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 September issue:

- Staff Hires/Changes
- Recruitments
- Missing Leave Reports
- Annual Benefit Enrollment
- ETF Fall Presentations
- Edgewater Hotel and Waterpark discount
- New Type of Health Insurance Offered for 2015

**Classified Staff Hires/Changes:**

**New Hires:**
- Patrick Cragin (LTE)- Custodian, Residence Life, effective 9/17/14
- Clifford Holm (LTE)- Groundskeeper, Facilities Management, effective 9/15/14
- Jerry Holt (LTE)- Groundskeeper, Facilities Management, effective 9/29/14
- Todd Peterson (LTE)- Custodian, Residence Life, effective 9/22/14
- Richard Johnholtz (LTE)- Custodian, Residence Life, effective 9/17/14
- Karen Nevin (LTE)- Dean Assistant, Dean of Faculties, effective 9/29/14
- Elizabeth Reichert (LTE)- Communications Specialist, University Relations, effective 9/22/14
- Jennifer Tahtinen (LTE)- USPA, Undergraduate Research, Scholarship and Creative Activity, effective 9/16/14

**Separations:**
- Tracy TePoel, Financial Specialist 3, Business Office, effective 10/03/14

**Transfers:**
- Janet Blair, transferring from Dean Assistant to Academic Department Associate, Social Inquiry

**Unclassified Staff Hires/Changes:**
New Hires: Natasha Anderson-Butler- Associate Advisor, Academic Advising, effective 9/22/2014, ERL 105, x8448

Sharyn Boothe- Associate Advisor, Distance Learning Center, effective 9/22/14, ERL 108, x8142

Casey Dittel- Assistant Coach, Baseball, Athletics, effective 9/8/14, MWC 2418, x395-4671

Joan Radzak- Associate Outreach Specialist, Small Business Development Center, effective 9/24/14, ERL 305, x8351

Benjamin Royce- Assistant Coach, Men’s Soccer, Athletics, effective 8/25/14, MWC 2444, x395-4615

Separations: Marna Banks (retirement)- Outreach Program Manager II, Center for Continuing Education, effective 10/03/14

Kathy Pykkonen- Director, Career Planning and Placement (S), Center for Career Services, effective 10/07/14

Transfer: none

Recruitments in Progress: View details, position descriptions, and contact information on the HR website

Administrative Staff: none

Classified Staff: Dean Assistant, Dean of Faculties
Locksmith-Journey, Facilities Management
USPA- Project Appointment, URSCA

Academic Staff: Assistant Director, Educational Support Services/Program Director Student Support Services (TRiO) REVISED
Associate Advisor (Educational Leadership) EXTENDED
Associate Marketing Specialist (Office of University Relations)
Environmental Health and Safety Manager/Administrative Program Manager III

Faculty: none

Instructional Staff: none

Transfer: Locksmith-Journey, Facilities Management (100%)

Limited Term Employment

(LTE): none

Missing Leave Reports
In accordance with system leave policy, unclassified employees’ sick leave may have been reduced as a
result of missing leave reports for the Fiscal Year 2013-2014, dated 7-1-2013 to 6-30-2014. You can visit your ‘My UW System Portal’ or visit, https://my.wisconsin.edu/ to find outstanding leave reports; they are located under the Time and Absence section. **Please do so, complete, and submit your reports no later than October 31, 2014.** If these leave reports do not appear in your portal, please complete a blank copy at the following link: http://uwservice.wisc.edu/docs/forms/am-unclassified-leave-report.pdf.

Once all of your missing leave reports are received and recorded, any reduced hours will be reinstated to your sick leave bank. This correction will show on your next payroll statement located in your portal. It is very important that you take the necessary steps above in order to reinstate your lost sick leave.

**Annual Benefit Enrollment (ABE) Period Begins on October 6**

The Time Is Now. Evaluate, Enroll, Make Changes...
The Annual Benefit Enrollment (ABE) Period is Coming!

*Don’t miss your once a year opportunity to enroll or make changes to your benefits!*

Detailed benefit information about the Annual Benefit Enrollment period will be provided on www.uwsa.edu/abe as it becomes available. You will receive an email from “UW System HR” just prior to the beginning of the enrollment period that will include links to important health insurance information for 2015. You will also receive benefits-related emails from our campus benefits office throughout the enrollment period.

You are invited to attend our annual benefits fair on Wednesday, October 8, 2014, from 1:00 pm – 3:00 pm at Yellowjacket Union, Great Room A. This is your opportunity to meet with staff from the health plans, ETF, and other benefit vendors. See a full list of UW-sponsored benefit fairs at: www.uwsa.edu/abe/fairs.pdf.

**ETF Fall Presentations**

Representatives from the Department of Employee Trust Funds frequently give presentations at a variety of locations throughout Wisconsin. These staff appearances offer members an opportunity to learn about the Wisconsin Retirement System and related benefits. Several ETF learning opportunities have been scheduled in the northwest part of Wisconsin in the near future. The schedule can be viewed at the link below, and a brief description of each event follows.

http://etf.wi.gov/members/northwest.htm

**WRS Benefits for Employees Nearing Retirement**

These presentations offer valuable information for those within five years of retirement. At this presentation, you learn about the following topics: annuity options, retirement benefit calculations (money purchase and formula methods), survivor benefits, return to work rules, purchasing service and more

**WRS Benefits for New and Mid-Career Employees**

These presentations are designed for active employees who are more than five years from retirement. The following topics will be covered: enhancing your retirement benefit, additional contributions, beneficiary designation forms, vesting requirement, contribution rates and more!

**Group Appointments**

If you are a WRS participant who has a retirement packet/estimate, we encourage you to attend a group appointment. An ETF representative will offer you a step-by-step explanation of your retirement estimate, your annuity options and the application process. You must call...
1-877-533-5020 or 1-608-266-3285 to make an appointment.

Webinars
Think of a webinar as a way to attend a meeting without leaving your home or work. Using your computer and speakers or a headset, you can hear a presentation and see the presenter’s slides through an Internet connection. You will be able to ask questions and benefit from the questions.

Edgewater Hotel and Waterpark Recreation Discount for all Employees
The Edgewater Hotel and Waterpark, an affiliate of ZMC hotels, is offering all UW-Superior employees the Recreation Discount through 2015. When making a reservation, state that you are a UW-Superior employee seeking the Recreation Discount. All of the rooms at the Edgewater include passes to the waterpark, and use of their outdoor seasonal activity area; outdoor pool, miniature golf, complimentary bike rental. ZMC hotels have 5 hotels in the twin ports and offers competitive construction, corporate, medical lodging and government rates as well as conference spaces.

HDHP/HSA: New Type of Health Insurance Offered for 2015
The big news for 2015 is that a new type of health insurance plan will be available as an option for most employees who participate in the Wisconsin Retirement System (WRS). The new plan is a high deductible health plan (HDHP) with a health savings account (HSA). The HDHP/HSA will be offered in addition to the current type of health plans.

You are NOT required to enroll in a HDHP/HSA – it will just be an option available to you.

Eligibility Basics
The new HDHP/HSA option is available to employees who:

- Participate in the Wisconsin Retirement System (WRS); and
- Are not enrolled in Medicare or Tricare; and
- Are not covered under another health insurance plan.

Employees who are eligible for the graduate assistant/short term academic staff benefits package are not in the WRS and are not eligible to enroll in the HDHP/HSA option.
**High-Deductible Health Plan (HDHP) Basics**

- If you decide to enroll in the HDHP for 2015, you will choose a health plan just as you do now (for example, Physicians Plus HDHP or Humana HDHP).

- If you choose to enroll in an HDHP, you will pay a lower monthly premium but will need to pay an annual deductible before benefits are payable. An annual deductible is the amount that you will pay out-of-pocket before benefits are payable by the health plan.

- The annual deductible will be $1,500 for single coverage and $3,000 for family coverage. The deductible applies to eligible medical, prescription and dental expenses.

- Once the deductible is met, benefits are payable like they are under the current health plans. See a summary of out-of-pocket costs for the current health plans.

- There are some preventive services that are covered in full whether or not you have the HDHP.

**Health Savings Account (HSA) Basics**

- If you enroll in a HDHP, you are also enrolled in the state-sponsored HSA. The HDHP and HSA are mutually required.

- An HSA allows you to set aside money on a pre-tax basis to pay for eligible medical, dental and prescription drug expenses, including those expenses that apply to your deductible under the HDHP.

- Monies in your HSA do not expire and roll over from year to year. Can be used as a tool for saving for future medical expenses.

- The UW will make an annual contribution to your HSA account (the amount is determined by the Office of State Employment Relations).

- The HSA is an account that belongs to you, even if you leave employment with the UW.

The ABE website will be available in early October and will contain more information about the HDHP/HSA option, such as the employee premium cost of the HDHP, how much the employer will contribute to the HSA and how to determine if an HDHP/HSA is a good option for you and your family.