

## **NEW NEW NEW NEW** Human Resources Web Site

Human Resources is pleased to announce its new web site now located at <http://www.hr.utah.edu>. Compared with the previous site, the new site with a fresh new look is much more user friendly with improved site navigation, site organization, up to date information and added search abilities such as a site map and search tools. One added feature of the new site is the ability to find HR representatives responsible for your department's HR needs for general HR services, compensation, employee relations and OEO/AA. Other additional features of the new site include an on-line job application and downloadable forms. Visitors can also keep up with the latest HR news by checking out the HR News and Announcements section on the main home page. To view these features and other HR services go to HR's new web location at <http://www.hr.utah.edu>.

## **HOW ARE WE DOING?**

### **Take the HR Employee Customer Satisfaction Survey**

Human Resources will be conducting the HR Employee Customer Satisfaction Survey later this month in FEBRUARY. Take the opportunity to let us know how we are doing by completing the on-line survey which will be available at <http://www.hr.utah.edu>. Your feedback is very important in helping us assess our services. The survey will be available both on-line and on paper, and in English and Spanish.

For more information contact Thuy Nguyen at 585-6898 or email [thuy.nguyen@hsc.utah.edu](mailto:thuy.nguyen@hsc.utah.edu).

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## **Open Enrollment**

### **Coming Soon in April 2003**

As noted in the recent open enrollment materials sent in November 2002, the Plan Year for health coverage and flexible spending accounts has changed from a calendar year to a fiscal year (July 1 to June 30). The next open enrollment is scheduled for April 2003 for the Plan Year beginning July 1, 2003 and ending June 30, 2004. Open enrollment may not always have many changes that apply directly to you but it is important that **you read the materials sent to you very carefully.**

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**Your open enrollment packet is sent directly to your home address listed in the PeopleSoft system.** To ensure that you receive your open enrollment packet, please check your home address to make sure it is accurate and if necessary, update it on the PeopleSoft system. You can update your home address on the system in the following ways:

- 1) on a PAN form,
- 2) through your home department,
- 3) on PeopleSoft by going to <http://www.acs.utah.edu/employee/> and selecting Campus Information System. Follow the directions provided on this site.

**WE NEED YOUR HELP**

**Your open enrollment packet will be sent directly to your home address listed in the PeopleSoft system. PLEASE make sure your HOME ADDRESS is accurate in the system.**

## Your Flexible Spending Account (FSA)

### **Did You Know?**

**ALL FSA claims for 2002 must be submitted to the 2002 plan administrator, AAI by March 30, 2003.**

If you enrolled in a FSA during fall's open enrollment and did not receive your 2003 Welcome Packet from Wells Fargo, please contact the Benefits Department at 581-7447 immediately.

**ALL CLAIMS must now be submitted directly to Wells Fargo:**

Wells Fargo Flex Benefit Services  
381 East Broadway #110  
Salt Lake City, Utah 84111  
TEL: 801-246-3710  
FAX: 801-246-3750

For faster receipt of claim reimbursements, consider direct deposit. Direct deposit forms and other FSA forms including claim forms are available in the Benefits Department or on the Wells Fargo web site at [www.wffbs.com](http://www.wffbs.com).

**PLEASE NOTE** that your current FSA enrollment will end June 30, 2003. You will need to reenroll and designate a new deferral amount during the next open enrollment in April 2003 for the next Plan Year. The amount you elect in April 2003 will cover the period from July 1, 2003 to June 30, 2004.

For more information on flexible spending accounts, please contact the Benefits Department at 581-7447 or contact Wells Fargo for information on your personal account.

## Tuition Reduction

### **Are you eligible?**

The University of Utah offers a 50% tuition reduction benefit for eligible employees and their families for most University of Utah courses. Tuition reduction is available to employees and their families based on the following requirements:

1. Employee must regularly work 75% FTE (30 hours per week) or greater in a benefits-eligible position.
2. For an employee to be eligible, the employee must have worked in a benefits-eligible position with the University for 6 months and completed the 6-month waiting period before the first day of the semester.
3. For an employee's spouse to be eligible, the employee must have worked for 1 year.
4. For an employee's unmarried dependent children (under age 26), the employee must have worked for 3 years.

If an employee's FTE drops below 75%, the employee and his/her dependents are no longer eligible. However, if the employee's FTE increases to 75% or more, he/she will re-qualify for the benefit once a new 6-month waiting period

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is satisfied. Please note that tuition reduction does not include items such as special fees, lab fees or textbooks.

## GRADUATE COURSES

If the tuition benefit received is for graduate courses, the University is required to apply income taxes based on the following criteria:

### Graduate Courses Taken by Employee

A tax-free benefit is available up to a maximum value of \$5,250 per year. Tuition benefits for graduate courses in excess of the \$5,250 value are a taxable benefit. However, tuition reduction benefits for graduate courses are taxable as wages if the courses involve sports, games or hobbies **and** if the courses are neither job-related nor required for a degree.

**Exception:** Teaching and research assistants receive the tuition reduction as a tax free benefit without a dollar maximum.

### Graduate Courses Taken by Spouse and Dependent Children

Tuition reduction benefits for graduate courses taken by your spouse or dependent children are taxable to the eligible employee as wages.

## TUITION REDUCTION & PAYCHECKS

Employees will see the tuition reduction benefit reported on their paycheck near the end of each applicable

semester. If the benefit is for taxable graduate courses, taxes will be deducted from the employee's pay; otherwise, the benefit amount is reported on the check for informational purposes only.

An Application For Reduced Tuition needs to be completed and submitted to the Benefits Department for each semester. To insure the application will be processed, and to avoid having a late fee applied to the tuition balance by Income Accounting, employees need to have the application submitted by the first day the tuition is due. Employees can access the application from the Human Resources web site at [www.hr.utah.edu/ben/forms](http://www.hr.utah.edu/ben/forms).

More information about the Tuition Reduction Benefit is available in Policy 2-45.

## MILITARY SERVICE

### Call to Active Duty

Employees of the University who are called to active military duty service have certain rights guaranteed by the Uniformed Services Employment and Reemployment Rights Act of 1994. Visit the Benefits Department web site at <http://www.hr.utah.edu/ben> for more information. If you are called to active duty, contact the Benefits Department at 581-7447 to discuss continuation of your benefits.

## NEW HR Services:

### Apply for Jobs On-line

**Did you know that you can now apply for jobs at the University of Utah on-line?** This latest web feature makes it easier for job seekers to apply for jobs. To add a job to a JobCart, browse the current openings or search the joblist and select 'Apply for Job' to add the job to the JobCart. Applicants can add as many jobs to a JobCart as they like and apply for all of them at the same time. The JobCart also allows applicants to add jobs to their existing JobCart at a later time. For more information go to [www.hr.utah.edu/joblist/joblist.php](http://www.hr.utah.edu/joblist/joblist.php).

Please note that paper applications will still be accepted by the Employment Office located at 420 Wakara Way, Suite 105.

### After Hours Mail Drop Box

For your convenience, an after hours mail drop box is now available outside the main entrance of the Human Resources building at 420 Wakara Way. You may drop off forms and job applications if you are unable to visit our office during regular hours (8 AM to 5 PM).

To avoid delays, time sensitive materials should be handed directly to the front desk staff during regular business hours.



**NEW Assistant Vice President for Human Resources**

Kris Goldman is the new Assistant Vice President for Human Resources. Kris recently joined Human Resources in January and brings with her nearly 20 years of extensive human resources experience in a variety of settings including healthcare and industry. As the Assistant Vice President for Human Resources, Kris' role will be deputy to the Vice President for Human Resources and liaison between the University Hospitals and Clinics and Human Resources. She will also oversee employee relations, the personnel office support, training and development, reward and recognition, and human resource services.



Contact Kris to discuss your HR needs by calling 581-7832.

**Center for Employee Development**  
**FREE Spring 2003 Course Offerings**

Do you need to brush up on your leadership skills? Is your department in need of customer service training? Then check out the Center for Employee Development's (CED) Spring 2003 course offerings. **A variety of FREE classes is being offered to all University of Utah employees on the following topics:**

**Professional Development**  
**Organizational Skills**  
**Personal Development**  
**Quality Improvement**  
**Leadership Development**

**General Professional Skills**  
**Diversity and Awareness Workshops**  
**Customer Service**  
**Medical Skills**

For a course catalog, go to  
<http://www.hr.utah.edu/forms/lib/CEDCourseCatalog.pdf>  
to download your copy today.

Register on-line at <http://www.hr.utah.edu/ced/register/allclasses.php> or call 585-2300 for more



# 2003 Holidays

Wednesday, January 1	New Year's Day (PPH)
Monday, January 20	Human Rights Day
Monday, February 17	Presidents' Day
Monday, May 26	Memorial Day
Friday, July 4	Independence Day(PPH)
Thursday, July 24	Pioneer Day
Monday, September 1	Labor Day (PPH)
Thursday, November 27	Thanksgiving Day (PPH)
Friday, November 28	Day after Thanksgiving
Thursday, December 25	Christmas Day (PPH)

**\*2 Personal Preference Days** - Must be taken before 12/31/03 if employed by January 1.

**PPH:** Premium Pay Holidays for University Hospital Staff.



## DIVISION OF HUMAN RESOURCES DIRECTORY OF DEPARTMENTS

**NEW WEB ADDRESS:** <http://www.hr.utah.edu>

### 420 Wakara Way, Suite 105

### Telephone

### FAX

Administration	581-7832		581-8481
Benefits	581-7447		585-7375
Center for Employee Development	585-2300		581-8481
Compensation	581-6206		581-8481
Employee Relations	581-5469		581-4286
Employment Office	581-2169		581-4579
HR Information Systems (HRIS)	See Web Directory		581-5571
Nesco Resource	585-1678		581-5571
Service Teams	See Web Directory		581-5571

### Park Building

Equal Opportunity & Affirmative Action	581-8365	135 Park	585-5746
VP for Human Resources	585-0928	208 Park	581-5674

### Employee Service Centers

UHOSP A020	585-5074	7:30 a.m.-3:00 p.m.	585-5144
135 Park Building	581-8365	8:00 a.m.-5:00 p.m.	585-5746