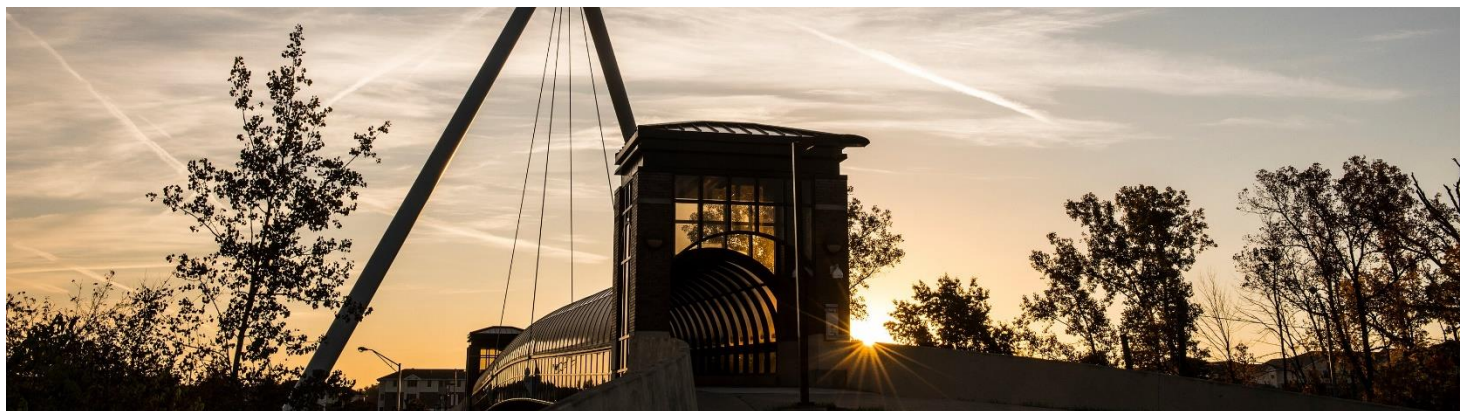


#HELLOPFW

Purdue Fort Wayne's HR-OIE Newsletter



From the desk of
Cynthia Springer, M. M.
 Associate Vice Chancellor for HR-OIE

Changes Allowed to Flexible Spending Account Contributions in 2021

A recent law was passed called the 2021 Consolidated Appropriations Act, and Purdue will adopt a provision that allows employee changes to 2021 contribution amounts for:

- Health care flexible spending accounts (HCFSA).
- Limited purpose flexible spending accounts (LPFSA).
- Dependent care flexible spending accounts (DCFSA).

Beginning April 1, employees may make up to two of the following changes to their elections for the above-mentioned accounts in 2021:

- Increase annual contribution amount (cannot exceed IRS limits).
- Decrease annual contribution amount (minimum contribution is \$100 annual).

To request a change to their election, employees can email hr@purdue.edu with the subject line *"[FSA/LPFSA/DCFSA] Election Change Request"* and include their new desired per-paycheck deduction. If multiple accounts need to be adjusted since some employees have more than one type of account, the email should indicate the adjustment for each account.

Employees who have spent some of their FSA or LPFSA funds this year may not decrease their contribution below \$100 annually or to an amount lower than they have spent, if they have not yet contributed that amount. HR will review this before making the change.

These changes do not allow employees to drop their accounts. Employees who are not already participating in a 2021 account may not opt into them as a result of these changes.

The two-change limit does not apply to DCFSA qualifying life events; it only applies to non-life event changes for DCFSAs.

Questions?

- Questions related to the changes above may be directed to Human Resources at 765-494-2222, toll-free at 877-725-0222 or via email at hr@purdue.edu.
- Account-specific questions (e.g., 2020 account balance inquiries) may be directed to HSA Bank at 800-357-6246.

"I commit to empower our talent to explore uninhibited excellence in their work, for their well-self, and for one another."

- Cynthia Springer, M.M.

Payroll

Payroll Updates Website Resources

In order to assist departments and business offices with payroll transaction processes, a department and business office resource page has been added! Currently, the page contains instructions on student employee, graduate student, and temporary employee processes. This page will continually be updated as more instructions are developed. Take a look!

<https://www.pfw.edu/offices/human-resources/payroll/department-and-business-office-resources>

Always feel free to reach out to us at payroll@pfw.edu.

Employee Relations

Recognition Resources

As faculty and staff, you can recognize your peers across campus and let them know that they have made a positive difference through the RIPPLES program. Your RIPPLES submission helps your peers understand that what they do matters, and that their contributions help make the university a great place to work!

The RIPPLES values are:

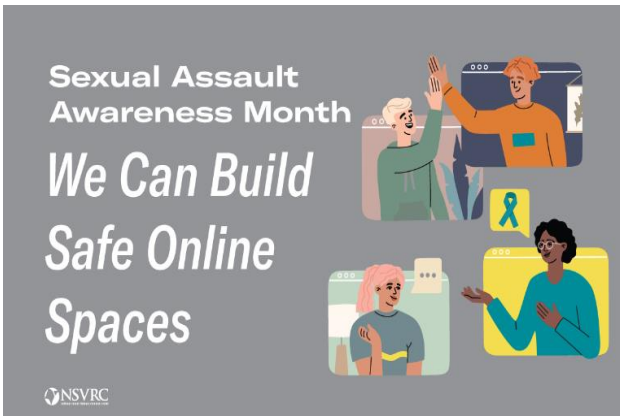


- R - Respect and Civility
- I - Initiative to Make Things Better
- P - Professionalism in All That We Do
- P - Personal Accountability
- L - Listening and Learning
- E - Excellence in Service
- S - Supporting Student Success

You can nominate a RIPPLES candidate today by visiting our site [HERE!](#)

Office of Institutional Equity

Sexual Assault Awareness Month



April 2021 marks the 20th anniversary of Sexual Assault Awareness month to raise awareness and education about this critical public health issue. CDC research shows that more than 1 in 3 women and 1 in 4 men experience sexual violence involving physical contact during their lifetime.¹



This year's theme for the awareness month is "We Can Build Safe Online Spaces" to highlight the reality that sexual harassment and abuse can happen anywhere, including online. We encourage you to wear teal to show your support for education and bystander intervention to stop sexual violence before it starts.

For 24/7 help for you or a loved one, contact the Fort Wayne Sexual Assault Treatment Center at 260-423-2222; or RAINN at 800.656.HOPE (4673).

¹ <https://www.cdc.gov/violenceprevention/sexualviolence/fastfact.html>

Office of the University Ombudsperson

Ombuds Pillars of Service

Effective January 6th 2020, Purdue University Fort Wayne launched its first ever Ombud's service for students, faculty, staff and the greater community. During the development of the university's Strategic Plan 2020-2025, the Ombud's service was born out of the shared vision put together by Chancellor Ron Elsenbaumer and Associate Vice Chancellor Cynthia Springer. Through this vision, the Human Resources operation took on an alternative avenue for university constituents to resolve common disputes in the workplace and learning environment.

The expressed goal of this service is to "resolve disputes and conflict, in an amicable manner, all the way to resolution". There are often small misunderstandings that can be handled by effective communications – both by listening and speaking with an empathetic tone. Equally as important is self-awareness. Understanding your own communication style, and being aware of how you impact others – regardless of position or title – is critical to the organization's success.

Listed below are the "Four Pillars" of our Ombud's services:

CONFIDENTIAL - We will not identify you or discuss your concerns with anyone without your permission. The only exceptions are when we believe that disclosure is necessary to address an imminent risk of serious harm or when we suspect abuse or neglect of a child or disabled adult, or if otherwise required by law.

IMPARTIAL - We do not take sides! We are advocates for fairness. We have no personal stake in the outcome of any situation.

INFORMAL - Use of the Ombud's services are not a substitute for formal procedures, such as filing a grievance. Any communication with us is "off the record" and does not put the University on formal notice of a problem.

INDEPENDENT - We report directly to the Associate Vice Chancellor for Human Resource. We work hard to merit the trust others place in us.

Call today!

Through collaboration, support and a sense of professionalism, we can make the overall learning environment and workplace a positive experience for all!

Kenneth.Christmon@pfw.edu or 260-481-6177



Healthy Boiler Program

April Healthy Boiler Wellbeing Events

Employee Yoga

Tuesdays, April 13, 20 and 27th (no class April 6th)
12–1 pm

Fitness Studio, Gates Athletics Center

Join employee health coach, Lindsay Bloom on Tuesdays to de-stress, deep breathe, and increase flexibility, balance, and muscle tone. All levels welcome. Space is limited to 6 participants. Please [email Lindsay](#) to reserve your spot.

Healthy Boiler Book Club

Thursday, April 29

3:30 pm

The **Healthy Boiler Book Club** meets the **last Thursday of each month at 3:30 pm** to discuss our latest book selection as well as share tips and ideas on health and wellness. We will also explore ways to integrate health and wellness into our daily lives. The April 2021 read is [Blue Zones](#) by Dan Buettner. Book Club meets virtually and is be facilitated by Lindsay Bloom, One to One Health Coach. For questions, book suggestions, or to join us, [email Lindsay](#).

Relaxation Workshops

Join Lindsay Bloom, Health Coach, for 10-minute guided meditation and deep breathing exercises.

[April 1, 2021, 12:05pm - 12:15pm](#)

Meeting number: 120 397 5920

Password: Relax

[April 12, 2021, 10:05am - 10:15am](#)

Meeting number: 120 666 2407

Password: Relax

[April 14, 2021, 2:05pm - 2:15pm](#)

Meeting number: 120 895 2277

Password: Relax

[April 20, 2021, 11:05am - 11:15am](#)

Meeting number: 120 126 2536

Password: Relax

[April 23, 2021, 9:05am - 9:15am](#)

Meeting number: 120 498 1812

Password: Relax

[April 26, 2021, 2:05pm - 2:15pm](#)

Meeting number: 120 601 3502

Password: Relax

[April 29, 2021, 3:05pm - 3:15pm](#)

Meeting number: 120 430 8404

Password: Relax

Virtual Healthy Boiler Workshop: Breathing Exercises for Relaxation

Thursday, April 22

12-1 p.m.

This interactive presentation will discuss the health benefits of deep breathing and participants will learn deep breathing techniques for stress reduction and relaxation. **Meeting link will be sent prior to the event.**

Benefits-eligible employees and their covered spouses: Log in to the [Healthy Boiler portal](#), select Engage> Wellness Events. If you haven't signed up for the Healthy Boiler Program, [learn more about how this program can work for you](#) and [sign up](#).

All other employees: Please [email Lindsay](#).

Campus United 5K

You're invited to participate in the inaugural Campus United 5K on Saturday, April 24, at 9 a.m., when PFW and IUFW will combine forces to raise money for the respective student relief funds of each university. We may be two schools on one campus, but we're united in our efforts to take care of students inside and outside of the classroom.

Students, faculty, staff, alumni, and community members from both universities are welcome to participate. Registration is \$20, through April 22. Learn more about the event, find a participant, donate, or sign up on the [event website](#).

Virtual Healthy Boiler Workshop: Reduce and Reuse Friday, April 30

12 - 1 pm

Virtual - Led by Whitney Soto, R.N., and Megan Shidler, R.D., Purdue Center for Healthy Living

Recycling is known to keep waste out of landfills, prevent greenhouse gas emissions, reduce water pollution, and save energy. Amid the current pandemic and the sharp increase in disposable items (masks, PPE, gloves, paper plates, plastic silverware, etc.), there is no better time to take a step back, analyze our current lifestyle and find ways to reduce and reuse.

Benefits-eligible employees and their covered spouses: Log in to the [Healthy Boiler portal](#), select Engage> Wellness Events. If you haven't signed up for the Healthy Boiler Program, [learn more about how this program can work for you](#) and [sign up](#).

All other employees: Please [email Lindsay](#).

(Continued on the next page)

Healthy Boiler Program (continued)

InBody Health Screenings

Go beyond the scale with the [InBody Test](#), a non-invasive body composition analysis that provides a detailed breakdown of your weight in terms of muscle, fat, and water.

The results of an InBody test can help you understand your weight, set goals, measure your strength, and track your progress. 20-min private InBody Health Screenings will be offered for employees on the following dates in the Fitness Studio, Gates Athletic Center.

Tuesday, April 27: 9-11 a.m.
 Wednesday, April 28: 3-5 p.m.
 Thursday, April 29: 12-2 p.m.

[Register here](#). For questions, [email Lindsay Bloom](#).

April Healthy Boiler Challenge

The **LOL Challenge** invites you to literally laugh out loud at least once a day for the next 30 days.



Place yourself in an environment that promotes laughter. Listen to a funny morning show on the radio. Hang out with a friend who always makes you laugh. Complete this challenge and be entered into a drawing to win Healthy Boiler promo items. Join the challenge and track your activities by going to the [Healthy Boiler Portal](#) and clicking on Engage > Competitions.

Wellness on Demand

A year ago, when we suddenly found ourselves at home, we created a page on the Purdue Fort Wayne Wellness website called *Healthy at Home*. This page provided links to pre-recorded health and wellness videos, fitness classes, and additional resources to support physical and mental health during a time when we all needed it most.

A year later, we have come to understand and appreciate that these resources are still helpful and relevant, because while we can't control our circumstances, we still need to find ways to move each day, eat nourishing food, prioritize sleep, and practice stress management. While many of us are back at work, our lives still look a little different, and we want to continue to provide and promote easily accessible resources to help you stay active and well. We've changed the name to *Wellness on Demand* and look forward to adding more content in the coming months. Visit the [Wellness on Demand](#) page to access these resources.

Learning & Development

Performance Management Talk

Annual Evaluation Q & A



What is the evaluation timeline line for our campus?

The evaluation timeline for our campus can be found on the [HR-OIE Learning & Development website](#).

What happens when an employee changes departments?

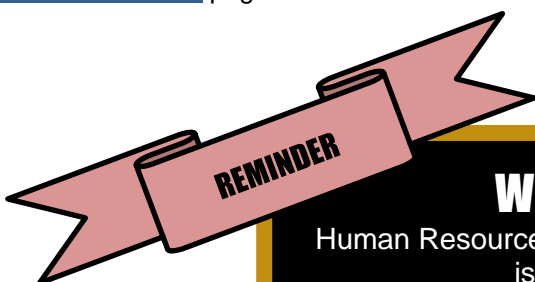
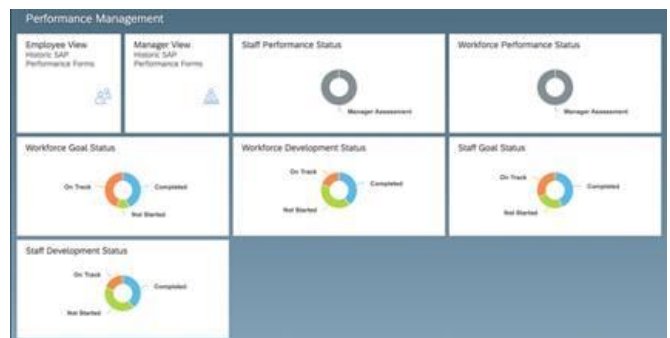
When an employee changes departments, after they complete their self-assessment, their evaluation will automatically route to the manager they are shown as reporting to in SuccessFactors.

How do I send an evaluation back to my employee for changes?

Managers can send an employee's evaluation back for changes by going to the bottom of the evaluation form and selecting "**Send back to employee for review**". This will be a two-click process; once to say send it back, and another click to confirm it is the action you want to take. All actions within the system follow this two-click format.

What's the status of the evaluations in my area?

Supervisors and managers can [access and download annual goal reports, annual review reports, and development plan reports](#) for their area from their SuccessFactors homepage. Supervisors may also request an update by contacting Dimples Smith, smid@pfw.edu.



WE HAVE MOVED
 Human Resources and Office of Institutional Equity
 is now located in the
 Richard T. Doermer School of Business,
 Suite 300

HR-OIE Team Spotlight

KIRK TOLLIVER

Associate Director of
Human Resources

tolliver@pfw.edu



Kirk's first contact with the university was as a student, in the Fall of 1977. He returned 10 years later, in October of 1987, as a business administrator for the School of Arts & Sciences. Prior to returning to the university, he spent five years in banking in Mentone, IN, the "Egg basket of the Midwest".

In May of 2000, Kirk joined the HR-OIE team, serving at various times as the payroll manager, immigration specialist, data analyst, and head of compensation and classification.

Kirk received his BA in Economics and Environmental Studies from IU-Bloomington, and his MBA from IPFW.

Kirk is the father of three daughters and a son, ages 12 to 31. While not at work, Kirk enjoys geocaching, trivia games, riding bikes, watching football and hockey, and catering to the every whim of his two granddaughters (ask him to see pictures).

Compensation & Classification

2020 HR Metrics

People paid – 2381

Total salary and wages -- \$62,861,598.91

Average number of benefitted faculty and staff -- 916

Number of Hires

- Faculty – 24
- Salaried staff – 27
- Service staff – 17
- Support staff -- 10



Learning & Development

Learning Corner



The nature of how and where employees work, connect and grow is continually evolving. Our mission is to meet our workforce

where they are and help them learn and grow no matter their work set-up.

Working remotely and connecting virtually is one of the ways many employees engage in the work they do. While the use of technology and managing this new means of work can be challenging, it also offers developmental opportunity. The university provides a number of ways employees at all levels can connect to learning and grow in knowledge, skills and ability.

Employees are encouraged to explore the resources listed below, or request desired learning resources by emailing Dimples Smith at smid@pfw.edu.

LinkedIn Learning

[LinkedIn Learning](#) is a self-directed online learning platform available to all PFW employees. Employees can search for and select courses that best fit their learning needs. To access LinkedIn Learning:

1. Go to one.purdue.edu
2. Search for Professional Tutorials - LinkedIn Learning
3. Enter your Purdue Career Account and BoilerKey to access.



HR LibGuide and Business Book Summaries

[This resource](#) provides quick access to relevant materials that enhance learning and development on a variety of topics. Provided in collaboration with the Helmke Library, it allows you to search various articles, journals and databases.

Supervisor Resources

- **Supervising Remotely**: This online resources shares helpful tips and information to supervisors on successfully navigating the remote work environment.
- **Learn & Earn**: Current supervisors, aspiring supervisors and those interested in developing their HR awareness have the opportunity to learn and earn a certificate in the process. Four certificate based HR modules available through SuccessFactors include: [HR Partnership](#), [Payroll](#), [Compensation](#), and [Hiring and Onboarding](#). These modules provide a fundamental understanding of key HR information. To access the module employees will need their Purdue Career Account and BoilerKey. For additional information, contact Dimples Smith, smid@pfw.edu.

Benefits

HealthSync - What is it? What can it do for me?

HealthSync is a network inside the Anthem network that provides personalized care plans, with physicians and providers who are dedicated to taking care of the whole person in a cost efficient manner. Part of the agreement that HealthSync providers have with Anthem is that you will be able to make appointments sooner with both primary care physicians and specialists.

By using the HealthSync network, you will have lower deductibles, lower coinsurance and lower out of pocket maximums within our plans. To see more about how the Health Sync network works with our plans, please see the video [HERE](#).



Anthem provides three network levels, with the most cost effective care captured with the HealthSync (tier 1) providers. These providers have agreed to become stronger partners with Anthem/Purdue and a great deal of research has gone into creating this network level to further benefit patients, providers and the health plan. HealthSync providers in our area can be found within Lutheran Health, **including our Campus Clinic**, staffed with a nursing staff employed by Lutheran Health.

Tier 2 providers are in-network and partners within the plans but they are not contracted within the parameters of the HealthSync network. Plan participants still have access to these providers on an in-network basis. All hospital systems in Fort Wayne are in-network, including Parkview (tier 2) and IU Health (tier 2). As mentioned above, Lutheran is in-network as a tier 1 provider within the HealthSync network.

The out-of-network tier contains providers who do not have contracted arrangements through Anthem. This means there are no set limits for what they can charge, leaving patients with more out-of-pocket cost for services.

Many people have various providers that they see for different things. Your providers don't all have to belong to the HealthSync network in order for you to participate and find savings in your health care costs. Anytime you use HealthSync providers, you will have the lowest costs through deductible, coinsurance and out of pocket maximum levels.

When you use both HealthSync and in-network providers, your medical expenses will count toward your HealthSync deductible AND your in-network deductible. Once you reach your HealthSync deductible, coinsurance for HealthSync providers is 90/10 and once you reach your out-of-pocket maximum, HealthSync providers will be covered 100%.

In-network providers and prescriptions will continue to apply toward your in-network deductible and in-network out-of-pocket maximum.

Looking for a HealthSync provider? Follow the link [HERE](#) to search for HealthSync providers in your area.

For more information in regards to HealthSync, and how it works to save you money in your healthcare, please see details on [Purdue's benefits website](#).

If you have questions, please contact Amy Jagger, Benefits Director, at jaggera@pfw.edu.

OUR VALUES

- P** People-centered Exceptional Foundation
- E** Excellence Standard
- O** Operational Business Partners
- P** Purposeful, Flexible Services
- L** Leading with Respect
- E** Effective Learning & Development Culture

#HelloPFW Contact Us

Human Resources and Office of Institutional Equity
Doermer School of Business Building, Suite 300
 Main Phone: 260-481-6840
 Email: hr@pfw.edu
 Payroll Services Email: payroll@pfw.edu

Looking for more information about a specific topic?
 See our [Contacts by Topic Guide](#).