From the Editor

Greetings and salutations! By the time we publish the next edition of HR Today, thousands of happy IU graduates across the state will have moved their tassels and tossed their caps. This May, nearly 20,000 students systemwide will receive diplomas. Congratulations and best wishes to every graduate! Speaking of scholarly achievements, now is prime time to apply for the IU Tuition Benefit for yourself, spouse, or dependent in order to have it processed for the Fall 2016 semester.

Today, we’re excited to start a new series about ways to increase employee engagement. You can look forward to reading about all the creative ways Indiana University employees stay motivated and committed in their work and to IU. Our first spotlight features leadership women of IU Kokomo. We think you’ll enjoy their story and we hope to publish one of yours!

Spotlight: Women’s Leadership Book Club

Have an employee engagement story of your own? We’d like to hear about it! Write us at HRToday@iu.edu.

Gabby VanAlstine, human resources director at IU Kokomo, along with several IUK colleagues, recently started a new group on campus: The Women’s Leadership Book Club. HR Today interviewed Gabby about this new venture and why she started it. Gabby hails from Pittsburgh, PA and joined IUK in January 2015.

HR Today: Tell us about the women’s leadership book club. How did it come about?

Gabby: It was something I wanted to start based on a great experience with a similar club at my previous employer, One Click Ventures, in Greenwood, Indiana. I loved the idea. After joining IU, I discovered the very strong sense of community within the Kokomo culture, so it felt like a natural fit!

HR Today: What is the purpose of the group?

Gabby: We developed our purpose together, as a group. This is what we hope to accomplish:

IU 457(b) Retirement Plan Now Available to All Employees

Great news! Indiana University now provides all employees with the opportunity to save for retirement through the IU 457(b) Plan. Do you receive IU compensation reported on IRS Form W-2? Then you are eligible! This includes adjunct faculty, part-time employees, and student employees.

You’ll want to take the time to learn about this “participant directed” plan before enrolling. Participant directed means that you are responsible for making decisions such as which funds to invest in.

To enroll

- Complete the IU 457(b) Salary Deferral Agreement form.
- Open an account with either TIAA or Fidelity as your investment company.

Investment counseling from both companies is available on all campuses

- Call 1-800-732-8353, or visit the TIAA Scheduling Web site
- Call 1-800-642-7131, or visit the Fidelity Scheduling Web site

Want to know more? Email Human Resources retplans@iu.edu or call 812-856-5191.

hr.iu.edu/benefits/457b.html
**Rumor Has It Wrong about ERIP**

There must be something about this time of year that makes people wish for an early retirement deal. Given the promise of spring and all that it holds, we can see how this might be the case. Nonetheless, we must set the record straight and officially announce: There are no plans to offer a new Early Retirement Incentive Program (ERIP) today, tomorrow, or in the foreseeable future. The current 2013 ERIP plan is still in effect for existing participants.

If you’re dreaming of retirement, take steps to turn that wish into a reality by making an appointment with a counselor through our Individual Retirement Planning services (hr.iu.edu/benefits/retirement-counseling.htm). You may also want to visit Retiree benefits (hr.iu.edu/benefits/retirees.html) to learn about IU Retiree eligibility and available benefit options in retirement.

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**R.I.P. OLA**

In the last issue of *HR Today*, we reported about a new applicant tracking system, PeopleAdmin, that replaced the previous OnLine Application (OLA) system. Both new and old users will want to visit PeopleAdmin (iujobs.peopleadmin.com) to create an account and upload their application documents. OLA is scheduled to retire on June 30, 2016.

Applicants who use PeopleAdmin start their job search on a vibrant portal page that markets IU as an employer of choice. From the Jobs at IU portal page, applicants can browse staff and faculty positions and learn about the benefits of working at IU.

Have questions about PeopleAdmin or need assistance getting your documents from OLA? The IU Human Resources Employment team is happy to help! Call 812-856-0880 or e-mail iupers@iu.edu.

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**24-Hour Nurse Line**

888-279-5449

To use this service you must be enrolled in an IU-sponsored PPO medical plan. Eligible users include IU employees, Medical Residents, eligible Graduate Appointees and Fellowship Recipients, and enrolled household members.

The 24-Hour Nurse Line is a useful service any time of the year, but it can be especially valuable during summer when outdoor activities present risks of heatstroke, food poisoning, dehydration, bee stings, and Lyme disease.

Specially trained registered nurses will assess the situation and give you the information and support you need to take the right action. For example, they might recommend self-treatment until you can see a physician or tell you to seek emergency care.

You don’t need to be sick to use this service. You can ask about a new medication or drug interaction, a medical test, procedure, or surgery, and post-operative care.

The 24-Hour Nurse Line does not replace a doctor’s care and is not designed to address emergency situations. In an emergency call 911.

Take good care and have fun out there!

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**HR2020**

Human Resources’ strategic initiative, HR2020, is on track with its mission to build a team that will positively impact how to meet the changing needs of employees and the institution. At an upcoming university-wide, day-long meeting of the HR community we’ll be rolling up our sleeves for a major work session. The next issue of *HR Today* will provide details about what we’ve learned and accomplished over the past year. We’ll also share the HR strategic priorities and objectives for 2016-18, as well as the new HR mission and vision.
Free Travel Assistance

All IU Travel Assistance programs offer similar types of services to assist you before and during your travels.

Before traveling you can receive help with:

- Passport, Visa, immunization requirements
- Weather and travel advisories
- Consular and embassy referrals
- Foreign exchange rates

After arriving, travel assistance will help you:

- Locate, access, coordinate medical care providers
- Make medically necessary travel arrangements for yourself and others
- Report and replace lost or stolen items, including medications
- Send messages to family, friends, co-workers

See what's available for you:

- Full-time Academic and Staff employees
  You automatically have United Healthcare Global Travel Assistance, a program included in Basic Life Insurance paid for by IU. If you have Personal Accident Insurance (PAI) you are also covered by Cigna Secure Travel.

- Fellowship Recipients, Graduate Assistants, and Postdoc Fellows
  You have EA Travel Assistance through Anthem BlueCross BlueShield.

- Medical Residents
  You automatically have Assist America Global Emergency Services, a program included in Disability Insurance. If you have Personal Accident Insurance (PAI) you are also covered by Cigna Secure Travel.

Travel Advice

In wake of terror attacks over the past several months, you can expect increased scrutiny and more thorough bag searches at obvious places like airports, borders, and transportation hubs. Be prepared for increased security at major

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**Book Club (from page 1)**

The smiling faces of IU leadership book club members are Maria Ahmad, Sarah Byrd, Ashlee Shoaff, Nicole Miller, Tara Scott, and Alisha Referda.

- To Learn. We love learning, and regular meetings help keep us accountable. Naturally, we learn from the books we read, but we also learn from each other and our shared experiences.

- To Build a Community. We strive to connect not only as colleagues, but as friends, leaders, and women in the world of work. Face-to-face and online meetings help strengthen our connection and sense of community.

- To Lead: We explore the challenges and opportunities of women’s leadership, including the very act of leading. We intend to help each other develop into transformational female leaders. Women need to actively lean in, sponsor, and encourage each other as we build our careers and forge our own paths, whether at work, at home, or in the community.

- To Take Time for Ourselves. Being a woman at work and at home and just being awesome in general takes a lot of time. Women have a tendency to make more time for others than for ourselves. This club helps us put ourselves and our development first. We have a fun time doing it too!

- To Strive for Balance: When the lines between work and home become blurred, neither place gets our best self. On this topic, we brainstorm, support, and commiserate.

**HR Today: What has surprised you and other members about this group?**

Gabby: The similarity of the challenges we all face. The group is still fairly new, but we’ve learned, for example, that we all face the email monster; we over commit; and we strive to seek balance. The commonalities in this group are striking!

**HR Today: You mentioned the potential of how a group such as yours can lead to “engagement.” Can you say more about that?**

Gabby: I am hopeful we can strengthen the sense of community we’re creating. According to the Gallup polls, engagement and satisfaction are closely correlated to having a friend at work. I believe the relationships formed through this group will help our members feel this, which, in turn, leads to engagement.

**HR Today: You’re currently reading Thrive by Arianna Huffington. What other books are on your list?**

Gabby: Bossy Pants by Tina Fey, Lean In by Sheryl Sandberg, and Yes, Please by Amy Poehler.
tourist venues, sporting events, government buildings, and commercial establishments such as shopping malls. How can you minimize a potentially stressful experience? Allow ample time when traveling, be patient and calm during searches, and comply with instructions of authorities.