Welcome to IU South Bend

Please join the Office of Human Resources in welcoming our new employees to campus!

Kellen Quillen  EHS Specialist
Ezella McPherson  Dir., Titan Success Center
Torrey Wang  International Student Services Rep
Kwuami Amon Ra  Custodian
Kevin Hardy  Custodian
Stephen Roberts  Custodian
James Bontrager  Custodian
Terrell Coleman  Custodian

IU SOUTH BEND TRIVIA

1. In what year did the campus move to the current location?
2. The campus includes how many acres of land?
   a. 73  b. 96  c. 100  d. 80
3. IU South Bend offers more than 100 majors and programs in how many schools?
   a. 9  b. 7  c. 5  d. 6
4. What is the distance for one time around the track at the SAC?
   a. 1/8 mile  b. 1/6 mile  c. ¼ mile

Answers are on page 4.

Information on the Cyber-Attack Impacting Anthem Members

Dear Academic and Staff employees,

You may have heard in the news this morning that there was a cyber-attack that impacted Anthem, one of IU’s health plan administrators. While there is no indication that IU employees have been impacted, Anthem has informed IU of the potential. We are working closely with Anthem and remain in frequent contact with them to understand the extent of the breach and how it might affect IU employees.

Once the breach was discovered, Anthem immediately closed the security vulnerability, reported the incident, and initiated mitigation resources for plan members. Anthem’s investigation to date indicates there is no evidence that medical information, such as claims, test results, or diagnostic codes were targeted or compromised. However, it is possible that demographic data, such as name, date of birth, member health ID number/Social Security number, address, and telephone number were exposed.

To provide more information for members, Anthem has created a website at www.anthemfacts.com and is providing a toll-free hotline at 877-263-7995. We have also posted an FAQ on the breach for IU employees on the University Human Resources website at http://hr.iu.edu/benefits/pubs/Anthem_FAQ.pdf.

University Human Resources will continue to monitor and communicate new information as it becomes available.

John J. Whelan
Associate Vice President for Human Resources
FEBRUARY ANNIVERSARIES

<table>
<thead>
<tr>
<th>NAME</th>
<th>YRS.</th>
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<th>YRS.</th>
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<tbody>
<tr>
<td>Michael Mancini</td>
<td>1</td>
<td>Michele Morgan-Dufour</td>
<td>12</td>
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<tr>
<td>Loni Oehlwein</td>
<td>3</td>
<td>Moira Dyczko</td>
<td>14</td>
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<tr>
<td>Firm Faith Watson</td>
<td>4</td>
<td>John Collmer</td>
<td>17</td>
</tr>
<tr>
<td>Pam Land</td>
<td>5</td>
<td>Kevin Ahlgrim</td>
<td>18</td>
</tr>
<tr>
<td>Christine Lass</td>
<td>5</td>
<td>Rebecca Rankin</td>
<td>19</td>
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<tr>
<td>Jim Hasse</td>
<td>8</td>
<td>Jeff Stahl</td>
<td>21</td>
</tr>
<tr>
<td>Marianne Bishop</td>
<td>9</td>
<td>Bruce Bryner</td>
<td>23</td>
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<tr>
<td>Chris Kaehr</td>
<td>9</td>
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<tr>
<td>Deborah Knabe</td>
<td>11</td>
<td>Cindy Lang</td>
<td>34</td>
</tr>
<tr>
<td>Bill O’Donnell</td>
<td>11</td>
<td>Pat Agbetsiafa</td>
<td>37</td>
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IUSB CAMPUS One-on-One Retirement Planning Counseling

University Human Resources – Retirement Program Services Visits

<table>
<thead>
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<th>Date</th>
<th>Building or Room</th>
<th>Times</th>
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</thead>
<tbody>
<tr>
<td>April 1</td>
<td>Admin Bldg, Room 243C</td>
<td>9:00 a.m. – 3:00 p.m.</td>
</tr>
<tr>
<td>July 15</td>
<td>Admin Bldg, Room 243C</td>
<td>9:00 a.m. – 3:00 p.m.</td>
</tr>
<tr>
<td>October 6</td>
<td>Admin Bldg, Room 243C</td>
<td>9:00 a.m. – 3:00 p.m.</td>
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</table>

To schedule an appointment email retplans@iu.edu or call 812-856-5191
*Phone meetings may also be scheduled on any day or time*

TIAA-CREF Visits

<table>
<thead>
<tr>
<th>Date</th>
<th>Building or Room</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 10</td>
<td>Admin Bldg, Room 243C</td>
<td>9:00 a.m. – 4:00 p.m.</td>
</tr>
<tr>
<td>April 21</td>
<td>Admin Bldg, Room 243C</td>
<td>9:00 a.m. – 4:00 p.m.</td>
</tr>
<tr>
<td>May 7</td>
<td>Admin Bldg, Room 243C</td>
<td>9:00 a.m. – 4:00 p.m.</td>
</tr>
<tr>
<td>July 14</td>
<td>Admin Bldg, Room 243C</td>
<td>9:00 a.m. – 4:00 p.m.</td>
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</tbody>
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Please visit http://www1.tiaa-cref.org/tcm/indiana/index.htm or call 800-732-8353

Fidelity Visits

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<thead>
<tr>
<th>Date</th>
<th>Building or Room</th>
<th>Times</th>
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</thead>
<tbody>
<tr>
<td>April 22</td>
<td>Admin Bldg, Room 243C</td>
<td>9:00 a.m. – 4:00 p.m.</td>
</tr>
<tr>
<td>July 8</td>
<td>Admin Bldg, Room 243C</td>
<td>9:00 a.m. – 4:00 p.m.</td>
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</table>

Please visit http://plan.fidelity.com/indiana Or call 800-642-7131
A MESSAGE FROM JIM BOGER
Indiana University South Bend is in the midst of the annual employee performance reviews. I wanted to remind everyone of the importance of doing reviews. One of the most important functions of managers and supervisors is to effectively manage resources, and one of the most important resources they have is the staff they supervise. Managing them (and consequently their performance) begins with designing the jobs – determining what duties are important to include in a job, what the qualifications are to fulfill those duties and what level of performance is needed to meet the mission of the department. Performance management continues with the filling of the job with the best candidate, the training of the new hire and the continuous coaching to clarify expectations.

IMPORTANT REMINDER
Bloomington has updated the Personal Profile Form (ED) on our website. The most recent version is dated 12/2014. Here is the link: http://www.indiana.edu/~uhrs/pubs/forms/hrms/ed.pdf

Please make sure to use this newest version for all new hires, and discard all previous versions dated 7/2012 or prior. If old forms are submitted we will request the paperwork be redone using the current forms.

Please also note that after all new hire forms have been submitted to Human Resources or to Academic Affairs for processing, any copies of the ED form must be shred by the hiring department. Under no circumstances are the copies of documents/forms with sensitive information such as dates of birth and/or social security numbers to be kept by the department.

Further, Performance Management at IUSB is an ongoing communication process that involves both the manager and employee in assessing the employee’s performance by:

- identifying and describing essential job functions and relating them to the mission and goals of the organization
- developing realistic and appropriate performance standards
- developing realistic and functional goals for employees related to the university and the duties they perform
- giving and receiving feedback about performance
- writing and communicating constructive performance evaluations
- planning educational and development opportunities to sustain, improve or build on the employee’s work performance

IUSB’s goals in doing performance reviews are as follows:

- Provide all employees with realistic and measurable performance goals related to the job they perform on a regular basis.
- Provide timely and comprehensive regular feedback to employees related to their performance during a review cycle.
- Engage the employee into the review processes and create an investment in their performance and development.
- Based on performance management results provide the employee with developmental plans that are developed as a joint effort between the manager and the employee.

HSA TRANSFER TIMELINE
Due to JP Morgan Chase’s business decision to sell their HSA business, new HSA banking arrangements have been made for 2015. Those that elect to participate in the HSA for 2015 will have new HSA accounts opened with Healthcare Bank and all customer service and account administration will be handled by the Nyhart Company.

January 26 – February 3, 2015
- Blackout period – No access to Chase HSA account funds.

February 3, 2015
- Chase accounts closed.

February 4, 2015
- Funds from Chase account are forwarded to Nyhart.

February 9, 2015 (approximately)
- Full Chase balances available in Nyhart.

If you have further questions please contact:
Chase HSA Member Services at 866-566-7101    Nyhart Member Services at 800-284-8412
University Human Resources at enews@iu.edu
**IMPORTANT e-DOC CHANGES**

There are hundreds of Indiana University employees whose primary physical work location is outside the state of Indiana (currently over 40 other states and many countries). To meet state-based employment requirements for these employees, we will begin maintaining each employee’s physical work location on HRMS eDocs transactions.

On January 22, 2015 a new tab appeared on the following HRMS eDocs: Hire, Promote, Demote, Transfer, and Maintain Job Data. The new tab will be called Primary Physical Work Location. There will be two fields on the tab and entry will be required on the Hire, Promote, Demote, and Transfer documents.

1) Country where the employee will be performing services
2) State where the employee will be performing services

Out of state selection will impact tax location, so please review the Job Data section that includes the Tax Location value.

Updating the employee’s country/state work location **WILL** impact their payroll tax withholdings, therefore it’s critical to make these changes as soon as the department knows. Departments are required to maintain this information and accurately identify the primary physical work location of all active employees.

If you would like more information or have any feedback please contact FMS customer support at https://fms.iu.edu/support or (812) 855-0375. If you have technical issues with this new eDoc functionality, please contact the HRMS Support Center: http://www.indiana.edu/~uhrs/hrms/support/.

**IU SOUTH BEND TRIVIA ANSWERS**

1. c. 1961
2. d. 80 acres
3. b. 7 schools
4. a. 1/8 of a mile

**PRETZEL SALAD**

**FIRST LAYER:**
- 2c. crushed pretzel sticks (NOT the consistency of fine crumbs)
- ¾ c. melted butter
- 2 T. sugar

Combine the pretzels with the butter and sugar and press in a 9 x 13 pan. Bake for 7 minutes at 400°. Cool the crust completely before adding the second layer.

**SECOND LAYER:**
- 8 oz. container of Cool Whip
- ¾ c. sugar
- 8 oz. softened cream cheese

Blend well until creamy. Spread on cool crust and refrigerate until the top layer is ready.

**TOP LAYER:**
- 1 large Strawberry Jell-O
- 1 large bag frozen strawberries, thawed and flattened with a fork
- 1 large can crushed pineapple, drained, reserve the liquid

Use the reserve liquid from the pineapple plus water to make 2 cups. Make Jell-O with boiling liquid, add strawberries and pineapple. Place in fridge until almost firm (approximately 2 -3 hours). Spoon on top of second layer.

**Helpful tip:** The Jell-O portion must be almost firm, if not, when you put it on the second layer it will seep to the bottom and ruin the salad.

Compliments of Jan Sowers
LIKE US ON FACEBOOK
Your HR Department now has a Facebook page. Please take the time to visit our page, “like” it, share it with your friends and visit often. Here is the link:

VISIT US ON PINTEREST AND TWITTER TOO!

Office of Human Resources - South Bend

Job Line Phone: 574-520-4182
Fax: 574-520-5559
https://www.iusb.edu/human-resources/

James Boger – Director of Human Resources and Career Services
574-520-4398
rjboger@iusb.edu

Judi Poelvoorde - HR Representative/Recruiter
574-520-4850
japoelvo@iusb.edu

Jill Keller – Benefits Counselor
574-520-4358
jikeller@iusb.edu

Office of Human Resources
Mission

The Mission of the Human Resources Department is to treat each person as a valued customer while administering consistency in upholding University policies and benefit administration and in turn contributing positively to the success of Indiana University South Bend.