THANKSGIVING TRIVIA

1. All turkeys gobble. True or False?
2. In 1621, which of the following foods we eat today on Thanksgiving was not served:
   a. pumpkin pie  b. yams  c. vegetables
3. Which balloon was the first balloon in the 1927 Macy’s Thanksgiving Day parade:
   a. Mickey Mouse  b. Betty Boop  c. Felix the Cat  d. Superman
4. An old wives tale says that pumpkins are a cure for:
   a. freckles  b. hiccups  c. infertility  d. insomnia
5. The first Thanksgiving football game was started in 1934 by which team:
   a. Pittsburgh Steelers  b. Detroit Lions  c. Kansas City Chiefs

Answers on page 4

Kuali Time @ IU is an UPgrade!

As final testing of the new Kuali Time system is being done, implementation of the upgraded system will be **Sunday, November 17th**. All functions will switch to the new system at that time for all users and locations.

Please visit “Kuali Time @ IU” page on the FMS website to view the most up to date information on the upgrade. The website has the updated training information and some sample training materials. [http://www.fms.iu.edu/kualitime/home.asp](http://www.fms.iu.edu/kualitime/home.asp)

Prior to this implementation, System Overview/Training sessions will be provided for Approvers, Payroll Processors and Payroll Managers.

The Bloomington overviews listed below may be viewed via Breeze webcast (details below).

Training videos will be available online for all maintenance documents, employee and approver functions. Updates and details will be shared with the listserv as they become available on the website. [http://www.fms.iu.edu/kualitime/home.asp](http://www.fms.iu.edu/kualitime/home.asp)

**Agenda for Kuali TIME @IU Overview:**
- Audience- Current TIME Approvers, Payroll Processors & Payroll Managers
- Demo of Kuali Time – employee entry, approvals, corrections, IUIE reports (1 hour)
- Questions – as needed (30 minutes)
- TIME Approvers and Payroll Processors are free to leave at this time unless they perform Payroll Manager activities.
- Demo of Payroll Manager actions – work area maintenance, role maintenance, rules (30 minutes)

**Kuali TIME @ IU Sessions will be held via Breeze:**
- Friday, Nov 1: 9-11am or 2-4pm
- Wednesday, Nov 6: 9-11am or 2-4pm

*View the BL presentations live at [https://connect.iu.edu/ktoverview/](https://connect.iu.edu/ktoverview/) Sign in as a guest if you do not have a breeze account.

There is no registration necessary for these sessions, attend/connect per your schedule.

**If you are unable to attend, FMS will be publishing a recorded version of the overview after the sessions.**
NOVEMBER ANNIVERSARIES

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<td>Margie Andert</td>
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<td>Cheryl Stuart</td>
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<td>Laurie Bergeson</td>
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INVESTMENT COUNSELING

FIDELITY Monday, November 4 - Admin Building Room 234

Call 1-800-642-7131
Or visit the website: https://lvs.fidelity.com/mysavingsatwork/fortpros/FITSCoPresenter/Presenter/Controller?pagename=atwork/fort

→ Click on Continue button
→ Select Indiana
→ Select Indiana University
→ Select campus
→ Complete registration information
→ Select time

TIAA-CREF Wednesday, December 18 – Admin Building Room 234

Call 1-800-732-8353
Or visit the website: https://publictools.tiaa-cref.org/public/tools/appmanager/tiaa/tools?_nfpb=true&pagename=atwork/fort&tc_mcid=dm_advice_04052011

→ Click on AT YOUR WORKPLACE
→ Click on Select button
→ Select Indiana
→ Select Indiana University
→ Click on date listed above
→ Select campus (Under Workplace Location below the calendar)
→ Select time

OPEN ENROLLMENT REMINDER!

Open enrollment meetings:
Friday, November 8.
10:00 – 11:30 and 1:00 – 2:30
SAC room 225-223.

Open enrollment dates are November 11 -22 with changes taking effect on January 1, 2014.

Please remember, even if you are not changing plans, you must still certify that you are a non-tobacco user.
Why You Should Keep a Workout Journal

You can get better results faster. 'Nuff said!

Article By: Lisa Freedman

If you want to see results from each and every workout you do, chart your progress in an exercise journal. Self-monitoring your workout has proved to be a cornerstone in losing weight and building muscle, according to Jeffrey Katula, PhD, an exercise physiologist at Wake Forest University.

While many people jot down their weight after stepping off the bathroom scale, researchers at Northwestern University found that those who consistently tracked their exercise habits — especially during holidays — lost more weight compared to those who did not.

How can you increase your chance of journal success? "Keep it simple," says Katula. "You're more likely to stick with something that's convenient." Westcott suggests recording the exercises you do, the weight load and the number of repetitions. Also record the time you spend doing cardio, along with other available measurements, including distance, for example, or the pre-programmed treadmill or stationary bike-program you followed.

Journal Your Way to Fitness

1. It increases awareness of your behavior.
   According to Katula, "a workout journal helps you become aware of what you are and are not achieving at the gym." An accurate record might reveal, for example, that you are doing only 10 minutes of cardio after lifting weights, not the 20 you thought.

2. It reminds you to change your workout.
   You have to increase your workload if you want to see changes in your body. "Once you can lift a weight 12 times, you should increase the weight by 5 percent and lift it nine or 10 times," says Wayne Westcott, PhD, CSCS, fitness research director at the South Shore YMCA in Quincy, MA. "Then stick with it until you can easily lift it 12 times." Your journal will help you keep track of these numbers and show you when it's time to increase the load.

3. It allows you to evaluate your progress.
   "Write down your specific goals, like when you want to be able to lift a certain amount of weight or run at a certain speed," says Westcott, "then check to see how long it takes you to reach them. "Set small goals that can be realistically conquered in two to four weeks."

4. It provides a record of accomplishment over time.
   "The more improvement you see on the page, the better your physical results will be," says Westcott. "Every day you should see some improvement in the numbers. Maybe you can do an extra rep or increase the weight a bit."


 YOUR HEALTH YOUR WAY

Please join us in welcoming Brennan Lennox to the HR office. Brennan began serving as our intern for the campus Your Health Your Way program on October 23rd. Brennan is a 2012 IU South Bend graduate now working on his second bachelors in biological sciences with a long term goal of achieving a master’s degree in exercise science and wellness.
IU South Bend Human Resources Website

There is a lot of useful information to be found on the HR website. Here is the link: https://www.iusb.edu/human-resources/index.php

You can find the holiday schedule for the year, the payroll schedule to verify when you will get paid and you can also review the Position Classification process. All conveniently located on the IU South Bend HR website.

BACKGROUND CHECK REMINDER

When submitting the Background Check Consent form to Human Resources, please be sure to indicate on the form whether this is for a “Program Involving Children”. This information is required when entering the background check information into HireRight.

eDoc Reminders

If an employee never worked, the action reason would be a “cancellation of hire” and only final approvers can do this type of eDoc. Please notify HR if you have this situation.

The effective date of the termination must be the day after the last day actually on the job. Please remember a note must be added in the notes section stating the last day worked.

THANKSGIVING TRIVIA ANSWERS

1. False – only the males gobble, the females make a clicking sound.
2. a. pumpkin pie – there were no ovens.
3. c. Felix the Cat
4. a. freckles
5. b. Detroit Lions – they played the Chicago Bears

Sweet Potato Gratin With Pecan-Crumb Topping

SERVINGS 8

3 lb. sweet potatoes
2 T. unsalted butter, melted
1 1/2 t. finely grated orange zest
2 T. fresh lemon juice
2 T. fresh orange juice
1 T. minced garlic
1/2 t. ground allspice
1/2 c. fresh whole wheat bread crumbs
1/3 c. pecan halves, coarsely chopped
1/4 c. chopped scallion greens
2 T. finely grated Parmesan

1. **Heat** oven to 400°F with rack in center position. Prick potatoes several times with fork and wrap each in foil. Roast potatoes until very tender, about 45 minutes. Carefully unwrap foil and halve potatoes. Scoop flesh into bowl. Mash potatoes with butter, zest, juices, garlic, allspice, and sea salt to taste.

2. **Toss** together bread crumbs, pecans, scallions, and Parmesan in bowl.

3. **Reduce** heat to 375°F and grease a 1 qt shallow glass pie plate or ceramic baking dish. Spoon potatoes into dish and top with crumb mixture. Bake until crumbs are golden and potato mixture is hot, about 30 minutes.

NUTRITION (per serving): 230 cal; 5 g pro; 39 g carb; 6 g fiber; 7 g fat; 2.5 g sat fat; 98 mg sodium

http://www.prevention.com/
Office of Human Resources
South Bend Campus

**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.