

Human Resources & Payroll News

Issue #8

August – October, 2011

Implementation of Revised CT Tax Table

Per Connecticut Public Act No. 11-6, State of Connecticut tax withholding calculation rules will change effective 8/01/11. Changes include additional tax brackets, “recapture amounts” for higher income brackets, and retroactive withholding tables.

The first check to reflect these changes will be dated 08/12/11. Please note that, although the new tax rates are effective 08/01/11, the changes are retroactive to 1/01/11. Additional information regarding the changes to the CT tax withholding requirements is available on the [CT DRS website](#).

As always, we recommend that you examine your pay stubs regularly in order to determine whether your current tax statuses are the most appropriate for your financial situation. Adjustments to both federal and state tax withholdings can be made by submitting an updated W-4 form to the Payroll Department. Both the federal and state W-4 forms are available on the [Payroll website](#).



Live, Laugh, Love.

Laughing is an immune booster. It's also a calorie burner. Get undignified occasionally. Enjoy life, not just vacation. Learn to laugh, and you will feel better about yourself, and therefore eat less.

Annual Health Care Open Enrollment and Fair



The 2011 State of Connecticut Employee annual Open Enrollment period will be held Monday, August 22, 2011 through Thursday, September 15, 2011. Open Enrollment changes will be effective October 1, 2011.

Information on plan offerings and changes for this year will be posted on the Office of the State Comptroller's website no later than Monday, August 22, 2011. At this time the State is not planning on mailing a HealthCare Options Planner to employees as they have in past years.

An Open Enrollment Fair will be held on the UConn Storrs campus on Monday, August 29th from 9am to 4 pm in the Student Union Ballroom, Room 330. The carriers will have information to hand out to employees at the Open Enrollment Fair, and will be available to answer questions on the plans. Representatives from the Human Resources Benefits Unit will also be available at the fair.

A full schedule of the Open Enrollment Fairs and additional open enrollment information will be available on the Human Resources website in the near future. Questions regarding Open Enrollment should be directed to the Benefits Unit at 860-486-0400 or benefits@uconn.edu.

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UConn Remains New England's Top Public University for 2011.

[Read more...](#)

The Science of Gratitude

Did you know that those who practice gratitude tend to be more optimistic?

Research shows this can contribute to improved health and maybe even longer life. Gratitude is a two-way street in the workplace. It benefits the person expressing gratitude as much as it does the recipient.

Read more on this and other Work/Life topics in the [FrontLine Employee Newsletter](#) provided by the UConn Health Center Employee Assistance Program, our EAP provider.

The August edition of [FrontLine Supervisor](#) is also available.



Employee Assistance Program

A confidential counseling and referral service for University Employees provided by the University of Connecticut Health Center EAP.

The EAP is a confidential assessment, brief counseling and referral service available to all employees. It is designed to assist in the identification and resolution of any personal problem that may be affecting an employee's job performance.

For more information visit the [EAP website](#).



Save the Date!

Did you know that October is National Work & Family Month?

Join us in celebrating by attending events throughout the month featuring the **Work/Life Expo**

Thursday, October 6 from 9am – 2 pm!

The Work/Life Expo will be based on health, wellness, benefits and services that are available to all employees that can enhance your professional and personal lives. Featuring over 50 service providers in the Student Union, the Expo will also have sessions on Retirement and Identity Theft as well as opportunities to have your hearing screened, blood pressure taken, and a dermascan, to name a few. Some of the other sessions throughout the month will be Teaching Financial Facts to Teens, Career Mapping, Medicare and the Elderly, and Email Etiquette. Be on the lookout for other announcements via email, the [Work/Life website](#), [HR website](#) and posters as we get closer to October.

Questions or Suggestions?

Contact:

[Vicki Fry](#) or [Pam Heath-Johnston](#)

TAX Corner

Social Security Maximum

The maximum Social Security wage base for 2011 is \$106,800.00. When employees reach this maximum wage base, they will cease to have social security tax withholdings until the first payment of 2012 (01/13/12).

UConn Be Well Newsletter

If you are not subscribed to the Be Well! UConn Buzz newsletter, provided by the [Eastern Highlands Health District](#), check out the August issue at [August Buzz](#). The August issue is packed with great tips and news! In this issue, find out about building a healthy plate, immunization awareness month, and a great summer recipe for Shrimp Kabobs!

You can [sign up](#) to receive the monthly newsletter or you can always link to it from the [Work/Life Connections website](#) under the health and wellness section.



Eat More Fiber.

Fiber makes you full and keeps your blood-sugar stable. Therefore, it staves off the munchies!

CEUI (NP-2)



Technical Training Courses

Submit Applications to
Your Departments by:
August 19, 2011

→ [more information](#)

State In-Service Training

ENROLLMENT NOW OPEN!

Application Deadline
August 19, 2011

→ [more information](#)

Helpful TIPS & REMINDERS



1 I-9 U.S. Citizenship and Immigration Services (USCIS) has created a new online resource center dedicated to the Form I-9. In order to access this site, go to www.uscis.gov and click on the "I-9 Central" link. I-9 Central provides the most current version of the Form I-9, Form I-9 Manual, as well as frequently asked questions. Please note that the Form I-9 Manual was revised on 06/01/11. If you have questions regarding the Form I-9, please email [Karla Desjardins](#) at 860-486-5763.

2 Making Corrections to the Form I-9 When completing the Form I-9, employers may notice errors that must be corrected before the form can be submitted to Payroll. Please note that employers may only correct errors made in Sections 2 or 3. If an employer discovers an error in Section 1, he or she should ask the employee to correct the error. The best way to correct an error on the Form I-9 is to draw a line through the incorrect information, enter the correct information and then initial and date your correction. The use of correction fluid or tape is strongly discouraged as it will require documentation explaining the information that was changed.

3 Classified Performance Evaluation Due 9/15/2011

The deadline for submitting annual classified performance evaluations to Labor Relations is September 15th. Reminder notices have been sent to departments. Please visit the [HR Website](#) for [A Guide to Classified Evaluations](#) and for [evaluation forms](#).

Questions? Email [Susan Bresnahan](#) or call 860-486-5684.



International Students, Scholars & Faculty

With the Fall semester quickly approaching, many departments are in the process of hiring international students, scholars, and faculty. Did you know that the Payroll Department meets with these individuals to ensure that they are taxed correctly? Please request that your new international employees schedule an appointment with Karla Desjardins in order to complete the necessary tax withholding forms. Appointments can be made, via email, at [Karla Desjardins](#). Additional information regarding the taxation of non-resident aliens is [now available](#).

Fall Paperwork - Dates and Deadlines

The Fall semester is an exciting time as students, staff and faculty return for the new academic year. As such, there is a significant increase in the volume of paperwork to be processed in the Payroll Department. Given this increased volume, it is important that departments follow paperwork deadlines to ensure that students, staff, and faculty are paid on time. Please visit the Payroll website to obtain the appropriate dates and deadline calendars. If you have questions regarding payroll paperwork, please contact the appropriate [payroll manager or processor](#).

Supervisor Essentials and the Interaction and Leadership Programs:

This fall semester we are continuing our Supervisor Essentials program which is designed to advance the interaction skills, supervisor capabilities, and leadership behaviors of our current supervisors so they can have an immediate and positive impact on the people they lead. This program is free, sponsored by Human Resources at no cost to your department. For more information about this program and/or registering, please access the [OSD learning calendar](#).

The Interaction and Leadership Program's (ILP) Improve Your Work Relationships and Workplace Success series will be offered again this fall semester. This three course series is designed for individual contributors who want to learn effective communication and management skills that can help them excel at their jobs. This series is free, sponsored by Human Resources at no cost to your department. For more information about this program and/or registering, please access the [OSD learning calendar](#).



The JUST MOVE program update:

Thank you to the 192 of you that are participating in **JUST MOVE**. If you haven't joined, we would love to have you—check out [JUST MOVE website](#) and [register](#).

We have given out over 400 toe tokens so far for participation. Congratulations to our monthly winners of the “Log Drawings” Nisha Hardnett and Joanne Nault.

“Here is my completed log from June. I have stuck to my promise to myself to walk every day that I can, and I have already lost 6 pounds since I started **Just Move** in May.”

Lindsey Danburg, Accounts Payable

JUST MOVE Yoga Walk

Tuesday, September 13th
(Raindate September 27th)
12:05 pm - 12:50 pm
Meet on Greer Track

Come join Jane Bachand, one of our JM Ambassadors, for a welcome back “Just Move” Yoga Walk. This will be a 45 minute class with seven minutes of warm-up yoga stretches, a 30 minute, fast-paced walk, and seven minutes of cool down yoga stretches. Meet on the walking track behind Greer Field house.

What to wear/bring:

- Light, loose clothing
- Sneakers or good walking shoes
- Towel or yoga mat
- Water



Upcoming Events!



ACT Raising Safe Kids

Tuesdays, September 6th, 13th, 20th, 27th &
October 18th, 25th

Your Personal Safety

Wednesday, September 14th

Tackling Twitter:

Questions to Consider Before Using Social Media

Thursday, September 15th

Your Career Portfolio

Thursday, September 22nd

Husky All Safe Zone

Monday, September 26th

Identity Theft

(No Registration Required)

Thursday, October 6th

Retirement Seminar

(No Registration Required)

Thursday, October 6th

Experiencing Conflict in Your Work Relationships? The Same at Home?

Tuesday, October 18th

Teaching Financial Facts of Life for Parents/Guardians of Teens & Early Twenties

Tuesday, October 18th

Career Mapping

Wednesday, October 19th

Using Email Effectively in the Workplace

Thursday, October 20th

An Overview of Medicare

Wednesday, October 26th

For More Information and to Register for Any Session go to:

prodev.uconn.edu

NetID Required.

For more information on any of these programs
please contact [Pam Heath-Johnston](#)

Eldercare Support Group Monthly Meetings



Do you have questions or need resources to help care for an elder parent, family member or friend? Please join us for an open forum with:

Marion Donato, Caregivers Program
Coordinator Senior Resources,
Agency on Aging

September 8th - Student Union, Room 320
October 13th - Student Union, Room 321
November 11th - Bishop Center, Room 10
December 8th - Student Union, Room 321

Welcome to UCONN

New Employee Orientation

August 12th & 26th
September 9th & 23rd
October 7th & 21st
9:00 am - 12:30 pm
Human Resources

Allyn B. Brown Building on the Depot Campus
Please check in at the front desk upon arrival.

~ [More Information](#)

Need an Accommodation?

To request an accommodation under the Americans with Disabilities Act (ADA), to attend any program, course or session listed in this newsletter, University employees are encouraged to contact [Human Resources](#).



www.hr.uconn.edu

Questions and/or Comments about this
Newsletter and/or its Contents?

Email: [HRPY Newsletter](#)



www.payroll.uconn.edu