

Human Resources & Payroll News

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Work/Life Week / Expo Update

Thank you to our UConn community for your support of our Work/Life Week Oct 4-8 and Expo on Oct 7.

A special thanks to the close to 400 of you that attended the Work/Life Expo, and to the 85 employees and students that became Bone Marrow Donor registrants! Thank you to Dining Services for their donation of drinks and snacks as well as door prizes. Thanks to UConn Athletics, the Beanery at the Benton, College of Agriculture and Natural Resources, Central Stores, Hawley Armory Fitness & Wellness, and Jorgensen Center for the Performing Arts for your door prize donations. Also, many thanks to the 50 participating UConn departments and off campus organizations.

In addition, our final thank you to those individuals listed below for offering these seminars and events throughout the week:

Education & Professional Development Resource Fair

Jane Williams, CT State-In Service
Loyola Welsh, CEUI
Carol Millette, Sue Levesque, Linda Armstrong & Tom Sellas, AFSCME
Angela Rola, UCPEA
Judy Rivers, Center for Continuing Studies
Johannah Gorgone, Kim Mattessich, & Shannon Page, HR Employment Services
JP Lacombe, Fran Murphy & Patty Geissler, HR OSD

All the free exercise sessions at Hawley Armory & Fitness Center

Colleen Thompson, Department of Allied Health

Help, My Kids are Driving Me Crazy

Kari Adamsons, Human Development & Family Studies

Ergonomics

Terri Dominguez, Environmental Health & Safety

Greening Your Work and Life

Kathy Tsantiris & Catherine Pomposi, Office of Environmental Policy

Eldercare 101

Manon Donato, Senior Resources Agency on Aging

Parenting in a Connected World-Social Networking 101 for Parents

Barbara Casey, iParent Network

Faculty Have Families Too, AAUP Recommendations on Best Practices

Ann Higginbotham, ECSU, History Department, Chair & consultant to AAUP Committee on the Status of Women

Benefits Retirement Seminar

Terry Stewart, HR Benefits & Mary Ellen Gordon, ING

Bone Marrow Drive

Patty Geissler, OSD HR

Sweet as Honey

Amy Gronus, Dining Services

We hope to do it again next Fall! If you have any suggestions or comments, please feel free to provide them to [Pamela Heath-Johnston](#) or [Vicki Fry](#).

Go to page 5 for a list of door prize winners...

Know and Use the Contract

Most of UConn's faculty and staff are members of unions, and their working conditions are governed by collective bargaining agreements, also known as "the contract," so when questions come up they are often quickly answered by referring to the appropriate contract.

Different groups of employees each have their own union and contract. UConn employees are represented by the American



Association of University Professors (AAUP), the University of Connecticut Professional Employees Union, (UCPEA), the Connecticut Employees Union Independent (CEUI), the American Federation of State, County and Municipal Employees, (AFSCME), and the Connecticut Police and Fire Union, (CPFU).

While all of the contracts have unique features, they all cover some of the same basic concepts including pay, hours of work, vacation and sick time, and grievance and disciplinary procedures, to name a few. So when a supervisor is looking for guidance on a scheduling issue, or needs to know how to proceed with a disciplinary issue, the first place to look is the contract.

There are a variety of ways to access the contracts, including the contract books that are distributed to union members and supervisors when new contracts are published, and all of the contracts are available on line at the [Labor Relations \(LR\) website](#).

The Labor Relations web site also provides links to the Union's web sites, where members will find valuable information specific to their interests, and contact information for the Labor Relations Team members, who are available to assist with contract interpretation and other questions important to the work force.

Early Releases, Delays or Closings Due to Inclement Weather



The winter season is upon us. I ask that you familiarize yourself with the [Emergency Closing policy](#) for 2010-2011 and the [Emergency Closing Procedures](#).

The emergency closing procedures provide a list of the venues available to faculty, staff and students to obtain up-to-date information regarding early releases, delays or closings due to adverse weather. It has been our experience that the University's emergency line (860-486-3768), staff and student voice mails, and the University's web site have been the most effective and timely in disseminating weather related bulletins.

The decision to close, delay opening, or release early at the Storrs campus and/or to alter schedules due to adverse weather or emergency conditions shall be made by the Provost and the Vice President and Chief Operating Officer, after consultation with the Director of Public Safety, who shall consult with Facilities, Police and Fire Departments. In the absence of the Provost or Vice President and Chief Operating Officer, the decision shall be made by his/her designees.

The Regional Campus Directors and the Dean, with the approval of the Provost or his designee, shall make decisions regarding cancellations, early release, or delays at the regional campuses and Law School. Special programs and events sponsored by the Center for Continuing Studies, Athletics, Jorgensen Auditorium, etc. may be cancelled at the discretion of the program's Director. Procedures for disseminating closing information for the regional campuses and other programs are the responsibility of the deans and directors.

A list of frequently asked questions regarding the winter weather early releases, delayed openings or emergency closings can be found at [Emergency Closing FAQs](#). Should you have further questions please contact Labor Relations at 860-486-5684 or email [Jay Hickey](#).

100

UNITED STATES SAVINGS BOND

THE UNITED STATES OF AMERICA

ONE HUNDRED DOLLARS

SERIES EE

INTEREST CEASES 30 YEARS FROM ISSUE DATE

Termination of Savings Bond Deduction Option

The U.S. Department of the Treasury has announced that it will no longer be issuing paper savings bonds through employee payroll deductions effective 01/01/11. In order to comply with this procedural change, the Office of the State Comptroller will be terminating savings bond deductions effective check date 12/03/10.

The Office of the State Comptroller mailed letters detailing the discontinuation of the paper-based system, and options for pursuing the program outside of the payroll deduction plan, in September. If you would like information regarding the purchase of savings bonds through the [U.S. Department of the Treasury](#).

ISSUING AGENT'S

DATING STAMP

C000000000EE

TAX Corner



W-2 Information Updates

2010 W-2 forms will be distributed to departments during the month of January. Please take a moment to review the address that currently appears on your pay stub, as this is the address that will be printed on your W-2 form.* If your address requires updating, please submit a [Personal Information Change Form](#) to the Payroll Department.

W-2 forms are distributed to departments with checks. Departments are required, by law, to mail unclaimed W-2 forms by January 31st. If you are separating from employment with the University, this year, please remember to provide your forwarding address to the Payroll Department. You may request a W-2 address change by emailing [Renee Ferriere](#).

**Please note that address changes processed during the month of December may not be reflected on the 2010 W-2 form.*

W-4 Deadline for the First Payment of 2011

Employees who wish to make changes to their tax statuses, for check date 01/14/2011, must submit updated W-4 forms to the Payroll Department by 01/04/2011. Both the federal and state (CT) W-4 forms are available on the [Payroll website](#).



#1. Keep in touch with family, friends, and groups that encourage us to take care of ourselves and challenge us to risk, stretch, and grow.

SEBAC State Employees Bargaining Agent Coalition ARP Agreement

You may be aware that an [agreement](#) between SEBAC and the State's Office of Labor Relations (OLR) was reached permitting unionized employees participating in ARP a one time, irrevocable opportunity to change from the Alternate Retirement Program (ARP) to the State Employees Retirement System (SERS).

In light of the language in the agreement we asked OLR if non-unionized managers, faculty and other staff would also be eligible to participate in the program. We were advised by Linda Yelmini from the Office of Labor Relations that the arbitration award does not impact non-unionized employees unless it is extended under CGS §5-200(p) by the Commissioner of DAS with the approval of the Secretary of OPM through an Item. In the absence of such approval, a non-unionized employee could not purchase time when they were in a bargaining unit and a unionized employee could purchase only time in which they were in the bargaining unit.

Linda is following up on the extension and will let us know of the decision.



Be Flu Savvy!

(tips from the CDC)

from the Be Well Eastern Highlands Health District
(EHHD) Newsletter - The UConn Buzz

Do you know the flu? This is the season for cold & flu, and it is easy to get them confused. Although the respiratory etiquette & many of the prevention tips apply to both, the seasonal flu can be prevented or lessened with an annual flu shot. Symptoms of the flu include headache, chills and a high fever that can last up to 4 days.

Respiratory Etiquette

Cough and sneeze into your sleeve (or shirt, or jacket)

If you use a tissue for a cough or sneeze, throw it away immediately and wash or sanitize your hands

Do whatever is necessary to reduce the "spray" (but your hands should be a last resort & wash them immediately!)

Prevention

Get the flu shot: This year the flu shot is approved for most individuals older than 6 months of age. Ask your health care provider about getting a flu shot.

Frequent hand washing: Your mouth and nose are both a carrier of germs to other surfaces and a way for germs to enter your body...THINK about where your hands have been & where they are going. Don't spread germs with your hands.

Healthy lifestyle: Consume nutritious foods & fluids, manage stress, stay active, get 7-8 hours of sleep each night.

Avoid close contact: When possible with those who are sick; avoid sharing drinks & food; wash your hands after being in contact with others who are ill. Don't go to school or work if you have a fever.

Is it the Flu or a Cold?

This time of year it can be difficult to know if it is a cold or flu when you feel sick. Here are a few easy ways to tell the difference:

Fever: Usual for a flu (100 - 102); rare with a cold

Headache: Common with a flu; rare with a cold

Achy body: Often severe and normal for a flu; slight, if any, with a cold

Fatigue/weakness: Usual with a flu; only sometimes with a cold

Extreme exhaustion: Usual with a flu; never with a cold

Cough: Common with a flu; mild to moderate with a cold

Introducing SPAR Corner



Since the launch of the Special Payroll Authorization Request (SPAR) system in July, 2009, procedures related to Special Payroll have been continuously reviewed and updated. In an effort to centralize the communication surrounding special payroll, a SPAR Corner newsletter will be delivered bimonthly to subscribers of the Special Payroll Listserv. The October issue included articles on title and offer letter revisions, reminders for processing Spring 2011 adjuncts, J-1 Visiting Scholar process changes, SPAR tips and more! Information and instructions for subscribing to the Special Payroll Listserv are available on the [Payroll website](#).



Movies for the Military DVD Drive

The Payroll Department, in conjunction with the Hartford Chapter of the American Payroll Association, would like to thank everyone who generously contributed to the *USO Movies for the Military DVD Drive* this September. This year, we were able to collect over 350 DVDs for our troops and their families! Next year, with your help, we hope to collect even more!

New State of CT Job Application Form



The Department of Administrative Services has released a new State of Connecticut Application Form for Examination and Employment (CT-HR-12) to be used to apply for examinations effective October 1, 2010. PLD-1 Application Forms should not be used on or after October 1, 2010. Classified employees submitting a job audit packet must use the new Form (CT-HR-12) to list all applicable employment history as described in the [classified audit procedures](#).

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Winners of Door Prizes at the Work/Life Expo:

Kerrie Alberts, *School of Engineering*
 Carol Baron, *Residential Life*
 Karen Bates, *Educational Psychology*
 Keith Blanchard, *Student Affairs IT*
 John Bridges, *Residential Life*
 Shelly Burelle, *Philosophy Department*
 Edwin Cemino, *Residential Life*
 Christene Cooper, *Attorney General's Office*
 Katherine Covey, *Sociology Department*
 Dennis Demers, *Environmental Health & Safety*
 Martin Dzenis, *Accounts Payable*
 Linda Fall, *Registrar's Office*
 Kathy Fischer, *Women's Center*

Eva Gorbants, *Fine Arts*
 Lorraine Hall, *Controller's Office*
 Chayne Hawkins, *Facilities Operations*
 Rodney Hicks, *Facilities Operations*
 Holly Holland, *Residential Life*
 Tracy McLaughlin, *Residential Life*
 Victor Mendoza, *Facilities Operations*
 Rob Passmore, *Dining Services*
 Andrew Pusczyński, *Residential Life*
 Nigel Roberts, *Recreational Services*
 Donna Rymash, *Residential Life*
 Karen Sommer, *the Benton Museum*
 Maureen Standish, *Student Health Services*
 LingLing Zhang, *Residential Life*



#2. Challenge your mind and try something new! Research shows the more we educate and try new tasks and skills the longer we live! Take advantage of opportunities that may not have been available in the past. Travel, volunteer activities, a second career, musical instruction, writing, and various classes all serve to stimulate brain activity.

Helpful TIPS & REMINDERS



1 Dependent Child Tuition Waiver

The University administrative deadline for [Dependent Child Tuition Waiver](#) applications for the Spring 2011 semester is November 15, 2010.

2 International Faculty, Staff and Students: Updating Social Security Numbers

Many International Faculty, Staff and Students do not have social security numbers (SSN) when they arrive in the United States. In fact, they are not even allowed to apply for a number until they have secured employment. As such, all Internationals employed at the University are issued a temporary placeholder number until they have applied for and received their SSN. As we are approaching the end of the calendar year, it is very important that International Faculty, Staff and Students have updated their Social Security Number (SSN) with the Payroll Department. Students also need to update their SSN with the Graduate School or Registrar's Office (undergraduates). This will ensure that wages are reported under the correct number and 2010 W-2s are issued with the correct number so that 2010 Tax Returns can be filed without delay.

3 Payroll Listservs: Are you in the know?

The Payroll Department has Listservs for all payrolls that give departments important processing information. Are you subscribed? If not, it is easy to do! Available Payroll Listservs can be found on the Payroll website: http://www.payroll.uconn.edu/resources/payroll_listservs.html. We recommend that anyone who processes payroll paperwork subscribe to the corresponding listserv for information on that payroll. Be in the know!

4 Federal Family and Medical Leave Act (FMLA) Required Posting

Please be reminded that every employer covered by the FMLA is required to post and keep posted on its premises, in conspicuous places where employees are employed, a notice explaining the Act's provisions. Each department should have the poster readily visible to faculty and staff. English and Spanish versions of the FMLA poster can be found on the [Department of Labor's website](#).

5 Remaining 2010 Furlough Days

There are two State of Connecticut furlough days remaining in the year 2010:

Furlough Day	Check Date
11/26/10	12/17/10
12/27/10	01/14/11

The ten percent furlough reduction may cause some employees to miss certain elective deductions such as 403(b)/457 contributions, credit union, etc. These deductions will not be taken if, after the reduction in gross earnings, there are not enough funds to cover the full amount of the deduction.

Upcoming Events!



Caring
About
"U"Conn

Support Group - Eldercare

President Obama's Health Plan with Medicare, Medicaid and other Laws and Information
November 11th - 12:00 pm - 1:00 pm
Student Union, Room 320

DNR (Do Not Resuscitate)
December 9th - 12:00 pm - 1:00 pm
Student Union, Room 320

Ins and Outs of Assisted Living
January 13th - 12:00 pm - 1:00 pm
Student Union, Room 320

Lunchtime Learning 12:00 pm - 1:00 pm

The Stress of the Holidays
November 30th - Student Union 304C

Seminars

Register at prodev.uconn.edu
NetID Required - Click on Sessions

Social Networking Across Generations

November 4th - 10:00 am - 12:00 pm
Student Union 104

Active Threat

November 16th - 10:00 am - 12:00 pm
Student Union 104

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

New Employee Orientation

November 5th & November 19th
December 3rd & December 17th
9:00 am - 12:30 pm
Human Resources Brown Building
Depot Campus
Please check in at the front desk upon arrival.

[More Information](#)

Maintain, Don't Gain!

Manage Your Weight over the Holidays!

Uh oh... here come those
Holiday Cookies!



Human Resources and Hawley Armory Fitness & Wellness invite you to participate in a 10-week program, from noon to 1:00 pm weekly, to learn tips and tools for maintaining your weight over the holiday season.

When: Wednesdays, November 3rd - January 5th

Where: Hawley Armory Classroom 102

Cost: \$10 for the 10-week session includes prizes, incentives, lectures, workshops, fitness demonstrations and more!

Incentives to help you achieve your goal will be awarded at individual sessions. Prizes for attending 80% or more of the sessions and/or maintaining your weight at the end of the program, and a drawing for a FREE Hawley Armory semester membership will be awarded at a celebration on 1/5/11! Each session will have an optional private weigh in and will feature a guest lecturer or physical activity by professionals in nutrition and fitness.

Class size will be limited! Please preregister using this [form](#).
[Read more about this 10-week program.](#)



#3. Begin to decrease stimulating products like smoking, drinking, junk food, white flour, white sugar, white rice products - these are a sure way to accelerate aging and product ill health.

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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