

# HR CONNECTION

YOUR source for  
Human Resource News!

The University of Utah Division of Human Resources  
420 Wakara Way, Suite 105, Salt Lake City, Utah 84108  
<http://www.hr.utah.edu/news/hrconn/>

Volume 4 Spring 05

## TABLE OF CONTENTS

To view the information below,  
click on any of the articles listed to be linked  
directly to that topic.

Payroll and HR, a NEW TEAM!	page 1
Employee Appreciation Day 2005	page 1
Employee Discount Services	page 2
2005 Presidential Staff Award Winners	page 2
Benefits Corner	page 3
HOOKED ON BOOKS is BACK! Donate your books TODAY!	page 4
FREE Professional Development Workshops (Summer/Fall Schedule NOW available)	page 4
2005 Holiday Schedule	page 5
HR Directory	page 5

## PAYROLL and HR A NEW TEAM

As of May 1, 2005, HR and Payroll are now one team! To further facilitate seamless customer service for pay, benefits, absence management, and PAN data entry, payroll operations have been transitioned to Human Resources under the direction of Phil Johnson, Assistant Vice President for Human Resources. It is anticipated that there may be organizational or process issues to address over the next two to three months.

**At this time, the Payroll Office will remain in its current location in the Park Building.**

If you have questions, contact Phil Johnson at 585-5174 or Vickie Parker, Payroll Manager at 581-7873.

## Join us for the 2ND ANNUAL

## EMPLOYEE APPRECIATION DAY

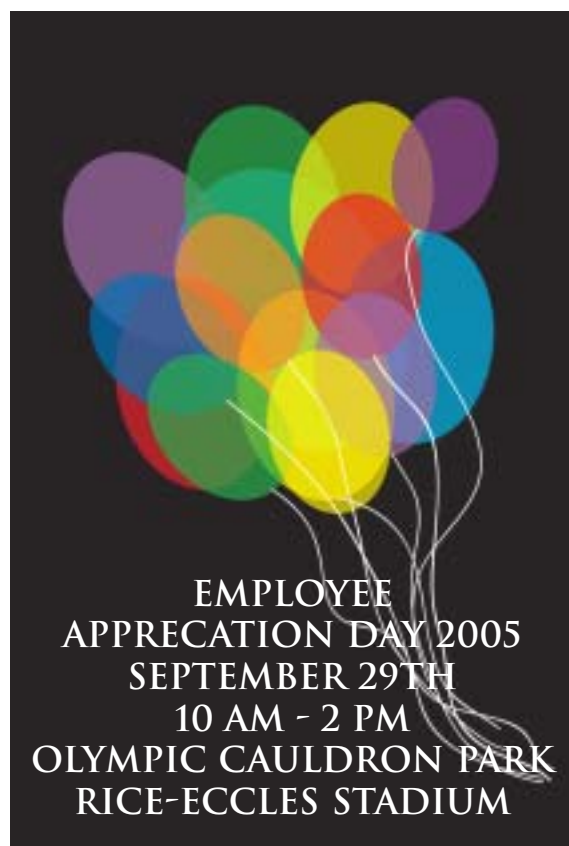
**FREE Food and FUN Activities**  
**TONS of Giveaways**

Sign up for the **EMPLOYEE TALENT SHOW**  
Contact Susan Weaver at [susan.weaver@hsc.utah.edu](mailto:susan.weaver@hsc.utah.edu)

**HOOKED ON BOOKS is BACK!**  
Donate your books today.  
Contact Margaret or Joe at 581-6046.

**VOLUNTEER** for the event!  
Contact Carolyn Hebert at [chebert@sa.utah.edu](mailto:chebert@sa.utah.edu)

**Stay informed, check out our website at**  
**[www.utah.edu/employeeday](http://www.utah.edu/employeeday)**  
**or contact Mary Ann Call at 581-8365**



# Employee Discount Services

The UUHC Department of Employee Services and Human Resources are excited to announce a great service now available to U.

The UUHC Employee Services promotes a balance between professional and personal lifestyles and encourages a positive and productive work environment. Our staff works diligently in obtaining discount tickets and special services to local and national companies and events.

With the support of Human Resources, we are now able to expand our customer scope to the entire University of Utah community. Take advantage of this great service when purchasing entertainment tickets, joining local and community fitness centers, planning your next family outing or vacation, and coordinating departmental retreats and recognition events.



Visit the UUHC Employee Services web page at <http://uuhsc.utah.edu/rewards> to find endless discounts to

- movies,
- local sporting events,
- health & wellness discounts & programs,
- travel discounts & vacation packages,
- recognition programs,
- community & volunteer services
- and much more.

If you would like more information or have questions please contact UUHC Employee Services at 585-7287 or Positively U - the Center for Employee Services at 587-3527.

## WINNERS of the 2005 Presidential Staff Awards

The 2005 Presidential Staff Awards received over 80 nominations from all areas of the University. After careful review, the Selection Committee coordinated by the University of Utah Staff Advisory Council (UUSAC), selected six staff employees, three exempt and three non-exempt, to receive this prestigious award. Each recipient will receive an honorarium of \$3000, a special plaque, and their names added to a perpetual plaque which is permanently displayed in the Human Resources Building at 420 Wakara Way.

A special luncheon will be held in their honor on Thursday, June 9th in the Panorama Room in the Union Building at noon. Tickets are available to anyone who wish to attend for \$15.00 each. Please RSVP to Terri Crow at 585-0928 by Monday, June 6th by 5 PM.

**Congratulations to these six outstanding staff employees of the U!**

### Non-Exempt

**Denise Haynie**  
Executive Secretary  
The Graduate School

**Nancy Stroud**  
Administrative Assistant  
Academic Senate

**Brenda Young**  
Administrative Assistant  
Student Development

### Exempt

**Margo Bonnette**  
Administrative Manager  
College of Health - Dean's Office

**Barbara Reeves**  
Manager  
Purchasing Department

**Ken Verdoia**  
Senior Producer  
KUED



# Benefits Corner

## Benefit Reminders:

- 1) Wells Fargo Flexible Benefit Services, the University's Flexible Benefit Plan Administrator, is transitioning to a new name – Wells Fargo Health Benefit Services. The new Wells Fargo web address is [www.wfhbs.com](http://www.wfhbs.com) (the old web address will still be active for a limited period of time).
- 2) If you are currently enrolled in the Health FSA, be sure to keep all your receipts. Wells Fargo performs frequent audits and you will be required to submit verification of eligible charges to Wells Fargo when requested.
- 3) All requests for reimbursement of expenses incurred during the 2004-2005 Plan Year must be received by Wells Fargo by September 30, 2005. Amounts left in your account after that date will be forfeited.
- 4) If you are currently enrolled in a Health FSA, and elected to re-enroll effective July 1, 2005, keep your Benny Cards, they will be reactivated.



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

## Dependent Care FSA Eligibility Clarification

The Working Families Tax Relief Act of 2004 changed some of the tax laws with regard to Dependent Care Flexible Spending Accounts

The Open Enrollment Newsletter sent in April did not have the new eligibility requirements.



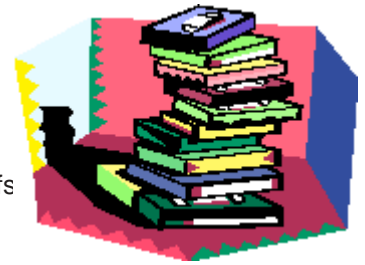
Expenses for the care of a qualifying individual are eligible under a Dependent Care Flexible Spending Account if they are necessary in order to allow you to work and are for the care of:

- a) Your child or children age 12 or younger;
- b) Your spouse who is physically or mentally incapable of caring for himself or herself and resides with you for more than one-half of the calendar year; or
- c) Your other dependent (e.g., your parent or child age 13 or older), who is physically or mentally incapable of caring for himself or herself and resides with you for more than one-half of the calendar year (to be considered your "dependent" the individual must be someone you could claim as an exemption on your taxes, including the fact that the individual must have gross income less than the IRS tax exemption amount - \$3,200 for 2005).

If you elected to enroll in a Dependent Care FSA and your dependent does not meet the eligibility criteria, please contact the Benefits Department at 581-7447.

# HOOKED on BOOKS is BACK!

You read it, you enjoyed it – now let us have it! Two-thousand books were donated for Employee Appreciation Day in 2004. All were appreciated by the employees who attended the event. We need more books again for the 2nd annual Employee Appreciation Day. Contact Joe or Margaret at 581-6046 for special pick-ups or drop-offs



## BOOK COLLECTION LOCATIONS

### Union Building Administration Office

Room 245 (main floor)  
Sheri Young  
581-2048

### Human Resources

420 Wakara Way  
Terri Crow  
585-0928

### Park Building

2nd Floor, Public Info Desk  
Terri Crow  
585-0928

### UU Hospital (2 locations)

Positively U Store  
and First Floor Lobby  
Mara Dykstra  
585-7287

### Student Services Building

Career Services, Room 350  
Dana Sowby  
585-5061

### Marriott Library

3rd FL, Administration  
Margaret Brady  
581-6046

Come out and join us on Thursday, September 29, 2005 at Olympic Cauldron Park at Rice-Eccles Stadium for Employee Appreciation Day 2005. Check out [www.utah.edu/employeeday](http://www.utah.edu/employeeday) for details.

University of Utah Human Resources

**O**RGANIZATIONAL  
**D**EVELOPMENT  
**S**ERVICES

Strengthening Performance Together

# FREE, FREE, FREE PROFESSIONAL AND LEADERSHIP DEVELOPMENT WORKSHOPS

It's not too late to enhance your professional and leadership skills.

**Organizational Development Services (ODS) is offering FREE professional and leadership workshops to all U of U faculty and staff!** Learn how to be a better supervisor, improve your interviewing skills, manage stress, set goals, delegate, and other effective professional and leadership skills.

Download the Summer and Fall 2005 workshop catalog today at

<http://www.hr.utah.edu/ods/>

You can also register on-line at

<http://www.hr.utah.edu/ods/register/allclasses.php>.

**For more information, contact Myrna Hill at 585-2300.**

# *Remaining* UNIVERSITY OF UTAH HOLIDAYS FOR 2005

Monday, July 4	Independence Day (PPH)
Monday, July 25	Pioneer Day
Monday, September 5	Labor Day (PPH)
Thursday, November 24	Thanksgiving Day (PPH)
Friday, November 25	Day after Thanksgiving
Monday, December 26	Christmas Day (PPH)

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

**NOTE:** 2 Personal Preference Days must be taken before 12/31/05 if employed by January 1, 2005.

## DIVISION OF HUMAN RESOURCES DIRECTORY OF DEPARTMENTS

HR WEB SITE: <http://www.hr.utah.edu>

PAYROLL WEB SITE: <http://www.payroll.utah.edu/>

### 420 Wakara Way, Suite 105

	<u>Telephone</u>	<u>FAX</u>
Administration	585-9144	581-8481
Benefits	581-7447	585-7375
Compensation	581-6206	581-8481
Employee Relations	581-5469	581-4286
Employment Office	581-2169	581-4579
HR Information Systems (HRIS)	See Web Directory	581-557
Organizational Development Services (ODS)	585-2300	581-8481
Service Teams	See Web Directory	581-5571

### Park Building

Equal Opportunity & Affirmative Action	581-8365	135 Park	585-5746
Payroll	581-7873	145 Park	585-3030
VP for Human Resources	585-0928	208 Park	581-5674

### Employee Service Centers (HR Satellite Offices)

UHOSP A024	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