Health Insurance Information for 2013

NEW MEDICAL INSURANCE CARDS
- If you switched your insurance plans during open enrollment you should have received new cards from Anthem. If not, please contact Jill Keller in Human Resources at ext. 4358.

NEW MEDCO/EXPRESS SCRIPTS CARDS
- New Medco/Express Scripts cards will be issued to employees who changed insurance plans. Please be on the lookout for your new cards in the next 7 – 10 days.

HSA INFORMATION
- Indiana University’s contribution to your HSA is made on the first payday of the new year.
- Follow this link to set up your User ID for your HSA account if you are a new user: [https://www.chasehsa.com/ezpay/hsa/logon/hsaCardHolderLogOn.jsp?SSM=0](https://www.chasehsa.com/ezpay/hsa/logon/hsaCardHolderLogOn.jsp?SSM=0)
- From the Chase site you can manage your account, view recent transactions, view monthly statements and more.
- Not sure what is an eligible expense under the HSA? Follow this link for more information: [http://hr.iu.edu/hdhp-oe/HSA_Qualified_Medical_Expenses_Flyer.pdf](http://hr.iu.edu/hdhp-oe/HSA_Qualified_Medical_Expenses_Flyer.pdf)

MEDICAL PREVENTIVE SERVICES
- Follow this link for a summary of preventive services covered by Anthem: [http://hr.iu.edu/pubs/misc/preventive_services.pdf](http://hr.iu.edu/pubs/misc/preventive_services.pdf)

TRIVIA
1. Despite being in the middle of a desert, what U.S. city gets its name from the Spanish words for “the meadows”?
2. Which animal is used to symbolize the Capricorn zodiac sign?
3. Where would you take someone’s radial pulse?
4. What is the northern most point in all U. S. territory?
5. What do sharks lack?

Answers on page 3
BEAT THE WINTER BLUES

It’s that time of the year when many of us begin to experience the “winter blues” or Seasonal Affective Disorder (SAD). The distraction of the holidays has passed and if we haven’t set up some routine to break us out of a winter rut, we may find ourselves in danger of barely hanging in there until spring. Below are some suggestions to get us motivated to tackle the months until spring arrives.

- Wear bright colors
- Change your light bulbs. Try one which produces a light like natural sunlight. They may cost more but some people say this type of bulb helps to ease the effects of SAD.
- Squeeze in a daily daytime walk. If you can bundle up and get out on your lunch break for a 20 minute stroll then do it!
- Take a Vitamin D supplement
- Take St. John’s Wort. This helps ease mild depression associated with SAD, but if you are on any medication, like birth control, make sure it does not interfere. Check with your family physician.
- Socialize more. Organize a weekly potluck or happy hour with friends. Join an evening knitting group or start a neighborhood game night. The point is to get out of the office-home-bed routine that is so easy to fall into when it’s cold outside.
- Invest in some fresh flowers. A burst of color does wonders for one’s mood, and flowers don’t have to be expensive. Carnations, long thought to be granny flowers, are making a comeback. A $5 bunch can last up to ten days.
- Two words: Winter Sports. Skiing, sledding, ice skating, and snow-boarding are great ways to stay active during cold months. Even if you don’t live in an area where those are accessible or affordable simply hiking in the snow or making snow men burns calories and gets you out in the fresh air and sunlight.

- Invest in a light box.
- Retail therapy. Help yourself, help the economy.
- Warm drinks: tea, coffee, steamers, hot chocolate (with marshmallows).
- Plan a spring vacation. The act of planning can have more benefits than the vacation, so pick some place warm and start strategizing.
- Try a new hobby. Winter is a great time to take up knitting or crocheting. Regardless of the activity, fill your time with something new.
- Listen to lively music.
- Paint your wall. It’s like taking the idea of fresh flowers to the next level. If you don’t like the color you can always paint over it.
- Eat a piece of chocolate a day. Doctors say a small piece of dark chocolate (at least 60% cocoa) is good for you.
- Indulge in a facial or a massage. Winter is brutal on your skin and we can get tense from wearing heavy layers and coats all day. A monthly facial or massage through the winter months is a wonderful way to practice self-care and keep one’s spirits lifted.

For more information please go to: www.thefrisky.com
**SLOPPY JOES**

**INGREDIENTS**
- 1 pound lean ground beef
- 1 onion, diced
- 1 1/2 c. ketchup
- 1 c. chunky salsa
- 2 T. brown sugar
- 2 T. Worcestershire sauce
- 2 T. white vinegar
- 2 T. Dijon mustard

**DIRECTIONS**
Heat a large skillet over medium-high heat and stir in the ground beef, and onion. Cook and stir until the beef is crumbly, evenly browned, and no longer pink. Drain and discard any excess grease. Stir in ketchup, salsa, brown sugar, Worcestershire sauce, white vinegar, Dijon mustard. Bring to a simmer and cook, stirring occasionally, over low heat 20 to 30 minutes. Makes 8 - 1/2 cup servings

Serves 8

**Nutritional Info Per Serving:**
- Calories: 221.4
- Total Fat: 9.7 g
- Cholesterol: 39.1 mg
- Sodium: 777.5 mg
- Total Carbs: 18.4 g
- Dietary Fiber: 1.0 g
- Protein: 10.8 g

For more recipes visit: [www.sparkpeople.com](http://www.sparkpeople.com)

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**RECRUITMENT TIPS**

For Search and Screen Committee Members and Hiring Officials

- Resumes are typically written in reverse chronological order. When you’re reading resumes, turn that around.
- Start with the candidates’ earliest jobs and move forward.
- Look for trends and patterns in their work history
  - Look for evidence of advancement and growth
  - Look for setbacks that might spell trouble
- When interviewing ask questions regarding reasons for job changes;
  - Use behavioral based questions that pose a typical scenario in your department to find out how they would react to such a situation.

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**eDoc Tip of the Month**

**Notes and Attachments**

Notes must be used for information related to processing the eDoc. This field is necessary for approvers to determine the reason for the eDoc and understand any special circumstances, as well as prioritize activities, especially for those with large action lists.

Notes and Attachments are available for viewing in the route log that is accessible during document search and on the action list.

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**TRIVIA ANSWERS**

1. Las Vegas
2. Goat
3. Wrist
4. Point Barrow, Alaska
5. Bones
EMployee Annual Performance Evaluation

Our annual employee evaluation period is upon us! Our review period runs from December 1, 2012 – November 30, 2013. If you haven’t already developed your goals for each employee for this review period, now is the time to sit down with each full time staff member and develop them.

Evaluation Form at: https://www.iusb.edu/human-resources/employee-performance-evaluation/index.php

Don’t forget this form is a template and can be customized by adding/eliminating/changing headings to best fit your specific employee/goal needs.

REMINDER December 1, 2011 – November 30, 2012 performance evaluations are due in HR by February 1, 2013.