A Statewide Listening Tour about Human Resources at IU

Shortly after joining IU in June 2014, John Whelan, in his new role as associate vice president of University Human Resources, took to the road and conducted listening tours on IU campuses. In this Q and A, he shares what he learned and his visions for the future.

You've been in your new position for only nine months, yet you've managed to traverse a great deal of territory, literally and figuratively. How's it going?

The vast majority of my time has been spent meeting with engaged, and feeling like you've learned something new or important.

Chances are, if you read this, you'll come across something that makes it worth your while, either a tip that saves you money, or a warning that prevents you from making a mistake. We can imagine future issues that will inspire employees to develop their careers at IU; balance work and life responsibilities; envision a more secure future; and so much more. In any event, we're fairly confident if you hang around for a while, this newsletter will lead you to take a small step that makes a big difference in your and your family's life.

This is the University's newsletter, which makes it your newsletter, so we look forward to receiving your comments. What would you like to see in future issues? What did you like or dislike about this issue? Email us at hrs@iu.edu with your thoughts, stories, and ideas.

To help reduce use of environmental and financial resources, we will not publish a paper version of this newsletter.

Contemplating the future, it becomes clear that benefits have changed--or rather, our perspective and how we define them has. What employers provide, in today's world, is as important as what we receive. Benefits are part of the personal and professional equation, as you consider your work, your life, and your future.

Questions? Contact us at http://hr.iu.edu/welcome/contact.htm

Beneficiary Checklist

You are automatically enrolled in Basic Life Insurance and an IU retirement plan when hired. To make sure your beneficiaries are current in these plans as well as optional ones, you need to take a few steps:

Don’t Be a Horror Story

You may have heard horror stories about death benefit payments tied up in court or going to the wrong people. This often happens because beneficiary information was not current, or a secondary beneficiary was not listed. As you can imagine, the consequences of this are serious and can change peoples' lives forever.

Have you divorced, remarried, or had a baby? Has your primary beneficiary passed away? It is not enough to have a will or to designate your “estate” as the beneficiary. Each benefit plan shown below must have its own listed beneficiaries. These need to be reviewed at least once a year or whenever significant changes in life occur.

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individuals and groups to understand what IU needs HR to do. I feel very strongly that HR needs to be "customer driven." All of the work HR does should be informed and guided by the needs and objectives of IU’s faculty and staff members.

What did you discover from your listening tour?

There is a positive feeling about the individuals who perform HR functions throughout the university—they are well liked and respected. That being said, a number of opportunities exist for the way HR work is delivered at IU. First and foremost, there seems to be a desire for greater consistency with the way HR operates throughout the university. Many people, including individuals in HR positions, expressed a desire for improved communication and cooperation. The university community would also like to see more efficiency and simplicity in some of our HR processes.

Did anything surprise you along the way?

While I wouldn’t say I was surprised, the most noticeable theme I observed is the amazing level of personal commitment our faculty and staff have for IU. This is more than just a job for most people—they really believe in the mission of Indiana University. As a new member to this community, that has been very encouraging.

What, if any, changes can IU employees expect?

The most important area of emphasis has been creating a closer community of HR professionals throughout IU so that we share information more regularly and work together rather than in silos. We will also focus our efforts on the “customer experience” to make interactions with HR as easy and efficient as possible.

What's the coolest thing you and your family have most enjoyed about being here?

My family and I have been fortunate to live in a guest apartment in McNutt Hall on the Bloomington campus while we try to sell our house in Texas and find a new home in Indiana. Living among the students has helped us assimilate to Indiana University quickly and has been a great reminder that we are here for the students. I also learned that the best times to do your laundry in the residence halls are Friday and Saturday nights!

In ten words or less, what is your personal HR philosophy?

Human Resources must be customer driven.

The Magic of Saving and Calculating for Retirement

Have you recently paid off a student loan or some other debt? Maybe you refinanced your house and lowered the monthly mortgage, or received a pay raise. There could even be 'hidden' sources of money like a safe-driver discount on car insurance, or a magazine subscription you let lapse. Any of these changes may provide you an opportunity to increase retirement savings.

Re-allocating even the smallest of these savings to your retirement can pay off big in the years ahead. The amount doesn’t need to be large. The important thing is to make savings a habit and revisit retirement goals one to two times a year, such as during tax season or whenever you experience a major life event.

Human Resources knows that seeing actual numbers makes a big impact on employees, motivating them to save even more. That’s why we host the Retirement Readiness Calculator (https://iurr.nyhart.com/), a personalized tool that estimates how much income you could potentially receive during retirement and whether you are saving enough to attain that amount. You can use the “RR Calculator” on your own or during a meeting with a retirement consultant who will do it for you.

Resources

If using the calculator on your own, consider first watching one of our Benefits Briefs which are short narrated presentations that explain what to expect and what to do. After running the calculator, you can then view a presentation to understand the results.

Visit the Retirement Readiness page http://hr.iu.edu/benefits/rrs.
Travel Tips and Insider Info

Save on Personal Travel

If you’ve ever traveled on IU business, you may be aware that the trip always goes through IU Travel Management Services. That’s a great thing because they negotiate favorable rates from travel vendors (airlines, hotels, ground transportation). But did you know IU employees can also save on personal travel when using IU-preferred vendors? Learn more at Travel Discounts page.

Free Travel Assistance

Full-time Academic and Staff employees automatically have MEDEX Travel Assistance, a program included in Basic Life Insurance paid for by IU. If you have Personal Accident Insurance (PAI), an optional benefit plan, you are also covered by Cigna Secure Travel. Both programs offer the same types of services shown below, with conditions depending on distance from home and time away.

Informational assistance
- Passport, Visa, and immunization requirements
- Weather and travel advisories
- Consulate and embassy locations
- Currency exchange rates

Assistance at your destination
- Medical emergency support, including transportation to a facility
- Help with lost or stolen luggage, prescriptions, and travel documents (not replacement costs)
- Emergency messaging and accessing funds

5 Things to Do in Advance
1. Check expiration dates on all travel documents and forms of ID.
2. Break in new shoes.
3. Update operating systems on smart phones and other devices.
4. Get adapters and converters for overseas travel.
5. Order a special meal (vegetarian, gluten-free, kosher, etc.) at least 24 hrs before departure.

Travel Discounts
http://www.iu.edu/~travel/discounts/discounts.shtml

MEDEX Travel Assistance
http://hr.iu.edu/benefits/basic.html#travel

Cigna Secure Travel
http://hr.iu.edu/benefits/pai.html#travel

Deals and Discounts

Indiana University has agreements with a number of corporate vendors, allowing IU employees to receive special deals or discounts for purchases such as computers, devices, software, and cellular service plans. Many local retailers and businesses offer IU employee discounts as well; for example, restaurants, banks, fitness centers, and rental apartment companies.

Keep in mind that discounts may already be available to the general public so they may not in fact be exclusive to IU. Competitors may offer the same or a sweeter deal too.

Personal computer hardware and software
- Check out IU ComputerGuide for hardware.
  http://uits.iu.edu/page/antj
- IUWare Online is where you download free software.
  http://iuware.indiana.edu
- For discounted software purchases, see IU Software License Agreements.
  http://kb.iu.edu/d/aclo

If your campus is not listed below, visit the website anyway. Many perks are available to all employees no matter their location.

Bloomington Professional Council (BPC) categories of perks include automotive, banking, dining, housing, and communications technology.
http://www.indiana.edu/~iubperks/

South Bend Professional Staff Council lists computers and devices, phone plans, and local retailers.
http://www.iusb.edu/prof-staff/discounts.php

JagPerks is geared toward the IUPUI community and features automotive, technology, entertainment, travel, and local retailers.
http://jagtag.iupui.edu/JagPerks.asp

Questions? Refer to the contact email listed on one of the above web pages, or ask a business beforehand if they provide discounts for IU employees.

Popular Adobe Software at No Cost

Adobe Creative Cloud is one of the most popular software perks available to IU employees. This package is a collection of software for graphic design, video editing, web development, photography, and more. View a complete list of applications included in Adobe Creative Cloud (www.adobe.com/creative-cloud/catalog/desktop.html). Information about accessing this software and responsibilities for its use is at IU Knowledge Base (http://kb.iu.edu/d/aclo).

If you’re a fan of Adobe Creative Suite, it has been replaced by Creative Cloud. You can still download individual applications at Adobe software at IU (http://kb.iu.edu/d/aksj).
Plan Ahead for Childcare Needs

Closed schools, severe weather, and sick kids create special challenges when it comes to finding alternative childcare. Prepare for this in advance by putting together a plan.

- If you don’t already have a trusted emergency backup provider, you can look for one using Care.com, a free resource to IU employees. After creating an account at Care.com, you will be contacted by prescreened caregivers within 3 days. You can then review their profiles and request a background check. Even hiring and payment arrangements are done online.
  - Already have a Care.com account? Dial 855-781-1303 and select prompt 4 to speak to a care rep. Your account will be moved to the IU employer group and you will enjoy premium access at no cost.
  - Consider joining or starting a ‘working parents’ group to connect with others for resources and support. You may discover you can rotate days off or ‘weather’ days. Many parents groups are active on social media networks such as Facebook.
- Ask your supervisor in advance for guidelines about last-minute work arrangements or telecommuting (working from home).

  Care.com services range from babysitters and childcare centers to special needs and tutors.

Any Day Now . . .

The IU Benefits Video will be available soon with 2015 plan year information. Viewing the video is a convenient and engaging way for all employees, especially prospective and new ones, to learn about IU benefit plans and options.

http://hr.iu.edu/benefitsvideo

Don’t Be a Horror Story (from page 1)

follow the links below. It’s a good idea to review personal assets such as bank accounts and IRAs too.

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<th>Insurance</th>
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<td>❑ Basic Life</td>
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<td>❑ Personal Accident Insurance</td>
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<td>❑ Supplemental Life</td>
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Change above at Benefits self service (onestart.iu.edu). Click the “edit” button in Benefits self service to navigate to the correct screen.

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<tr>
<th>Retirement Plans</th>
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<tr>
<td>❑ Accounts with TIAA CREF – call 800-842-2776</td>
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<td>❑ Accounts with Fidelity – call 800-343-0860</td>
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<td>❑ Accounts with PERF – call 888-526-1687</td>
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<td>❑ Former vendors</td>
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<td>Valic – call 800-448-2542</td>
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<td>AUL – call 800-249-6269</td>
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<td>Sentinel – call 866-305-8846</td>
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<th>Savings</th>
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<td>❑ Health Savings Account (HSA)</td>
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Nyhart IU Online Services (https://iu.nyhart.com)

Campus Holiday for Staff Employees

IU Staff employees receive eight designated paid holidays a year and one “floating” holiday, the Campus Holiday. This holiday accrues on March 1 of each year and can be used on or after March 1.

The 2015 Campus Holiday must be taken before the end of the last full pay period in December 2016. For details, refer to the personnel policies for your employee group (http://hr.iu.edu/policies) or contact the campus Human Resources office.

See also: Holidays for Staff Employees
http://hr.iu.edu/benefits/holidays.htm