We are pleased to present The HR Insight Newsletter for the Clinical Neuroscience Administrative Center and its Departments. The goal of this newsletter is to keep all Faculty, Staff, and Students updated on HR processes, policies, and upcoming events.

HR PROFILES
THE NEW NEUROLOGY DEPARTMENT ADMINISTRATOR
JENI SKAR

Please welcome Jeni Skar, our new Neurology Department Administrator. Jeni recently started in the Department of Neurology this past June. However she is not new to the University, she has a wealth of experience and most recently comes to us from the Medical School Deans Office where she was a Performance Analyst. Prior to that she worked as a Project Manager in the Office of Faculty Affairs.

We are pleased and excited to have Jeni as a part of our team.

Jeni’s office is located in the PWB building room 12-114. You may contact her at skar0049@umn.edu or (612) 626-7038.

EVENTS

FLU SHOTS
This fall, turn your coffee break into your flu shot break. Taking 15 minutes now could save you three days of sickness later.

Online sign-up allows you to easily schedule, change, or cancel an appointment at your convenience. Walk-ins are also welcome. For a complete list of clinic dates and locations, click here.

University of Minnesota flu vaccination clinics are open to University of Minnesota students, faculty, and staff (and their dependents). All must be 18 years of age or older. There is no out-of-pocket cost.

BENEFITS OPEN ENROLLMENT
Annual benefits open enrollment is coming November 1st – 30th. This year, it is especially important to make sure you and your family have health insurance. The Affordable Care Act requires most Americans to have health insurance starting January 1, 2014.
EMPLOYEE ENGAGEMENT SURVEY
Not only does employee engagement help us fulfill our mission here at the University, it also helps us to be able to create an environment where our employees can thrive and grow. The PULSE Survey is going away. On October 14, 2013 you will receive an email from the Hay Group which will contain a link to the University’s new Employee Engagement Survey. The survey will be open for three weeks and should only take 10 minutes or less to complete. This survey is totally confidential and will capture information which will be provided to Dean’s and Department Heads that will help engage them in addressing issues, challenges and setting goals. PLEASE take the time to complete this survey – your responses do make a difference!

ANNUAL PERFORMANCE APPRAISALS
It’s that time again. The annual performance appraisal process will begin November 4, 2013. For assistance with completing performance appraisals or navigating the system please click here.

SUPERVISOR REMINDERS FOR ONBOARDING
Please click here for a few HR reminders for the onboarding of Staff, Students, Temp Casuals, Volunteers, Observers, Visitors, and Guests.

UPLAN BENEFIT CHANGES FOR 2014
In September a newsletter entitled U & Your Benefits was sent out to all faculty and staff with all the new upcoming changes to your UPlan benefits for 2014. Some of the major changes will be:

- A new Accountable Care Organization (ACO) Plan – a new option with a lower cost than the base plan and a choice of four ACOs available in the twin cities.
- Increase to primary care copays.
- A differential between primary and specialty copays.
- A moderate deductible on non-copay items.
- Increase to out-of-pocket expenses in the HSA plan.
- Combining base plans.
- Merging the two family cost tiers in 2015.

For more details about the changes please click here or call Employee Benefits at 612-624-8647.

WORDS TO LIVE BY
“What you do everyday matters more than what you do once in a while.”
PLEASE WELCOME OUR NEWEST EMPLOYEES

NEUROLOGY
Aveen Saed
Dr. Anthony Santiago

NEUROSURGERY
Jacob Maxon
Amber Schmidt

PM&R
Carly Andersen
Rachel Borgstahl
Kate Frost
Jessica Musselman
Natalie Wall

PSYCHIATRY
Rene Akimoto
Dr. Donald Banik
Dr. Kelly Berg
Jennifer Bredemeier
Dr. Jazmine Camchong
Dr. Amber Frank
Amanda Kruger
Jessica Miles
Elizabeth Munis
William Nolan
Carly Porter
Elizabeth Rasmussen
Rachel Redmond

HELPFUL WEBSITES

THE AFFORDABLE CARE ACT AND YOUR HEALTH INSURANCE OPTIONS
For more information about the Affordable Care Act and how it may affect you please visit www.umn.edu/ohr/benefits/medical/aca/index.html

EMPLOYMENT VERIFICATION
The University of Minnesota offers an automated employment and income verification service that allows employees to have employment and salary verified within a matter of minutes for more information please visit hrss.umn.edu/verification

NEW AHC WEBSITE
Please check out the new AHC website, and the brand new Resource Hub which has helpful information, tools, and tips for employee’s hub.ahc.umn.edu

STATE FAIR RECAP
This year’s MN State fair was a success! We had a wonderful group of 65 volunteers who provided information on: Epilepsy, Stroke, Alzheimer’s, Psychiatric Illness, Brain Anatomy, and Children’s activities. We also put on three Stage Show Presentations:

Dr. Andrew Grande:
Ask the Expert: The Impact of Stroke on Your Brain

Dr. Thaddeus S. Walczak:
Ask the Expert: Epilepsy and Your Brain

Adine D. Stokes. N. Bud Grossman Center for Memory Research and Care:
Quiz Quest: You and Your Brain/Alzheimer's Disease Quest

COMMENTS OR SUGGESTIONS
We value your input, if you have any comments about, or suggestions for our Newsletter please feel free to email us at thouston@umn.edu.