

Spring 2008

Message from Virginia Rinkus: HR Director

Inside This Issue

- 1 Message from the HR Director
- 2 Important Reminders
- 2 Payroll News
- 3 Training and Development News
- 3 Employee Spotlight
- 4 Retirements
- 4 Welcome New Employees
- 4 Upcoming Events

Welcome to our first Human Resources Newsletter. This quarterly newsletter will cover topics of interest to the BU community. Our first topic focuses on planning for retirement including life expectancy, collecting Social Security and what women should consider before they retire.

According to a recent article in the Palm Beach Post, U.S. life expectancy has reached an all-time high of 77.6 years of age and 54,000 Americans are currently living into the triple digits. On average, women live 5.3 years longer than men. This may be attributed to women's frequent visits to the doctor, less smoking and drinking than men, the ability to deal with stress better than men and healthier eating habits.

Based on those statistics, how do you choose when to begin taking your Social Security? Retirement giant, ING, advises that a retiree take Social Security early if the individual does not expect to live long or have a rich pension. If the retiree takes this benefit at full retirement age, it provides a solid base for retirement income. One reason for delaying Social Security collection is an accumulation of wealth that permits the desired lifestyle in retirement.

Since women tend to live longer than men, they are more likely to receive Social Security survivor benefits. Nearly 60 percent of those receiving Social Security benefits are women so they will most likely have greater need for Social Security and may collect those benefits for a longer period of time. While Social Security is a vital program, it was never intended to cover all of a retiree's financial needs. To live comfortably, we need to plan accordingly. Living within one's means and saving for the future are big parts of that plan.

More information pertaining specifically to women and their Social Security needs is available free in "What Every Woman Should Know" at www.socialsecurity.gov/pubs/10127.html.

Important Reminders

PASSHE Open Enrollment

The annual PASSHE Open Enrollment event is scheduled from May 12 until May 30. **Now is the time to make a dependent or plan change if you have PASSHE benefits.** If you have outstanding questions regarding any of your benefits, contact Kim Fenicchia at ext. 4018.

Important Information for AFSCME and SCUPA Employees

You must take the Health Assessment if:

- You already have a contribution waiver and want it to continue,
- You want to begin earning a contribution waiver, or
- You are a covered spouse.

A new Health Assessment is being offered May 1 to 21. You will earn the health care contribution waiver July 1, 2008 through June 30, 2009 when you and your covered spouse both take the Health Assessment. This is your **only chance** to earn a health care contribution waiver this year. Don't miss this opportunity! If you currently have the waiver and do not take the May Health Assessment, your waiver will end on December 31, 2008.

To complete a Health Assessment go to www.pebtf.org, click on the Get Healthy logo and follow the directions. Contact Kim Fenicchia at ext. 4018 if you do not have computer access.

Payroll News

The Payroll Department would like to remind everyone to sign up for **direct deposit**. Direct deposit allows you to access money immediately and avoid a trip to the bank. Call or stop by the Payroll Department to sign up for direct deposit today.

All employees should **save a leave day** for use on 12/26/2008. This day is normally deferred as a minor holiday for Martin Luther King Jr. day. However, this day was observed as a major holiday in 2008. Therefore, staff must use leave if they intend to take off work on December 26.

Employee Self Service (ESS) is available on the HR webpage or through direct link at <http://www.bloomu.edu/facstaff/ess.php>. ESS allows employees to view pay statements, benefit information and review leave online in a secure environment. Your login is the same as your full email address (firstname-lastname@bloomu.edu example: kwood@bloomu.edu), but the password is not the same. Call the Help Desk at ext. 4357 to reset your password as needed.

Reminder about LST Taxes: If you currently earn less than \$12,000/year or have another job you may be exempt from the Local Service Tax (LST) deductions. Check with payroll for eligibility and details.

Timekeeper refresher training will be **May 15** (afternoon session) and **May 16** (morning session). The training will include a review of updated compliances, leave input for employees, tips on how to track student time, shortcuts and much more.

Remember:

Direct Deposit allows you to access your money immediately and avoid a trip to the bank.

Meet the Staff: Phil Amarante, Payroll Manager

Phil is a graduate of Susquehanna University. He came to Bloomsburg University in 2002 as a management technician in the budget office. He became Human Resources Payroll Manager in 2005. As the payroll manager, he is responsible for position control, organization management and projecting salary and benefits budget information. Phil is involved in several committees including STRIVE, PASSHE HCM Council and the Middle States Working Group. Phil and his wife Susan have three children, Monica, Peter and Theresa. In his spare time he enjoys playing recreational sports, fishing and coaching his children's baseball teams.



Training & Development News

The following are results obtained from participants of the office support staff survey delivered during February 2008. The survey was administered online via SurveyMonkey.com.

Of the 13 choices given, participants were most interested in receiving the following training:

- Computer Training
- Problem Solving
- Give/Receive Constructive Criticism
- Coping With Workday Frustrations
- Organizational Skills
- File Management

Computer training was shown to be an area of interest to the majority of participants. The following programs were of greatest interest to participants:

- Intermediate and Advanced Microsoft programs
- Basic training in Publisher, One Note, Dreamweaver, Outlook, Visio

As a result of the survey, a "Microsoft Morsels" workshop was offered in April covering three specific Microsoft Word skills:

- Creating a mail merge for letters, labels, envelopes,
- Inserting an automatic Table of Contents into a Word document, and
- Using the markup/track changes tool in Word.

Additional classes will be conducted based on the results of the survey.

Surveys will be distributed to other areas in the future; however, if you have specific training ideas please contact Kristina Wood at kwood@bloomu.edu.

Send training suggestions to
kwood@bloomu.edu

Welcome New Employees

Brenda Belles	Athletics
Christopher Cavallini	Facilities Management
Heather Gee	Instructional Technology
Tracy Golder	Department of Nursing
Sandra Heier	Biological and Allied Health Sciences
Asa Kelley	Office of Technology
Robert Klinger III	Facilities Management
Terry Kramarz	Information Technology
Diana Leighow	Department of Nursing
Robert Neiderhiser II	University Safety and Police
Betty Noviello	Accommodative Services
Brian Seely	Instructional Technology
Debra Snyder	Facilities Management
Julie Wolfe	Office of Technology

Retirements

Glenn Bieber	Director of Technology
Chris Cherrington	Department of Exceptionality Programs
Janice Keil	Department of Business Education
James Pomfret	Department of Mathematics
Dale Sultzbaugh	Department of Sociology

Upcoming Events

PASSHE Open Enrollment	May 12 – May 30
Retirement Representatives	TIAA-CREF: May 13 (9 a.m. -4 p.m.) by appointment
	ALG Retirement: May 19 (10 a.m. -3 p.m.)
	MetLife: May 16 (10 a.m. – 3 p.m.)
	SERS: May 21 (9 a.m. – 5 p.m.) by appointment