

News You Can Use

A publication for University of Wisconsin-La Crosse employees

From the Desk of the Interim Director

Thank you to everyone who attended our 8th Annual Health and Financial Fair in October. We had our best attendance this year! As a pilot campus for the eBenefits (the electronic enrollment through the MY UW System portal for benefits) we had staff here from UW System HRS team for the Health and Financial Fair. We have been able to work closely with this team and are very comfortable with using eBenefits. This electronic enrollment will be the method enrolling in benefits for new staff and the processing of **Life Events** changes to current benefits.

Remember to contact HR when you have a change in your personal situation or employment changes. Here is a link- **Life Events** to us as a guide/checklist for information about how to change your benefits in response to new personal and job situations.

Enjoy Autumn!

Joy Gutknecht

Legal and Personal Holiday Reminder

Just a reminder of how holidays are observed if they fall on a weekend. (There are four holidays that will fall on the weekend at the end of December and beginning of January.)

When a holiday falls on Sunday, the campus is closed on Monday. This means that UW-L will be closed Monday December 26th and Monday January 2nd in observation of Christmas Day and New Year's Day.

If a holiday falls on a Saturday, the hours for that holiday can be used at any time as it becomes a "floating holiday". We have Christmas Eve (12/24/11) and New Years Eve (12/31/11) this year as floating holidays, so classified employees and annual unclassified employees that are 100%, will have 16 hours of "floating holiday" for these two days.

- Classified employees must use their Legal Holiday hours including floating holidays and Personal Holiday hours by December 31, 2011 or the hours will be lost.
- Annual unclassified employees must use their Legal Holiday hours and Personal Holiday hours by June 30, 2012.

The new format of your earning statement has the available balance of all your leave. Please check the Legal Holiday and Personal Holiday available balances and request your time off accordingly.

November 2011



INSIDE THIS ISSUE

PEOPLE ADMIN	2
HR NEWS	2-4
UW System Portal News	
Tax Program News	
403 (b) FAQ's	
Classified Reminders	
HR Office Notice	
UW System 2012 Max Contributions TSA 403(b) Program	
HEALTH/WELLNESS	5
Annual Flu Shot Clinic	
EAP	
GREY MATTERS	6
Turkey Trivia	



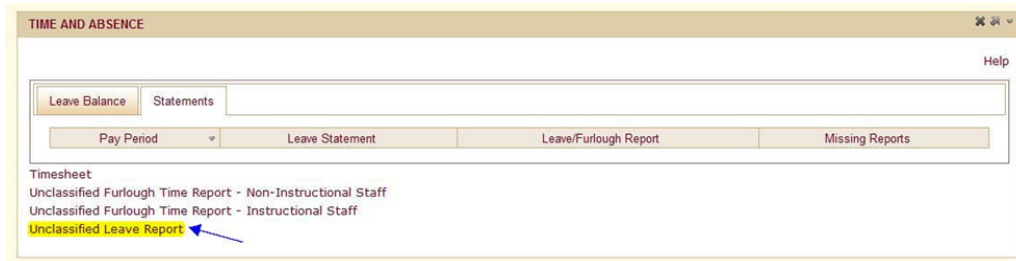
Office of Human Resources News



Portal Notes

Time and Absence - Unclassified Staff

Some unclassified staff are not seeing a September or October Leave Report in the Time and Absence section of the Portal. If you do not see a link for your monthly Leave Report (found under the Leave/Furlough Report column) you can click on the Unclassified Leave Report (shown highlighted below) and fill in the 'generic' leave report which will be called up in .pdf format.



You will need to complete the personal information in the top section of the generic leave report.

If you are on a 9-month pay basis, you will only need to fill in the dates that you took sick leave. If you did not take any sick leave (between 8/29-9/28 for Sept. and 9/29-10/28 for Oct.) you can simply report a total of zero for the month.

If you are on a 12-month pay basis, you will need to fill in the dates that you took leave of any type. For September, please remember to include your hours for September 5th, Labor Day, in the Legal Holiday column. If you did not take any other type of leave in the month of September, or October, you can simply report a total of zero for the month in each of the columns.

NOTE: Not all unclassified employees need to submit a monthly leave report. To determine if you are WRS (Wisconsin Retirement System) eligible and accumulate sick leave, look at the bottom of your earnings statement. If you do not have the section titled Leave Balances (shown below) on your earnings statement, then you do not need to submit a monthly leave report.

Leave Balances		Leave Type	Beg Earn Balance	Earned	Used/Adj	Ending Earned Balance	Available Balance
Empl ID		Vacation					
Empl Rec		Sick					
Department:		Sick-YTD					
Location		Pers-Holiday					
Job Title		Legal-Holiday					

Tax Program News

Remember to check your UW earnings statements when you make a change to your deferrals to verify that the change has been processed. Also, check the quarterly statements you receive from your investment company to make sure you have been credited with the correct amounts. Mistakes are rare, but they can happen.

Office of Human Resources News

403(b) Frequently Asked Questions

What is a Roth 403(b) TSA?

- A Roth 403(b) is an after-tax contribution to the UW Tax-Sheltered Annuity (TSA) Program. You do not pay any federal or state income tax on the earnings realized from Roth investments, and since you have already paid taxes on the contributions themselves, when you withdraw the money, the entire account is tax-free – subject to IRS restrictions.

How is that different from a Roth IRA?

- In a Roth IRA you can take a distribution from the contribution portion at any time, and it's not taxable.

Can I choose to re-classify my contributions as either post tax or pre-tax after I've made them?

- No – what starts as a Roth, stays a Roth; the same for pre-tax. But you can change your future contributions at any time by submitting a new Salary Reduction Agreement.

TSA Investor newsletter is also available at: <http://www.wisconsin.edu/hr/benefits/retsav/tsafall11.pdf>

The UW TSA Program offers loans – can I take a loan from my Roth accumulations?

- Yes. The same loan rules apply to both pre-tax and post-tax UW TSA accumulations.

Can I contribute to both a UW Roth 403(b) and an individual Roth IRA?

- Yes, you can contribute to both.

Can I roll my Roth IRA into my UW Roth 403(b)?

- No, Roth IRAs can only be rolled into other Roth IRAs. However, you can roll Roth 403(b) or Roth 457 accounts from previous employers into your UW Roth 403(b) account.

Eligibility

- Roth 403(b) – Any UW employee can participate.
- Roth IRA – Highly-compensated individuals are not eligible.

The Classified Corner

End of the Year Reminders

- **Legal Holiday Hours:** All classified employees must use their legal holiday hours by **December 31st** or the hours are **lost**. December 24th and December 31st fall on Saturday this year making them **floating holidays**. These floating holidays **must** be used by December 31st or they will be lost. When you use a legal (floating) holiday before the actual holiday, it will show as a negative LH balance on your earnings statement until earned.
- **Personal Holidays:** All classified employees must use their personal holiday hours by December 31st or the hours are **lost**.
- **Sick Leave:** Sick leave hours are automatically carried over every year for all employees.
- **Sabbatical:** Permanent Classified employees eligible to put vacation into a sabbatical account will receive an e-mail notice by Friday, November 18th. Sabbatical forms will be available in the portal and must be completed and submitted to the Human Resources Office, 144 Graff Main Hall, by Monday, December 5th. Employees who are eligible and elect to receive a cash payment will be paid Thursday, December 29th. Vacation that is put into sabbatical does not expire and can be used at any time subject to prior supervisor approval.
- **Vacation:** Automatic carryover of up to 40 hours until June 30, 2012 for all classified employees.

Office of Human Resources News

Reminders and Upcoming Events

Please note the Human Resource Office will be closed Friday November 25th (the day after Thanksgiving) so the HR Staff may take a vacation day and spend the holiday weekend with our families. The office will reopen on Monday the 28th.

UW System 2012 Maximum Contributions TSA 403(b) Program

For 2010 University of Wisconsin employees may contribute a maximum of \$17,000 to the Tax-Sheltered Annuity 403(b) Program. Employees age 50 and over can contribute an additional \$5,500 for a total of \$22,500. If you have 15 years or more of service with the UW, you may have an additional “catch-up” opportunity. Check with your Human Resources office to see if you are eligible. For more information see the web page on TSA limits at <http://www.uwsa.edu/hr/benefits/retsav/limits.htm>.

Employees currently enrolled in the program can easily increase TSA contributions for 2012 by submitting a Salary Reduction Agreement (SRA) to their Human Resources/benefits office. The SRA is found on the web at <http://www.uwsa.edu/hr/benefits/retsav/sraform.pdf>

If signing up for the TSA program for the first time, information can be found at <http://www.uwsa.edu/hr/benefits/retsav/tsaenroll.htm>

In order to have these deduction amounts taken from each paycheck throughout 2012, please have your TSA Salary Reduction Agreement in your Human Resources/benefits office in early December. **Clearly mark the form as calendar year 2012.**

An employee who files timely can have the following amounts deducted from each payroll check to maximize in 2012. **Note: No deductions are taken during the summer for employees paid on an academic year basis (9 paychecks annually).**

Paychecks Annually	Annual Maximum	Amount per Paycheck
9 paychecks (under age 50)	\$ 17,000.00	\$ 1,888.89
9 paychecks (age 50 and over)	\$ 22,500.00	\$ 2,500.00
12 paychecks (under age 50)	\$ 17,000.00	\$ 1,416.67
12 paychecks (age 50 and over)	\$ 22,500.00	\$ 1,875.00
26 paychecks (under age 50)	\$ 17,000.00	\$ 653.85



Health & Wellness

Work and Life Balance Employee Wellness

10 Essential Time Management Tips To Get Results

To organize life and manage time we have to aim to manage self. How we spend time that produces results (or lack of) is about choices, habits, and actions. Here are some tips to get the most of your day and the results you want.

Make Deliberate Choices

Intentionally choose how to use time. Time can be used pouring out your strengths, passions, skills, and values, and not be wasted. Our choices can make it such so choose wisely.

- 1. Know Your Priorities-** For least resistance align priorities based on *who* you are. What is *really* important to you? List 3-5 top priorities in order. Look at them daily. What goals are most important right now for long-term fulfillment?
- 2. Be Aware of Time Bandits-** Monitor how you spend time for 24-72 hours. Notice where time is wasted or how it can be put to better use. EX: Run errands once a week versus daily trips. Notice distracters, those things that steal your focus such as phone calls, e-mail, things breaking down, etc.
- 3. Set your Mind on the Ultimate Result-** Thoughts guide behavior. Focus negatively, and you may get discouraged and quit. The Wright Brothers focused on the end result, 'what it takes to fly', not being grounded. Choose your line of thought *or* your brain will take a shortcut and choose the thought pattern/habit that is in place, whether or not it serves you. It is a choice! You can accept or reject a thought. Choose a positive, results-aimed mind set *always!*

To read the complete article from ArticleCircle.com please click on the following link: <http://www.articlecircle.com/pdf/article-58226.pdf>



Employee Assistance Program Provider

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EAP provides professional, confidential assistance to help individuals resolve concerns that affect their personal lives or work performance and is available to all employees regardless of appointment percentage, including limited term and project employees, and their immediate family members, including domestic partners.



Grey Matters



Happy Thanksgiving from the Human Resources Staff

Turkey Trivia

1. When was the first Thanksgiving celebration?
2. Where was the turkey first domesticated?
3. About how many feathers does a mature turkey have?
4. Which state produces the most turkeys annually?
5. How fast can wild turkeys run?
6. How does Arkansas rank among the other states in turkey production?
7. Can wild turkeys fly? If so, how fast?
8. Approximately what percentage of American homes eats turkey on Thanksgiving?
9. Which president attempted to move the Thanksgiving holiday to the fourth Thursday in November to create a longer Christmas shopping season?
10. What is the best way to defrost a turkey?



Source: <http://home.aristotle.net/Thanksgiving/trivia-submit.asp>

Trivia Answers

1)1621 2)Mexico and Central America 3) 3,500 4)Minnesota 5)20-25 mph 6)Third 7) Yes, up to 55 mph 8) 90% 9) Franklin D. Roosevelt 10) In the refrigerator