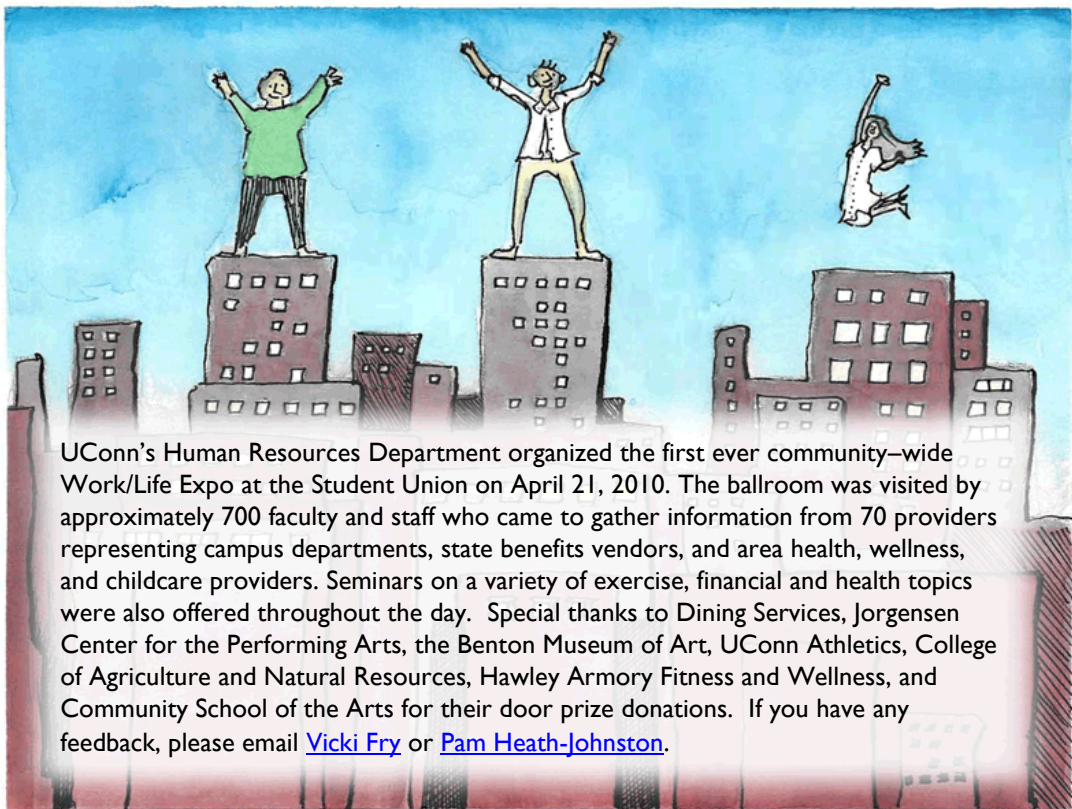


Human Resources & Payroll News

Volume #3, Issue #3

May - July, 2010

Work/Life Expo '10



UConn's Human Resources Department organized the first ever community-wide Work/Life Expo at the Student Union on April 21, 2010. The ballroom was visited by approximately 700 faculty and staff who came to gather information from 70 providers representing campus departments, state benefits vendors, and area health, wellness, and childcare providers. Seminars on a variety of exercise, financial and health topics were also offered throughout the day. Special thanks to Dining Services, Jorgensen Center for the Performing Arts, the Benton Museum of Art, UConn Athletics, College of Agriculture and Natural Resources, Hawley Armory Fitness and Wellness, and Community School of the Arts for their door prize donations. If you have any feedback, please email Vicki Fry or Pam Heath-Johnston.

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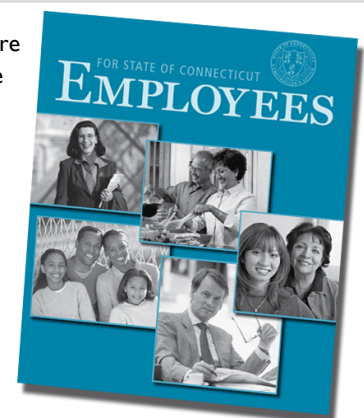
Benefits Open Enrollment

Monday, May 17, 2010 through Friday, June 11, 2010

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 scheduled to be updated at the start of open enrollment to include information on benefits schedules and premiums.

On Wednesday, May 19, 2010, in the Student Union, Room 304 A-C, the Health, Dental, and Pharmacy vendors will be available to answer benefit questions. Representatives from Human Resources will also be available for questions, as well as providing 20-minute seminars highlighting the medical and dental options. Announcements will be sent via listserv with more details.

For questions regarding Open Enrollment, contact the Benefits Unit of the Department of Human Resources at benefits@uconn.edu or by telephone at 860-486-0400.



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Contact JP Lacombe
 for registration information
john-paul.lacombe@uconn.edu

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Contact JP Lacombe
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Graduate Assistant Payroll End of Year Reminders

With the end of the semester quickly approaching, there are a few things departments should remember about Graduate Assistants. First, the final payment of the semester for Graduate Assistants will be dated 05/21/10 and is payment for 11 days. Second, if a Graduate Assistant will not be returning in the Fall semester, the department must remember to process a separation action in Genesys. For questions regarding how to process a separation, you may contact the Graduate Assistant Payroll Manager [Gena Twarz](#) or call 860-486-6797. Lastly, the deadline for submitting special payroll authorizations that have a start date of 5/23/10 is May 6, 2010. If you have Special Payroll questions, please contact [Cheryl Berry](#), Supervisor (860-486-0966), [Doraly Alvarado](#) (860-486-1145), or [Jessica Lowrey-Manning](#) (860-486-0957). Additional information can be found on the [Payroll Website](#).

TAX Corner



Implementation of 2010 Tax Tables

You may have noticed a change in your Federal tax withholdings recently. This adjustment is due to the State's implementation of the 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 updated W-4 forms to the Payroll Department. Both the [federal and state W-4 forms](#) are available on the Payroll website.

Special Payroll Appointments and the SPAR Application

The Special Payroll Authorization Request (SPAR) system has now been in production for approximately 10 months. Since it was launched in July 2009, over 6,000 transactions have been processed through the system.

The Department of Human Resources has been routinely updating SPAR as a result of the invaluable feedback we have received from the campus community. The most recent change in March includes an expansion of the types of SPAR transactions that can be submitted. As a result of the changes, the Department of Human Resources has developed help documentation for each action. The help documents provides detailed information about each action including examples, details of key fields specific to the action, required attachments, and frequently asked questions. These help documents and directions on how to clone a request to make submitting even easier can be found under the [Tools and Resources](#).

One of the most significant outcomes of the SPAR application thus far has been the inclusion of Human Resources and the Provost/Vice President in the review and approval process for special payroll transactions. This additional level of review has provided an opportunity to evaluate and improve many of the special payroll business processes.

We would like to thank the University community for their patience and continued feedback as we continue to work together to improve our processes and systems.

Questions regarding SPAR and other special payroll inquiries should be directed to [Shannon Page](#) or call 486-0410.

Helping Parents Meet the Summer Childcare Challenge

Summertime brings warm weather, beach trips, and backyard cookouts, but if you're a working parent of a grade schooler, you're probably wondering how best to fill the void when school lets out. If you're like most, you are probably looking at a combination of solutions, such as enrolling your child in summer camp, hiring a nanny or neighborhood teenager, arranging a trip to grandparents, and using vacation or other time off from work.

The [Work/Life Connections](#) website provides parents with access to a wide range of information to help meet the summer childcare challenge.

- [Locating Childcare](#) – provides links to babysitters, nannies, and summer camps in Connecticut and other states.
- [Parenting Resources](#) – provides links to education and research on parenting.
- [Flextime and Leaves](#) – provides information about flextime arrangements and leave of absence options, such as the Voluntary Schedule Reduction Program (VSRP). The VSRP offers parents unpaid time off without sacrificing benefits and helps save the University money.

If you have questions about the Work/Life Connections website or University policies on flextime and leaves of absence, contact [Vicki Fry](#) or (860) 486-0411.

Retiree Health Fund Contributions

The Human Resources and Payroll departments have been busy auditing over 1,200 employee records to determine who will have fewer than 5 years of creditable service on July 1, 2010. Those employees are subject to a mandatory 3% Retiree Health Fund contribution that will be payroll deducted on a pre-tax basis from each paycheck until they complete 10 years of creditable service.



The mandatory 3% Retiree Health Fund contribution was negotiated as part of the State Employees Bargaining Agent Coalition (SEBAC) 2009 Agreement to help offset the cost of future retiree healthcare benefits. The agreement requires new hires and rehires starting July 1, 2009 to begin the 3% contribution as of their hire date. For employees who were on the payroll as of July 1, 2009 and would not have 5 years of service by July 1, 2010, the 3% contribution commences on July 2, 2010 and will first appear in paychecks dated July 30, 2010.

With each audit we complete, we notify only those employees who do not meet the 5-year service requirement. We send a CO-1300: a form required by the State on which the employee identifies service time, unpaid leaves of absence, and the estimated end date of the deduction.

More information about Retiree Health Fund Contributions is available from the HR [Benefits website](#) or by contacting Benefits at (860) 486-0400.

Helpful TIPS & REMINDERS



1

Offer Letters

Offer letters are reviewed and updated regularly. Please

remember to check the Offer Letter Manual on the HR Website for the most up-to-date templates.

2

EEO/AA Statement

Please note that the required EEO/AA statement to be used in University advertisements has changed.

Previously approved EEO/AA statements may be used **in addition** to the following mandatory EEO/AA statement, which **must** appear in all employment ads:

“The University of Connecticut is an EEO/AA Employer.”

Please contact the ODE's Search Compliance team if you have any questions.

3

Vacation Coverage

There's no doubt about it – many people save their vacation time to use during these delightful months.

Therefore, those remaining in their departments are left to share more responsibility and coverage. It is helpful to remember your team ethic and to try to avoid backup of paperwork and duties.

The following procedures can aid in a smooth transition: 1) divide tasks fairly 2) write out tasks clearly, providing info for further assistance 3) be considerate of all involved: as we all hope to enjoy our vacations, so must we help others to do the same!

4

Form I-9 Tip

When filling out Section 2 of the Form I-9, remember that expired documents are no longer acceptable!

Expiration dates for passports can usually be found on the first page of the passport or stamped on the second page. The expiration date for the I-20 is listed in box 5 and the expiration date for the DS 2019 is listed in box 3.

5

IRS Withholding Calculator

Did you know that the IRS provides a free, online tool that can help you determine your federal W-4 status?

The IRS Withholding Calculator uses the information from your pay stubs and your most recent tax return to find out whether an adjustment your federal tax status is in order. The IRS Withholding Calculator is available on the [IRS website](#).

6

Flextime Reminder for Clerical Staff

Twice a year, for the academic year and the summer, AFSCME members may request a flexible work

schedule (Art. 17, sec. 6). The flextime period for the 2010/2011 academic year is 8/31/2010 - 5/9/2011. Flextime requests are subject to the approval of the employee's supervisor depending on the University's operating needs.

Is Flextime Right for You?

In today's fast-paced world, home and work responsibilities often collide. One solution available to nearly all employees is flextime. Flextime allows employees to establish, within limits, an alternative work schedule. Here are a few of the advantages of flextime for employees and the University:

Advantages of Flextime for Employees

- Flexibility to meet family needs, personal obligations, and life responsibilities conveniently.
- Reduced commuting time, fuel costs, and stress.
- Increased feeling of personal control over schedule and work environment.
- Allows people to work when they feel the most productive (e.g., morning person vs. night person).
- Reduced external childcare hours and costs.

Advantages of Flextime for the University

- Increased employee morale, engagement, and commitment to the University.
- Reduced absenteeism and tardiness.
- Increased ability to recruit outstanding employees.
- Reduced turnover of valued faculty and staff.
- Increased productivity.
- Enhances the University's family-friendly image.

For more information about flextime, including access to the forms, visit the [Flextime](#) link from the [Work/Life Connections](#) website or contact a Labor Relations representative at (860) 486-5684.

Upcoming Events!

New Employee Orientation

May 7th & May 21st
June 4th & June 18th
9:00 am-12:30 pm
Human Resources Brown Building
Depot Campus

Caring About "U"Conn

Eldercare Support Group Noon-1pm
Student Union Room 318

Topics include:

What to do When Elders Don't Listen
May 13th

Medicare, Medicaid and Medicare Part D
June 10th

For more information please contact
Pam Heath-Johnston

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](#).

ILP Workshops

Resolving Conflict

June 16, 2010 - 9am – 4pm,
Purchasing Bid Room*

DiSC: Discovering Your Work Style (For individual contributors)

June 21, 2010 - 12pm – 4pm
Human Resources Brown Building, Depot Campus, Room 201*

DiSC: Discovering Your Management Style (For supervisors)

June 23, 2010 - 12pm – 4pm
Human Resources Brown Building, Depot Campus, Room 201*

Four Generations – The New Face of the American Workforce

June 30, 2010 8:30am – 12:30pm
Purchasing Bid Room*

*Locations are subject to change

For more information regarding these workshops please contact [Fran Murphy](#)

To find out more about the ILP workshop details or to register, please go to our online registration site at www.prodev.uconn.edu.

Your NetID is required and click 'Sessions' to get started.



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