Welcome to IU South Bend

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

Jim Boger – Director of Human Resources and Career Services

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2015 OPEN ENROLLMENT MEETINGS

**When:** Friday, November 7, 2014

**Where:** Education and Arts Building Lecture Hall Room 1011

**Times:** TBD – Please watch the Daily Titan and your email for times

**PAR (Personnel Appointment Request)**

We continue to get the old form which has “Interim Executive Vice Chancellor” on it. Please destroy any old copies you may have of this form.

The most current form can be found on the IU South Bend Human Resources website under “Forms”. It can be filled out online and then printed for signatures.

Here is the link:  [https://www.iusb.edu/human-resources/forms/Personnel-Appt-Req-Rev-07-17-14.pdf](https://www.iusb.edu/human-resources/forms/Personnel-Appt-Req-Rev-07-17-14.pdf)

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Doc Find Procedure

1. Go to: [http://www.anthem.com/health-insurance/home/overview](http://www.anthem.com/health-insurance/home/overview)

2. On right hand side go to “Useful Tools” and click on “Find A Doctor”.

3. Make your selection from the options below.

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**USEFUL TOOLS**

- FIND A DOCTOR
  (Dentist, Pharmacy, or Hospital)
- PRESCRIPTION BENEFITS
- CHECK CLAIM STATUS

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**What are you looking for?**

- **Doctors/Medical Professionals**
  - Hospitals and Facilities
  - Dental
  - Vision
  - Pharmacy
  - Behavioral Health
  - Lab/Pathology/Radiology
  - Medical Equipment
  - Medical Group/Multi-Specialty
  - Urgent Care
  - Other Medical Services

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### OCTOBER ANNUVERSARIES

<table>
<thead>
<tr>
<th>NAME</th>
<th>YRS.</th>
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<tr>
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<td>John Harrington, Jr.</td>
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<td>Catherine Page-Vanore</td>
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<td>Michael Prater</td>
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<td>Frederick Patton, III</td>
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<td>Edward Summers, III</td>
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<td>Savanna Annis</td>
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<td>Glenn McQueen</td>
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<td>Erika Zynda</td>
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<td>Yvonne Walker</td>
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<td>Jean Metzger</td>
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<td>Judi Poelvoorde</td>
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<td>Ada Douglas-Plummer</td>
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<td>Joseph Nate</td>
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<td>Shabaun Flanagan</td>
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<tr>
<td>Kathrine Miller</td>
<td>9</td>
<td>Tony Pearson</td>
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**IUSB CAMPUS One-on-One Retirement Planning Counseling**

*University Human Resources – Retirement Program Services Visits*

<table>
<thead>
<tr>
<th>Date</th>
<th>Building or Room</th>
<th>Times</th>
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<tbody>
<tr>
<td>October 28</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>
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<tbody>
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<td>October 23</td>
<td>Admin Bldg, Room 243C</td>
<td>9:00 a.m. – 4:00 p.m.</td>
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<tr>
<td>December 18</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://www1.tiaa-cref.org/tcm/indiana/index.htm](http://www1.tiaa-cref.org/tcm/indiana/index.htm) or call 800-732-8353.

**Fidelity Visits**

<table>
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<th>Date</th>
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<td>9:00 a.m. – 4:00 p.m.</td>
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<tr>
<td>December 10</td>
<td>Admin Bldg, Room 243C</td>
<td>9:00 a.m. – 4:00 p.m.</td>
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Please visit [http://plan.fidelity.com/indiana](http://plan.fidelity.com/indiana) or call 800-642-7131.
# Library of Benefit Briefs

These short, narrated presentations are designed to help employees get the most out of IU-sponsored benefit plans.

**Retirement**

- **IU Retiree Status - Medical Care Options**
  Summary of eligibility, plan options, rules and considerations, Medicare Part D prescription coverage

- **IU Retirement Plan**
  Explains eligibility, contributions, investments, distributions and withdrawals. **8 minutes**

- **IU Supplemental Retirement Plans**
  Summary of IU’s two Supplemental Retirement Plans. **10 minutes**

- **Public Employees’ Retirement Fund (PERF)**
  Explains plan provisions for eligible employees. **10 minutes**

- **Retirement & Savings Plan**
  Explains plan eligibility, contributions, investments, distributions and withdrawals. **10 minutes**

**Chase HSA Online Account**
Learn about the features and functions of Chase's HSA online account. **10 minutes**

**All Medical Plans**

- **Mail Order Prescription Services**
  Learn the advantages of ordering prescriptions through Medco's mail order service and how to get started. **5 minutes**

- **Preventive Medical Services - 2014**
  Learn which services have no member cost (no deductible or co-insurance) when performed to identify undiagnosed medical conditions. **14 minutes**

**PPO $900 and PPO $500 Deductible Plans**

- **Traditional Deductibles - 2014**
  Explains how the deductibles work, what you pay, exceptions, co-insurance, out-of-pocket maximums, and includes an illustrated example.
Doc Find Procedure  
Continued from Page 1

4. Type in the name of the provider, if known.

5. Put in the geographic location information.

6. Complete Section 4 exactly as in this instruction. It does not matter if the plan is HDHP, PPO $500 or PPO $900.

Ingredients for Croutons:
1 t. ground cumin
1 t. olive oil
1 c. cubed French or Italian bread

Ingredients for Soup:
2 t. olive oil
1/3 c. finely chopped shallots
1/3 c. finely chopped celery
2 1/2 c. finely sliced cauliflower (1/2 a small head)
3/4 pound peeled, sliced Yukon gold potatoes
2 (14 oz.) cans, fat-free, less sodium chicken broth
1/2 t. salt
1/4 t. ground red pepper
1 t. lemon juice
2 t. chopped chives (optional)

Preparation:
1. Preheat oven to 350°.
2. To prepare croutons, combine cumin and 1 teaspoon oil in a bowl; add bread cubes, and toss to coat. Spread bread cubes on a baking sheet. Bake at 350° for 10 minutes or until golden. Cool croutons slightly; set aside.
3. To prepare soup, heat 2 teaspoons oil in a large saucepan over medium heat. Add shallots and celery; cover and cook 2 minutes. Stir in cauliflower, potato, broth, salt, and pepper; bring to a boil. Reduce heat, cover, and simmer 15 to 20 minutes or until vegetables are tender. Add lemon juice. Place vegetable mixture, in batches, in a food processor; process until smooth. Divide soup evenly among 4 bowls; serve with croutons, and top with chives, if desired.

http://www.health.com/health/recipe/GOLDEN%20POTATO%20CAULIFLOWER%20SOUP
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

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Fax: 574-520-5559
https://www.iusb.edu/human-resources/

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Angela Charlton - Receptionist
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acharlto@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.