

# HR Update

A PUBLICATION OF THE  
HUMAN RESOURCES DEPT  
OM 109  
WWW.SHIP.EDU/HR

## Annual Employee Recognition

### Employee Recognition Luncheon—A Success!

The 2011 Employee Recognition Luncheon was held on Thursday, January 5th, 2012. It was a huge success. Almost 250 employees participated in the event. We would like to extend a special thank you to Heidi Clark for her dedication in successfully organizing the event and all individuals and departments who helped.

Congratulation to all employees who were honored with service awards for their dedicated services to Shippensburg University.

**35 Years :** Diane Musser

**30 Years:** Susan German, John Gossert, III, Rosemary Kusko and Robert Lutz, II.

**25 Years:** Terry DiDomenico, Lisa Dubbs and Sherry Varner.

**20 Years:** Donna Gross, Ray Keefer, Jr. , Laura Ludlam, Evelyn Melius, Matthey Shank and Loretta Sobrito.

**15 Years:** Pamela Bucher, Terry Dunlap, Timothy Ebersole, Donna Forney, Shelley Gross-Gray, Paul Gutshall, Jr., Pamela King, Kelly Kunkleman, Kay Lindsey, Robyn Lovett, Shawn Martin, Kevin Oakes, William Pooler, Melanie Reed , Lisa Ronan, Mary Shirley and Thomas Weaver.

**10 Years:** Julie Brennan, Judy Cassner, Harry Carroll, Arthur Crull, II, Misty Gruver, David Henriques, Cathy McHenry, Mark Pilgrim, Dale Stambaugh, William Washabaugh and David Wolfe.

**Retirees:** Larry Baker, Melissa Fleming, Bernadine Frate, Charles Gyurisn, Kay McKenrick, Cindy Mills, Sharon Poe, Larry Strayer, Jill Tarner, Linda Walter, Josette Wingert and Paul Zehosky.

### Employee Recognition Award Winner!



The Employee Recognition Committee would like to announce the winner of the 2011 Employee Recognition Award. **Janice Allen** has been named the winner for her exemplary customer service. Janice Allen has been employed with Shippensburg University since September 2005. She is currently working as a Department Secretary in the Counseling & College Student Personnel Department.

Janice is known for going the extra mile by helping students not only in her department but others as well. She puts students' needs before the other responsibilities of her job. She is not only very helpful to students but also new faculty in orienting them to the department. She takes a personal interest in each person who needs her.

These are only a few examples of the actions of how dedicated, caring and valuable Janice is to Shippensburg University.

Congratulations!

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## State Employee Assistance Program (SEAP)

Whether you need to talk about an issue, seek counseling, find legal resources, or get advice about financial concern, SEAP can help. SEAP provides a wide range of personal and work-related issues, such as: alcohol or drug problem, anxiety, gambling, managing stress, parenting and family concerns, aging parents, work-related problems, depression, coping with grief and loss, marital and relationship problems, and more.

SEAP gives you convenient access to these services:

- Referrals to experienced

SEAP counselors

- Legal advice, including free phone consultations and discounted legal services
- Financial counseling for debt management and budget planning

### How to Use SEAP

You have access to both in-person support by calling toll-free number 1-800-692-7459 or access online—through [liveandworkwell.com](http://liveandworkwell.com) (Access Code: “Pennsylvania”).

### Does SEAP Cost Anything?

SEAP provides up to three free sessions with a SEAP counselor for each issue or problem and the benefit renews each calendar year. There is no charge for obtaining a referral to legal or financial expert. Discounted services for legal and family mediation are also available.

# SEAP

Call toll-free

(800) 692-7459

(800)824-4306 TDD

or log on to

[www.liveandworkwell.com](http://www.liveandworkwell.com)

Access code: Pennsylvania

## Barriers to fitness: Overcoming Common Challenges

Sticking to a regular exercise schedule isn't easy. After all, there are plenty of potential hindrances—time, boredom, injuries, self-confidence. But these issues don't need to stand in your way. Consider practical strategies for overcoming common barriers to fitness.

**Barrier No. 1: Don't have enough time.** Setting aside time to exercise can be a challenge. Use a little creativity to get the most out of your time such as squeeze in short walks throughout the day, get up earlier, drive less and walk more.

**Barrier No 2: Exercise is boring.** It is natural to grow weary of a repetitive workout day after day, especially when you're doing it alone. Choose activities you enjoy. Remember, anything that gets you moving counts. Rotate among several activities—such as walking, swimming and cycling.

**Barrier No 3: Uncomfortable exercising around other.** Focus on how much it will make your body feel after a workout. Avoid crowds. Remind yourself what a great thing you're doing for your health.

**Barrier No 4: Too tired to exercise after work.** Without exercise, you'll have no energy. It's a vicious cycle. Breaking the cycle with physical activity is one of the best gifts you can give yourself.

**Barrier No 5: Too lazy.** Plan physical activity for times of the day when you tend to feel more energetic or at least not quite so lazy. Try to schedule your exercise as you would schedule an important

appointment. Set realistic expectation—start with a walk around the block. Keep it up, and eventually you'll no longer feel worn out.

**Barrier No 6: I'm not athletic—**natural athletic ability isn't a prerequisite to physical activity. Keep it simple. Join up with friends who are in the same boat and have fun while helping each other work out.

**Barrier No 7: Tried in the past and failed—**don't throw in the towel. Pace yourself. Start small and build up to more-intense workouts later. Set realistic goals. Remember why you're exercising.

**Barrier No 8: Can't afford health club fees—**you don't need a membership to get a great workout. Consider common-sense alternatives such as do strengthening exercise at home, start a walking group, take the stairs or try your community center.

**Barrier No 9: Afraid of hurting yourselves—**take it slow. Start with a simple walking program. As you become more confident, add new activities to your routine.

**Barrier No 10: Don't get any support from family—**remind those close to you of the benefits of regular exercise and then bring them along for the ride. (Adapted from MayoClinic.com)



# Identifying and Eliminating Time-Wasters

There never seems to be enough hours in the day. No matter how hard your work, there's always something else that need to be done. But one way to boost your productivity is to eliminate time-wasters. Here are some strategies to avoid or eliminate time-wasters:

## Meeting

- Attack them, be prepared, and get right to business.
- Don't go—this doesn't mean avoid all of them, but if they're not necessary, feel free to skip them.
- Always have outcomes and results agendas and stick to them—don't get side-tracked.
- Hold "unimportant" meetings late on Fridays or shortly before lunch—this is when most people get the least done anyway. Take advantage of it.

## Phone calls

- Maximize them—if you've got someone on the line about one project, but you need him/her for another, kill two birds with one stone.
- Budget time for calls—email when possible. This can save you a ton of time that's normally wasted on

small talk.

- Write down objectives before the call—this ensures you get your business finished without needing follow-up calls.
- Screen your calls—don't get off track by getting sucked into a nonessential discussion.

## Learn to say "no"

- Don't always say "yes" - sometimes you just don't have the time or resources.
- Request time to make a decision—this will allow you to consider whether or not you really have the time to perform a task.
- Say "no" clearly and calmly—if you can't do something, be polite, but let it be known you just can't do it.
- Avoid making excuses—you don't need to justify yourself to anyone.

## Intruders

- Put a stop to them—let people know you're busy and don't have time to chat.
- Tell people when you're available and when you're not—this will put an end to

lots of "drop-byes."

- Prevent intruders from getting to the chair they'd sit in—once they're sitting down, it's much harder to get rid of them. Head them off.
- Suggest meeting at a later time—this will eliminate nonessential discussions and convey the message that you are busy.

## Paperwork and Email

- Eliminate or reduce them—find out which documentations and correspondences are extraneous and get rid of them.
- Throw away things you don't need—this will keep your desk free of clutter, which means you spend less time looking for things you really need.
- Handle each paper or email once and only once—when you get paperwork, get it done. That way you know it's completed and you can move on to the next thing.
- Avoid junk—don't get sucked up in chain letters and silly correspondences. Keep it moving.



## Yourself

- Look hard at yourself—are you wasting your time and that of others?
- Delegate—if it can be handled by someone else, let him/her do it. You don't have to do everything yourself.
- Stop procrastinating—take the first step and finish it.
- Be clear about your priorities—get results, not perfection.

The Manager's Minute (December 2011)



# Welcome New Employees

Ethan Amsbaugh—Custodial & Housekeeping Services  
 Daniel Antoni—Public Safety  
 William Clayton —Custodial & Housekeeping Services  
 Bryan Hess—CUB  
 Timothy Hull—Automotive  
 Mary Lunsford—Registrar's Office  
 Ashley Manion—Athletics  
 Laura Mathes— Office of Dean of Graduate Studies

George Natoli—Custodial & Housekeeping Services  
 Cindy Poe—Honor Program & Educational Leadership/  
 Special Education  
 William Renn -CTC  
 Tara Richardson—Registrar's Office  
 Timothy Texter—CTC  
 Randy Truman—Custodial & Housekeeping Services  
 Angela Winter— Dean of Students





## PAYROLL—End of the Year Information

W-2's are to be mailed no later than the week of January 23, 2012, and will be mailed directly from the Office of the Chancellor to your mailing address. Please double check to ensure the address shown in your personal information on ESS, is correct. If it isn't correct, you will need to submit a Change of Address Form to Human Resources. These forms can be obtained from the SU website at [www.ship.edu](http://www.ship.edu) (click on Quick Links/Employment/Forms/Other HR Forms/Change of Address) or by emailing [MJDiffenbaucher@ship.edu](mailto:MJDiffenbaucher@ship.edu). You don't have the capability of changing your address on ESS yet due to local tax implications.

The following are 2012 dollar limits:

- The maximum wage base for Social Security for 2012 has increased to \$110,100. This is the first increase since 2009. Anyone making over this amount during 2012 will not have social security withheld for amounts over \$110,100 (maximum amount withheld is \$6,826.20).
- The Congress has approved an extension of the 4.2% social security tax rate for employees from January 1, 2012 through February 29, 2012. Any continuation of the 4.2% social security tax rate beyond that point is uncertain.
- There is no limit to wages subject to Medicare tax. The Medicare tax rate is 1.45%.
- The standard limit for tax sheltered annuities (TSA) for 2012 has increased to \$17,000.
- The standard limit for Deferred Compensation for 2012 has increased to \$17,000.
- The age 50 catch up provision for 2012 for both TSA and Deferred comp remains at \$5,500.

The IRS has not yet published the 2012 income tax withholding tables. Also, the Unemployment Compensation tax rate beginning January 1, 2012 has not yet been published.

If you have any questions, please contact me via e-mail to [MJDiffenbaucher@ship.edu](mailto:MJDiffenbaucher@ship.edu), or via phone to extension 3109.

## Ways to Save Federal Tax Dollars in 2012

Do you want to save federal tax dollars in 2012? There are two ways to make supplementary tax-deferred contributions through payroll.

- Information about the Deferred Compensation Plan can be found at <http://www.passhe.edu/inside/hr/sysshr/Pages/457plan.aspx>
- Information about the Tax Sheltered Annuity Plan (TSA) can be found at <http://www.passhe.edu/inside/hr/sysshr/Pages/457plan.aspx>

If you already have a TSA or Deferred Compensation Plan you may be able to increase your contributions.

- The standard limit for tax sheltered annuities (TSA) for 2012 has increased to \$17,000.
- The standard limit for Deferred Compensation for 2012 has increased to \$17,000.
- The age 50 catch up provision for 2012 for both TSA and Deferred comp remains at \$5,500.
- If you have been employed at SU for more than 15 years and are over age 50 you may be eligible for the 15-year catch-up. This allows for an additional \$3000 contribution in 2012 for qualifying individuals. Please contact Maryrose Wilson for details or to obtain a form to make contribution changes

