



End of Year Reminders

W-2 Delivery Preference

Review HCM and consider choosing an electronic delivery option for your W-2 form. This saves man hours, postal costs, and is the quickest way to receive your end of year tax information. The [Updating Payroll W-2 Delivery Preferences](#) Quick Reference Guide can help you choose your preferred delivery method. You must be an active employee to receive an electronic W-2, otherwise it will be delivered to the primary mailing address on record. Review the [Updating Personal Information](#) Quick Reference Guide for details to update your address.

Domestic Partnership Medical Insurance Benefit

If you are currently enrolled in the domestic partnership insurance benefit, you will need to re-enroll during open enrollment for the benefit to continue. Questions can be emailed to Cherise at claud@uwyo.edu.

Be Safe this Holiday Season

Did you know that UW offers a SafeRide program that is available to UW students, faculty, staff and Laramie community members and visitors? This on-call service is available late nights and weekends with no fees associated. Call 307-766-7433, or more easily remembered as 307-766-RIDE. More information can be found of the [SafeRide webpage](#).

In addition Deer Oaks EAP has a one-time reimbursement service for a cab, Lyft or Uber. This service is available once per year per participant with a maximum of \$45.00 (excludes tip). Your receipt may be submitted up to 60 days from date of service. Call their helpline 1-888-993-7650 for instructions on how to submit your receipt.

November/December 2021

IMPORTANT DATES

- 11/24, 12/10, 12/23 ~ Hourly biweekly Payroll transactions due
- 12/10 - Salaried monthly Payroll transactions due
- 11/25 - 11/26 ~ Administrative offices closed for Thanksgiving
- 11/30 ~ Open enrollment ends
- 11/30, 12/14 ~ New Employee Orientation
- 12/23 ~ Salaried monthly payday
- 12/24 - 1/3 ~ Administrative offices closed for Christmas holiday/winter break/New Year holiday

COMMUNITY EVENTS

- Now until 11/30 ~ Santa Ruck March sponsored by Army ROTC. Donate canned goods at Hill Hall Army ROTC office for cadets to march to the Soup Kitchen the morning of 12/1
- 11/25 ~ [Turkey Trot 5K and Kid's One Mile](#), benefiting Laramie Interfaith
- 11/27 ~ Holiday craft fair, Civic Center 10am - 4pm
- 12/3 ~ Train Lighting at Depot Park 6pm
- 12/3 ~ Holiday parade 6:30pm, 1st & 2nd Street from University to Kearney
- 12/3 ~ Holiday dance festival, Laramie Dance & Arts 7pm
- 12/10 ~ [Staff Senate Holiday Market](#) 9am - 4pm, at the Education Conference Center in the Hilton Garden Inn, 2.5 hours of release time for employees
- 12/11 - 12/12 ~ UW Symphony Gala Holiday Concert, view [Fine Arts webpage](#) for all events
- 12/11 - 12/12 ~ [Iverson Mansion Holiday Open House](#) (no cost)





Health & Wellness Corner

8 Tips for a Stress-Free Holiday Season

Not only can the holiday season bring on stress, but for some people it can bring on the blues. Holiday depression is common and should pass as the stress and strain of the holiday season ends. However, experts advise getting help from a mental health professional if it does not end with the holiday season. If you would like some support during this potentially stressful and hectic time, call your Dear Oaks Employee Assistance Program at 1-888-993-7650.

1. **Carefully choose the events you will attend** so that they will bring the most to your celebration of the holidays. Focus on what the true meaning of the holiday is for you.
2. **Don't expect the holidays to solve your personal or family problems.** It might be a magical time of year, but it won't automatically make problems go away.
3. **Manage your time wisely.** Let others know what you can and cannot do. Don't say "Yes" when it's better for you to say "No". Remember to delegate duties to other family members or friends.
4. **Create a master to-do list.** In other words, write down everything that needs to be bought, made, baked, sent, etc. Now pare down this list. What can you cut out or scale down?
5. **Acknowledge your feelings of loss or grief** and allow yourself to express these normal feelings if you are separated from family and friends, or have suffered the loss of a loved one.
6. **Maintain your health and make time for yourself to replenish your energy.** Watch what you eat and drink, get enough sleep, and make time for your exercise program. Take advantage of all the outdoor winter sports available, then relax in a hot tub or indulge in your favorite hot beverage.
7. **Money worries can lead to stress during the holiday season.** Shop within your budget and plan in advance when, how, and where you will shop.
8. **Celebrate each event along the way.** For example, take joy in decorating the house, baking cookies, gift-wrapping, etc.

Be Well Cowboys and Cowgirls!



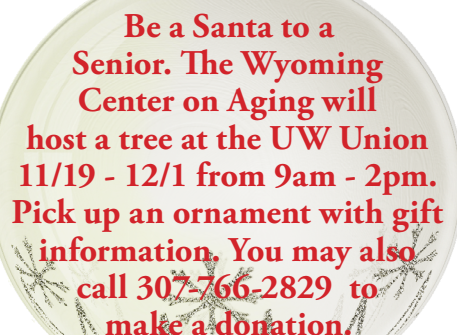
Performance Corner

Mel Robbins on Confidence - In this course, Mel Robbins, an expert on creating confidence, a best-selling author, and the most-booked female speaker in the world, presents relatable, actionable and proven techniques for building and maintaining confidence at work, home and in life.

Become a Manager - As a manager, success is predicated on your ability to achieve goals working with your team. The good news is that management is a skill that can be learned. This course is designed to provide you with the key considerations, skills and competencies to help you become and succeed as a manager.

Innovation Center

HR is currently working on a data clean-up project related to hourly and monthly non-benefited position numbers. This includes Graduate Assistant, Temporary Lecturer and Work Study positions. As part of the first phase, HR will inactivate approximately 7200 position numbers due to non-use. Additionally, HR is preparing for the next phase in this project, which is expected to include a more intuitive numbering system. If you or anyone from your department finds that they are unable to complete a requisition in HCM Recruiting for the position number you are expecting to use, please reach out to Jeremy Kuhn at 307-766-5057 or Ann Lyda at 307-766-5056 to help troubleshoot and easily reactivate a position.



Be a Santa to a Senior. The Wyoming Center on Aging will host a tree at the UW Union 11/19 - 12/1 from 9am - 2pm. Pick up an ornament with gift information. You may also call 307-766-2829 to make a donation.

DEPARTMENT SPOTLIGHT

HR BENEFITS OFFICE

Open enrollment ends November 30th. Don't delay making benefit changes for the 2022 calendar year!

Many thanks go out to our always busy Cherise Laud and Kira Poulson in the HR Benefit office for taking time to answer questions about campus benefits. The HR Benefits office employs three full time staff and two student interns. David Heath is the newest addition to the benefit crew and joined the team this year as a Benefits and Leave Specialist.

Q: November is a busy month for the Benefits office due to open enrollment. How many transactions from this time of year does the office handle?

A: Too many! With the addition of the EGI Portal the flow of paperwork has gone down but the questions from employees has probably stayed the same. The portal is the better way for employees to enroll, and it safeguards from employees missing something like vision or another voluntary benefit that they may not be thinking of. The portal makes you enroll or deny each benefit; therefore, you do not miss something you might have forgotten. In addition, if something is not correct in the enrollment process, the portal will give you an error and will not let you submit until you fix it. This safeguards against missing necessary dependent information that could hold up the enrollment process.

The annual Benefit Fair resumed this year on November 4th. 15 vendors were available to answer questions for the approximately 250 employees who attended.

Q: What are some of the biggest changes to 2022 benefits?

A: Rates dropped 6%! Huge change when rates typically go up. We also have a change to our pharmacy representation. We are going from MedImpact to CVS Caremark. Employees will be receiving new Cigna cards and new CVS Caremark cards in the mail before the first of January as their Cigna cards with MedImpact on the back will no longer work for the pharmacy benefit.

Q: What are some of the lesser known benefits offered to UW employees that your office handles?

A: We are just launching the new program from TIAA and SAVI for [Student Debt Relief](#). You should be seeing emails coming out about that. TIAA communicated to a lot of employees about it during the benefit fair. It is a great benefit for all employees & their families that might have student debt. Also, the tuition waiver is another benefit to remind employees of. More information can be found in the [Tuition Waiver Policy](#).

Q: Going into the holidays can place a burden on mental wellness. What are some of the resources available to employees should they need help?

A: There are several resources available through our Employee Assistance Program (EAP), through the Wellness Program on campus, and for benefited employees through Cigna Wellness. The benefits office will be sending emails out with additional information regarding the holidays and resources where employees can find help. Visit the [Campus Wellness Resources](#) webpage for more details.

Q: What does Deer Oaks EAP offer that employees may not know?

A: There are many free resources aside from counseling offered to UW employees and their families. There is a 20 minute video on the [Deer Oaks EAP webpage](#) describing all the benefits available to employees. It's worth a watch!

Q: Is there anything else that you'd like to tell UW employees?

A: We would just like to remind employees that the Benefits team is here for them. We are available and happy to assist employees with whatever questions or needs they may have. Sounds corny but all of us in benefits really do enjoy meeting with employees and knowing that we are able to help them through all of the benefit processes, leave questions and issues, Family Medical Leave, American Disability Act questions and requests, and leave without pay questions and forms.

