED employees hired after 7/1/77, performance appraisals due to HR</i>	October <i>October 1st - CLASSIFIED employees hired before 7/1/77, performance appraisals due to the employees</i>	November	December

TAX Corner



Delayed Implementation of 2011 Tax Table

Tax withholdings for State of Connecticut employees are calculated automatically in the State's Core-CT system. Unfortunately, the State's HRMS team was not able to load the 2011 tax tables into the system until March of this year. The first check date to reflect tax withholdings at 2011 rates was 03/25/11. Check dates 01/14/11 through 03/11/11 were calculated with 2010 tax tables.

The Payroll Department recommends that you examine your pay stubs regularly in order to determine whether your current tax statuses are the most appropriate statuses for your financial situation. Tax status adjustments (federal or state) can be made by submitting an updated W-4 form to the Payroll Department. Both the Federal and State W-4 forms are available on the [Payroll website](#).

The IRS Withholding Calculator can help you decide whether an adjustment to your Federal tax status is in order. The calculator is available on the [IRS website](#).

When Are My Student Workers Exempt from FICA?

Student workers are exempt from FICA tax withholdings (i.e. Social Security and Medicare) during the academic year. Student workers are subject to FICA taxes during the summer months, unless they are actively enrolled in classes. This exemption only applies while the summer class is in session. For example, if a student is only enrolled in a Summer Session I class, he/she is only exempt from FICA during Summer Session I. He/she would not remain exempt for the entire summer.

Exemption from FICA is represented on the FOCUS student timecard by the FICA code "B." This code is automatically populated during the academic year. During the summer, timecards reflect a FICA code of "A" (subject). If your student is taking a summer class, you must manually change the FICA code on his/her timecard from "A" to "B" for each pay period in which the class is in session.

Tax Impact of Non-Qualified Dependent Coverage & Benefits Billing

If your health insurance coverage is extended to "non-qualified dependents" the Fair Market Value (FMV) of your dependent's health insurance coverage is added to your federal and/or state taxable earnings. When health insurance premiums are taken via payroll deduction the FMV is automatically calculated and added to your taxable gross earnings. Unfortunately, when insurance is paid directly through benefits billing (i.e. during an unpaid leave of absence), the FMV cannot be added to your taxable income during the year. When the year is over, the State calculates the FMV and the increased taxable earnings are included on your W-2 form, or W-2c form (corrected W-2).

If you will be paying for a "non-qualified dependent's" insurance coverage through benefits billing, please make sure that you plan for the added tax obligation that accompanies this coverage.

Helpful TIPS & REMINDERS



1

Graduate Assistant Payroll - End of Year Reminders

With the end of the semester quickly approaching, please keep the following graduate payroll information in mind. First, the final payment of the semester for Graduate Assistants will be dated 05/20/11. This payment represents 1.1 pay periods (11 days). Second, if a Graduate Assistant will not be returning for the Fall 2011 semester, you must remember to process a separation in Genesys. If you have questions regarding how to process a separation, please email [Gena Twarz](#), Graduate Payroll Manager, or call 860-486-6797.

2

Save Those Stubs

Many faculty and staff members are surprised to learn that State agency Payroll Departments do not have the ability to reproduce pay stubs.* Banks and mortgage lenders are becoming more stringent with their salary verification requirements, and numerous requests for duplicate stubs are made each week by individuals who are scrambling to meet these requirements. Shredding your pay stubs as soon as you receive them may cut down on clutter, but you can avoid headaches and processing delays if you *save those stubs!*

*Pay stubs cannot be reproduced; however, you do have access to your pay stub information via the [Online Benefits Statement & Pay Stub Application](#) (WINJA).

3

J-1 Work Authorization Letters

If you are employing a J-1 student, please be sure that the student has obtained a J-1 work authorization letter from their sponsor. This letter will indicate the type of employment, as well as the dates and hours, which the student is eligible to work. Students sponsored by UConn can request their J-1 work authorization letters from the Department of International Services and Programs (DISP). Students should not begin working until this letter has been received.

4

Workers' Compensation Update

Faculty and staff who are injured as a result of their employment with the University are no longer able to seek treatment through Student Health Services due to compliance issues with HIPAA regulations. Employees should seek treatment through an alternative medical provider within the Prime Health Services network. An in-network provider listing is available on the [Payroll Department website](#), or by calling Prime Health Services at 1-866-348-3887. Please note that student employees who are injured in the course of their employment may continue to seek treatment at Student Health Services. Workers' compensation questions can be emailed to [Lisa Annis](#), or call 860-486-2279.

5

Form I-9 Tip

With summer coming quickly, many departments are wondering, "Who needs a Form I-9?" If you are continuing an authorization for an individual who is currently employed by your department, it is not necessary to complete a new Form I-9. If the individual you are hiring is new to the University, or has had a change in status, then a new Form I-9 is required. If you are ever unsure about Form I-9 requirements, please contact the Payroll Department for clarification.

12 EASY WAYS to Enjoy Activity at WORK!

1. **WEAR A Pedometer AT WORK.** Since every step counts, wearing a pedometer is a wonderful motivator to move more during your workday.
2. **WALK AROUND THE OFFICE.** There's no need to sit still while you talk on the phone or think. Pacing and fidgeting are physical activities.
3. **WALK AROUND THE BUILDING.** Sometimes a face-to-face talk is the best way to communicate (and it gets you up and moving around).
4. **WALK UP (AND DOWN) THE STAIRS.** If you have a choice, always take the stairs. If you have stairs, take as many trips up and down as possible.
5. **WALK AROUND THE BLOCK.** Got a coffee break? Got a few free minutes? Take a walk outside and get some fresh air (and extra steps).
6. **WALK AND TALK.** Need to discuss something with a co-worker? A walking meeting can be more productive and healthier too!
7. **LIFT WEIGHTS WHILE YOU TALK.** Keep a weight near the telephone; pick it up when you get a call and pump your arms while you talk.
8. **TAKE A WEIGHT BREAK.** Feeling tired and bogged down? Take five minutes to lift your hand weight and get your blood flowing.
9. **WORK YOUR ABS.** You can strengthen tummy muscles while sitting in a chair. Sit straight, tighten muscles and release. Repeat.
10. **STRETCH YOUR ARMS AND LEGS.** Stuck at your desk? Use a resistance band for a five minute stretch. Your mind and body will be more flexible.
11. **STRETCH YOUR STRESS AWAY.** Tension in your shoulders, neck and back is easy to release with standing stretches and a resistance band.
12. **CHECK YOUR Pedometer.** How many steps do you take during a typical workday? Any ideas for adding a few more steps here and there?



Provided by

www.EatSmartMoveMoreNC.com

Upcoming Events!



*Caring
About
"U"Conn*

Everything "U" Always Wanted to Know About Your UConn EAP, but are Afraid to Call

May 18th - 12:00 pm - 1:00 pm
Student Union, Room 221

Kids and Money

Teaching the Financial Facts of Life for Parents/ Guardians of Children up to Age 12

May 17th - 11:30 am - 12:30 pm
Student Union, Room 321

Teaching the Financial Facts of Life for Parents/ Guardians of Teens and Early Twenties

May 17th - 1:00 - 2:00 pm
Student Union, Room 321

Register for any session at prodev.uconn.edu
NetID Required

Hands - On Workshops!

Creating Your Individual Development Plan

May 18th - 9:00 am - Noon
HR, Brown Building, Room 201 - Depot Campus

Setting Goals & Work Expectations

May 27th - 9:00 am - Noon
HR, Brown Building, Room 201 - Depot Campus

Register for either workshop at prodev.uconn.edu
NetID Required

Retirement Benefits Seminar

Greater Hartford Campus - May 19th - 10:00 am - Noon
School of Social Work, Zach Community Room

School of Law - May 19th - 2:00 pm - 4:00 pm
Chase Hall, Room 110

Storrs Campus - May 25th - 10:00 am - Noon OR 1:30 pm - 3:30 pm
Thomas J. Dodd Research Center, Konover Auditorium

Questions about the seminar should be directed to the Department of Human Resources [Benefits Unit](#) or call (860) 486-0400

Support Group - Eldercare

What's On Your Mind
May 12th - 12:00 pm - 1:00 pm
Student Union, Room 321

For more information on any of these programs
please contact [Pam Heath-Johnston](#)

New Employee Orientation

May 6th & 20th
June 3rd & 17th
July 1st, 15th & 29th
9:00 am - 12:30 pm

Human Resources - Brown Building - Depot Campus
Please check in at the front desk upon arrival.

~ [More Information](#)

ILP's LEADERSHIP TIP

Think "**SMART**" when
identifying specific goals
and work expectations

Specific - Identify the output and results expected.

Measurable - Indicate how success will be measured – quality, quantity, timeliness, cost.

Aligned - Be sure the goal is aligned with higher level business goals.

Realistic - Assure the goal is realistic, even when it is a stretch goal.

Time-Bound - Define when the goal should be completed.

[Download the SMART Goal Worksheet!](#)



Need an Accommodation?

To request an accommodation under the Americans with Disabilities Act (ADA), to attend any program, course or session listed in this newsletter, University employees are encouraged to contact [Human Resources](#).



www.hr.uconn.edu

Questions and/or Comments about this
Newsletter and/or its Contents?

Email: [HRPY Newsletter](#)



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