

Reminder:

Performance appraisals are due **March 3, 2011**. Submit to HR, UMC8800. See [p. 2](#) for more.

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If you want to opt out of receiving this HR newsletter, click [here](#).

"T" for Training

You may already know that USU has a [training website](#) for managers, supervisors and the people who assist them. Did you *also* know the training website...

- is easy to find via the [A-Z index](#)
- gives step-by-step instructions on 38 topics crucial to managers and assistants, all in a **wiki-like, quick-reference section**, to help you find information *fast*...all in one place...all in the same format...*and* includes links for more information. (NOTE: These are not open-source. All information has been vetted by selected subject-matter experts.)
- includes a **marquee** to alert you at-a-glance to **new modules or updates** in existing ones
- includes a [training calendar](#), so you can see what's being offered, register for classes, receive confirmations and reminders, etc.
- provides links to other [regularly-scheduled trainings](#) for employees across USU
- has a list of [additional helpful resources](#) (in print and other formats)
- delivers Part 1 of [Managing Performance](#) training, in preparation for Part 2... the in-person 1½ hour class (with more trainings under development)

AND there's more....

If *you* are offering in-person training(s) for managers/supervisors/assistants, we invite you to submit information (date, timing, location, description, other relevant particulars) about the class to training@usu.edu. We can usually add your class to the training calendar, so participants can find it, register for it and get email confirmations and reminders. And *you* are provided with a participant list.

training.usu.edu is designed to be a hub, both for delivering training and for helping you find and access other training that's available across USU. We invite your feedback at training@usu.edu.

Reminder:

Annual Performance Appraisals are Due *March 31*

Every benefitted staff (non-faculty) member should receive at least one formal appraisal of performance each year. Ordinarily, these are completed each spring, for the previous calendar year. The appraisal process includes:

1. A **self-review, filled out by the employee** (using [USU's fill-able form](#)), and discussed during...
2. The **appraisal meeting with the supervisor**. (See [USU Policy 329](#) on the Human Resources website for further information.)
3. **Comments from the supervisor written** on the employee's performance appraisal form, with a **check mark** for "met", "exceeded", or "did not meet" expectations.
4. **Response from the employee** to the supervisor's appraisal. This may be simply the employee's signature (indicating she/he agrees), or the employee may respond to the supervisor's comments.
5. **Signature** of the supervisor on the appraisal form.
6. **Hard copy of the appraisal** sent to the Office of Human Resources, UMC 8800.

Have Concerns about Managing Performance?

New Managing Performance Training is Available

Management training, from the Office of Human Resources, has created a new training, [Managing Performance](#), to assist managers and supervisors with performance management, including performance appraisals. This training consists of

- a 90-minute workshop, *and*
- a short on-line portion to be completed prior to the in-person workshop.

Managing Performance workshops are held through the year. The next is March 22 from 9:00 -10:20 in Library Rm. 421. Register [here](#).

Individualized workshops for departments or colleges can be scheduled by calling Carolyn Andree at 7-9144, or carolyn.andree@usu.edu.

Next workshop
March 22
9:00–10:20
[Click](#) to register

Flexible Spending Accounts - are they right for you?

Utah State University offers employees a Flexible Spending Account (FSA) for both **health expenses** and **dependent care expenses** that are incurred each year. Employees set aside a portion of monthly earnings, pre-tax, that can be used for these medical or dependent care expenses. There are substantial tax savings to employees who participate in the FSA.

You can sign up for the FSA at the next open enrollment period.

For a list of all expenses which are eligible for FSA's go to www.ASiflex.com.

Income Tax Rates and Your Discretionary Retirement Savings...

Important Savings Information

Congress recently passed an act which extends the income tax rates established in 2001 for another 2 years. Part of that act also decreases the Social Security portion of the FICA tax - and this means an increase in your pre-tax income. Consider saving more for your own retirement by contributing this savings to a Supplemental Retirement Account at USU. Click [here](#) for the full article from Fidelity Investments, or contact one of the USU Supplemental Plan vendors to set up an account.

There are several Supplemental Retirement Accounts (SRA) available to you as an employee. The following vendors provide payroll deduction SRA's:

Fidelity 1-800-343-3548: www.fidelity.com

TIAA-CREF 1-800-842-2733: www.tiaa-cref.org

Utah Retirement Systems 1-800-365-3884: www.urs.org

Valic 1-800-848-6331: www.valic.com

EMIA Principal 1-800-662-5850: www.principal.com

Harold Dance: 435-752-8484


Summer Wellness Classes and Options

Employee Fitness Club (@5:15 pm) and *Boot Camp* (@noon) start the week of **March 28**, \$20 for 6 weeks of fun. Join water aerobics (MWF 12-1) – only \$17 for the rest of the semester. (Email dayna.barrett@usu.edu for info.)

It's all about YOU! When you go for your FREE annual prevention exam ask your physician for *Your Numbers*: height, weight, BMI, waist size, blood pressure, cholesterol, HDL, blood sugar (or A1C). Then you can take your confidential online health risk assessment (HRA) offered through Health Advocate! While it's best to *Know Your Numbers* before you take your HRA, you can enter your numbers online at anytime, and you can still get good info without knowing your numbers. Access the HRA and free wellness coaching at: www.healthadvocate.com/portal. For easy use, there is a Know Your Numbers form available at: www.usu.edu/wellness.

Weight Watchers @ Work: Next Session begins Thursday, **April 7**. Together, members lost more than 400 pounds in 2010. Contact shannon.johnson@usu.edu or amy.wilberg@usu.edu for details. Sign up by March 31 and receive a wellness gift.

Wellness Ambassador Volunteers Needed! We need *more employees* who can help expand the wellness program across campus to better serve you and your co-workers – to foster better communication and feedback. More information is available at: www.usu.edu/wellness



More information on wellness events and activities is available at:
www.usu.edu/wellness.