

HR News & Notes: January 2008

THE EMPLOYEE NEWSLETTER IS ON-LINE

AT: www.lawrence.edu/dept/hr

NEW INSURANCE ID CARDS



Your secondary network, PHCS, has updated their network logo. Also, Multiplan has been replaced by First Health for enhanced savings effective 1/1/08.

Due to these changes, you should have received new health insurance ID cards in the mail from Coordinated HealthCare. Please destroy your old ID cards and begin using the new ID cards immediately.

If you did not receive new ID cards, please notify Anne Rappert in Human Resources at 993-6019.

2007 Form W-2 Information for Faculty & Staff

Your 2007 Form W-2 was sent to your home address via U.S. Mail on Friday, January 18, 2008.

Your W-2 information is also available on Voyager as of January 18, 2008. In Voyager, click "Employee Menu," click "Tax Forms", click "W-2 Year End Earnings Statement", select Tax Year and click "Display."

(Be advised the format of the paper W-2 form you receive differs from the W-2 displayed in Voyager, but the information is the same.)

If you don't receive your W-2 by Friday, February 15, 2008, please contact Payroll at ext. 6539 to have it reissued. NO W-2's will be reissued prior to February 15, 2008.

THEDACARE FASTCARE

Now there is a way to help you and your family members access a convenient, less expensive alternative to high deductibles and emergency room fees.

NOW OPEN - - ThedaCare FastCare at Shopko in Appleton at Northland Mall.

FastCare is healthcare from ThedaCare professionals. But you don't need to be a ThedaCare patient. Anyone can walk in without an appointment at the FastCare clinic conveniently located inside Shopko and get help without a wait during FastCare's convenient day, evening, weekend and holiday hours.

Each visit is just \$39, including the lab fees. You and your family will have little reason to ignore sore throats, earaches, sinus infections, flu or cold symptoms, urinary tract infections, insect bites and more. Immunizations and screenings are also available. Note: Patients must be 18 months or older.

FastCare will be open:

- Monday through Friday, 8:30am to 8:30pm
- Saturday, 8:30am to 5:00pm
- Sunday, 10:00am to 5:00pm
- Holidays, 10:00am to 2:00pm

If you have any questions, please contact ThedaCare FastCare directly at 866-455-8111.

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DELTA DENTAL

Do you have the Delta Dental Premier plan??? If the answer is yes, you may be eligible for extra benefits.

Our Delta Dental plan has been modified to take advantage of the emerging science of evidence-based dentistry.

Delta Dental of Wisconsin's new Evidence-Based Integrated Care Plan (EBICP) integrates medical and dental care. EBICP customizes benefits at the individual level by offering additional services to persons who have specific health conditions (diabetes, pregnancy, or serious periodontal conditions) that can be positively affected by additional care.

If you have one or more of the medical conditions covered under EBICP, you will need to enroll at Delta Dental to become eligible for additional benefits.

Sign up today at www.deltadentalwi.com or call Delta Dental of Wisconsin at 800-236-3712 for more information.

Delta Dental believes *everyone* deserves a healthy smile 😊



SAFETY CHECK ✓

Work injuries are preventable!

No. 1 safety tip:

Focus on your task at hand and deal with distractions later. Don't forget to wear your protective gear, and report or correct any hazards.

FEBRUARY is American Heart Month!



7 Habits Your Heart Loves

1. **Get your feet moving** and your heart pumping more oxygen with each beat. Just 30 minutes of moderate physical activity most days of the week can add strength and years to your heart.
2. **Stay trim**, especially at your waistline. Excess fat around your middle hurts your heart more than fat stored lower on your body. Exercise can help you inside and out.
3. **Stop stress in its tracks.** Make time for leisure activities that you find mentally rewarding and physically relaxing. Tip: Meditation can help control high blood pressure, a big factor in heart disease.
4. **Catch the fish habit.** Eat at least 2 servings per week to gain heart-healthy omega-3 fatty acids. Smart Choices: salmon, mackerel, sardines, tuna and trout.
5. **Team up for heart health.** At your next checkup, ask about specific ways to improve your heart risk factors.
6. **Get the heart-smart screenings.** Keep your cholesterol, blood pressure and blood sugar levels in check with regular screenings.
7. **Eat to your heart's content.** Plan most meals with minimal saturated fat and maximum carbohydrates in their complex form – whole grains, fruits and vegetables.

It's an amazing machine that we often take for granted.

What are you doing to keep your HEART beating strong?

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MAINTAINING NEW YEAR'S RESOLUTIONS



Experts agree that no matter how stubborn a habit you've developed, there are ways to break negative patterns and keep healthy resolutions throughout the New Year. The trick is to keep everything in perspective.

- Focus on realistic goals with measurable results
- Create bite-sized jobs for yourself that you'll be able to accomplish
- Get started immediately

TIME TESTED TIPS:

Narrow things down into small steps that you can manage. Example: Instead of trying to lose 50 pounds, focus on 10 pounds at a time. If your goal is too big, you'll feel defeated before you even get started.

The key to achieving even your most lofty goals is to get started immediately. Action precedes motivation, not the other way around. People often think they should wait until they are motivated to start doing something good for them. You need action first and inspiration will follow.

Once you initiate an action – the smallest of actions – you pick up momentum and realize 'hey, this isn't so bad' and it will be a lot easier to keep moving forward.



"SAVE MONEY AT THE PUMPS" SEMINAR

Liberty Mutual will be offering a 30 minute lunch and learn seminar on 'Saving Money at the Pumps' on Wednesday, January 30th at 12 noon in the Barber Room. Boxed lunches will be provided by Liberty Mutual. Plus, you will have the chance of winning one of two gas cards! **SIGN-UP IS REQUIRED!!!** Contact Anne Rappert at 993-6019 to reserve a spot.



Work-related Injury: In case of a work-related accident or injury, no matter how slight, please report it **immediately** to your supervisor, fill out an injury report, and forward it to Anne Rappert in Human Resources. This is a legal requirement which makes Lawrence University subject to penalties for late reporting or failure to report injuries.

Insurance Status Changes: Under the law, the employee or family member has the responsibility to notify Human Resources (ext. 6019) of a divorce, legal separation, or a child losing dependent status under Fiserv Health, Delta Dental, or Care Plus. It is Lawrence's responsibility to notify the insurance company in the event of the employee's death, termination of employment or reduction in hours, or Medicare eligibility. Your status, such as marriage or the addition of a dependent (birth, adoption, stepchildren), must be reported as close to the date as possible. If not done on a timely basis (within 31 days), this could result in a delay of coverage dates.

If you have a son or daughter graduating from high school or college, this applies to you.

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| <b>February 14:</b>    | <b>Valentine's Day</b>                  |
| <b>February 14-17:</b> | <b>Mid-term Reading Period</b>          |
| <b>February 18:</b>    | <b>Presidents' Day</b>                  |
| <b>March 9:</b>        | <b>Daylight Saving Time Begins</b>      |
| <b>March 14:</b>       | <b>Last day of Winter term classes</b>  |
| <b>March 15-16:</b>    | <b>Reading Period</b>                   |
| <b>March 17:</b>       | <b>St. Patrick's Day</b>                |
| <b>March 17-20:</b>    | <b>Final Examinations</b>               |
| <b>March 21:</b>       | <b>Residence Halls Close</b>            |
| <b>March 31:</b>       | <b>First day of Spring term classes</b> |