The Staff Digest is the official means of campus communication. The HR Buzz is published once per month in the Staff Digest. Please be sure to watch the Staff Digest and HR Buzz for important information regarding Human Resources, Payroll and Benefits.

In the February issue:

- Staff Hires/Changes
- Recruitments
- ERA Grace Period for Medical and Dependent Care Expense Claims
- UW Portal

**Classified Staff Hires/Changes:**

New Hires: none.

Separations: none.

**Unclassified Staff Hires/Changes:**

New Hires: Jenessa Demers - Associate Student Services Specialist (ad hoc), Career Services, effective 2/10/14, YU 230, x8024

Separations: Carolyn Caffrey Gardner - Assistant Professor, Writing and Library Science, effective 3/13/14

**Recruitments in Progress:**

View details, position descriptions, and contact information on the HR website

Administrative Staff: Registrar (M) (Office of Enrollment Management)

Classified Staff: Accountant, Business Services, (80%)

Academic Staff: Associate Advisor (Office of Admissions)

- Associate Institutional Planner, (Office of Institutional Effectiveness)
- Associate Marketing Specialist (Office of Admissions)
- Associate Student Services Specialist, (Office of the Registrar)

Faculty: Assistant Professor, Communication Studies (Department of Communicating Arts)

- Assistant Professor, Director of Choral Activities (Department of Music)
- Assistant Professor, Math Education (Department of Educational Leadership)
- Assistant Professor, Media Studies (Department of Communicating Arts)
- Assistant Professor, Psychology (Department of Human Behavior, Justice & Diversity)
Assistant Professor, Social Studies Education (Department of Educational Leadership)
Assistant Professor, Sociology (Department of Social Inquiry)

Instructional Staff:
Academic Staff Lecturer, Social Work (Human Behavior, Justice, and Diversity)

Transfer: none.

Limited Term Employment (LTE): none.

Employee Reimbursement Account (ERA) Grace Period for Medical and Dependent Care Expense Claims

ERA participants may be reimbursed from remaining 2013 contributions for eligible medical and/or dependent care expenses incurred through March 15, 2014. Services received and reimbursable items purchased in 2013 and during the grace period between January 1 and March 15, 2014, may be reimbursed from remaining 2013 ERA plan year funds. Claims are paid on a "first-in, first-out" basis. This means that if you have 2013 expenses that you intend to have paid from your 2013 contributions, they must be submitted and processed before you submit any 2014 claims.

The deadline for submitting 2013 medical and dependent care claims to WageWorks is April 15, 2014. All claims must be received by WageWorks or postmarked by April 15, 2014 to be reimbursed from 2013 funds. If you do not submit your claims by the deadline, any money remaining in your account for 2013 will be forfeited.

You can submit claims by any of the following methods:

- Electronically at http://www.wageworks.com
- WageWorks EZ Receipts® app on your Smartphone
- Mail to: P.O. Box 14326, Lexington, KY 40512
- Toll-Free Fax to: 1-855-428-0446

For questions, contact http://www.wageworks.com or WageWorks Customer Service at 1-855-428-0446 (Monday-Friday, 7:00 a.m. to 7:00 p.m. CST).

My UW System Portal
A reminder to regularly visit the "HR, Payroll and Benefits News" section in your My UW System Portal for important benefits and other updates. This is the official means of communication for updates on Payroll and Benefits. If you have any questions, please contact Julie Lund x8367 or Steve Marshall x8366.