

Employee Benefits & Well-being

Human Resource Services



DECEMBER NEWSLETTER

In This Issue

- Verifying Dependents
- Virtual Healthcare Options
- Charitable Giving
- Grief During the Holidays
- Get Back on Track with WW
- The Holidays and Your EAP
- Upcoming Sessions and Webinars You Don't Want to Miss
- Who's Retiring This Month?

Contact Us

If you have a question after reading this newsletter or visiting our [website](#), please [contact us](#).

Own Your Benefits

Verifying Dependents

Only if you made a change to your health and/or dental insurance plan(s) during open enrollment, for those changes to be effective January 1, 2025 you must provide your

dependent verification documentation by December 31, 2024. Please see the [Verifying Dependents for Benefits Job Aid](#) for assistance.

If you did not make a change to your health and/or dental insurance plan(s) during open enrollment, dependent verification is not required.

Examples of documentation:

- **Spouse** - marriage certificate, common law spouse affidavit
- **Domestic Partner** - notarized domestic partner affidavit
- **Child** - birth certificate which includes parents names, court order, or guardianship paperwork

Since this impacts all life events we are notifying employees so documentation can be easily provided when required. At the time of your life event, you can securely upload documentation to [UNI Works](#) or bring it into the Human Resource Services office at Gilchrist 025. All documentation needs to be viewed by HRS staff, but no documentation will be retained after it's reviewed (i.e., if provided electronically, it will be purged). Do not send any personal documents through email as this is not secure.

Thank you for your patience and cooperation.

Virtual Healthcare Options

[UnityPoint](#) and [MercyOne](#) hospitals and clinics have online systems that allow patients to contact their care teams virtually. Through these platforms you are also able to request prescription refills, access test results, and read provider notes. [Doctor on Demand](#), UNI's option for a virtual office visit, allows 24/7 care for common symptoms. Utilizing these services lowers the risk of exposure and illness during the cold and flu season.

Financial Wellness

Charitable Giving

As you are making your holiday gift lists this holiday season, consider adding charitable donations. Giving to charity allows you to give back to the community, and support causes that you care about.

Charity is not a necessity, and you should only contribute to one if you are financially able. If you are able and willing to donate, do your research first and find an organization you care about and is trusted for making good use of donations. If you want your donations to be widely distributed in the community by a trusted organization, take a look at UNI's [Fall Charitable Campaign](#). Remember to keep record of your donations as they are considered a tax deduction!

My Well-being

Grief During the Holidays

The holidays are stressful on everyone, but even more so if you are grieving the loss of a loved one. Whether it is your first year, or it's been many years without a loved one, grief is not something you get over, it is with you for the rest of your life. Cedar Valley Hospice offers free grief support to those in the community. Cedar Valley Hospice provides a list of ways to help yourself get through the holiday season:

- View the holidays in perspective
- Do not overwhelm yourself
- Do what feels right to you
- Be aware of "shoulds"
- Don't give into holiday pressure
- Embrace memories and have comfort in them
- Keep your holiday plans flexible
- Grieve and still be present for the holidays
- Honor your loved one

For more information on resources related to grieving during the holidays, view this [handout from Cedar Valley Hospice](#).

Get Back on Track with WW

Are you enrolled in WW? Did you know all benefits eligible employees can join WW for free? WW isn't just about what you're eating and tracking your points. It's also about encouraging movement and supporting you mentally. The WW app is packed full of resources to make your journey to a healthier you a little easier. An app favorite is the What to Eat section. This part of the app offers endless recipes, and even ideas on what to eat when eating out, including menu items from most chain restaurants. Lastly, you'll receive a weekly motivational email from your UNI WW contact.

What are you waiting for? Why not take advantage of this free benefit today? What do you have to lose? Visit our [webpage](#) for more information and how to sign up for your free membership.

Employee Assistance Program

The Holidays and Your EAP

This time of year can be extra stressful and overwhelming for all of us. Trying to coordinate all of your gatherings with friends and family, shopping for gifts, trying to stay within your budget, still trying to watch you eat and drink while being surrounded by delicious food. All of these things, on top of your everyday life, is so much to put on our plate. If you haven't already, now is a great time to explore your Employee Assistance Program (EAP). Not only can you benefit from free counseling sessions, but your EAP also offers free financial assistance, which may also be helpful this time of year. [This](#)

[video](#) gives a great overview of the free benefits offered from Employee & Family Resources. Don't tackle the holidays on your own, reach out for assistance.

Upcoming Events

FINANCIAL WELLNESS

Protect Yourself From Identity Theft

Human Resource Services will host an informational session to familiarize yourself with the common forms of identity theft, take proper actions if you are a victim and learn how you can protect yourself. This session will be presented by Regions Bank on December 3 at noon, via Zoom. Please [register in advance](#).

RETIREMENT READINESS

Fortifying Your Financial Future

Join Justin Dams, with Veridian Investment Services, as we discuss: strategies for building a retirement savings, balancing different financial goals, and preparing your estate plan. This session will take place on December 5, at 11 a.m., in Gilchrist 009. Please [register in advance](#).

MY WELL-BEING

Flu Vaccination Clinics

Time is running out to get your free flu vaccine. All benefits eligible faculty and staff are eligible for one free flu vaccination each year. The final walk-in flu vaccine clinics are listed below.

December 4 | 10:30 a.m. - 2:30 p.m. | Student Health Clinic

December 11 | 10:30 a.m. - 2:30 p.m. | Student Health Clinic

December 18 | 10:30 a.m. - 2:30 p.m. | Student Health Clinic

Participation in events that occur during scheduled working hours must be approved by your supervisor. Employees on a university-approved leave should contact hqs-leaves@uni.edu for approval. Stay up-to-date with the status of this session by visiting <https://hqs.uni.edu/event-status>. If the status of this session changes you will also be notified by UNI email or campus phone. Individuals needing an accommodation in order to participate in an event, please contact a HRS team member at 319-273-2954, or hqs-benefits@uni.edu, at least one week prior to the event.

Upcoming Financial Webinars



TIAA December Financial Wellness Webinars

Take Control of Your Financial Life: 5 Steps to Save Money and Manage Debt

December 4 | 11 a.m. to noon (CST)

Learn how to manage money, uncover how to set goals, balance your budget and use debt wisely. With the know-how you need and a little determination, you can put yourself on the path to greater lifelong financial security.

In this webinar you'll learn how to:

- Set your goals
- Know your spending
- Create a plan
- Manage credit and debt
- Practice healthy money habits

How Can I Afford College for My Kids or Grandkids

December 12 | noon to 1 p.m. (CST)

Saving for a child's education is a crucial financial decision that can have a lasting impact on their future. In this webinar you'll gain insights into how to make the best decisions for your situation.

You'll learn:

- Why saving for college matters
- Common questions
- Ways to save
- How to avoid excessive debt when considering loans
- Tips to get started

TIAA webinars are open to all employees. Visit [TIAA's webpage](#) to register.

Times through the webinar link will be shown in Eastern Standard Time.



IPERS December Retirement Webinars

- December 5 | 9 a.m. to 3:30 p.m. (CST)
Creating a Secure Retirement

IPERS webinars are for state of Iowa employees within five years of retirement and their spouses. To register: <https://ipers.org/members/calendar>

Retirement Savings Consultation

All TIAA and IPERS participants are encouraged to schedule a FREE personalized meeting to review their retirement savings. These meetings are sponsored and scheduled with a TIAA financial consultant. Set yours up today by using the [online scheduler](#) or by calling 800-732-8353. Consultants are available weekdays from 7 a.m. – 7 p.m. CST.

Recognizing Our Retirees

We are thankful for the service of all of UNI's retirees! With their consent we are able to celebrate their years of service and share their information with the entire campus community.

Kamyar Enshayan

Director, Center for Energy and Environmental Education
31 Years of Service, Retiring in December
Kamyar.Enshayan@uni.edu

Connie Ketterer

Systems Analyst SIS, IT-Administrative Information Systems
31 Years of Service, Retiring in December

Kim Miller

Clinical Associate Professor, Teaching
39 Years of Service, Retiring in December
Kim.Miller@uni.edu

Aaron Morgan

Electronics Technician II, IT-Network and Infrastructure Services
30 Years of Service, Retiring in December

Nageswara Posinasetti

Professor, Applied Engineering and Technical Management
23 Years of Service, Retiring in December

Darla Smith

Assistant Manager Custodial Services, Housing & Dining Facilities
32 Years of Service, Retiring in December

Gregory Thies

Systems Control Technician, Facilities Management
35 Years of Service, Retiring in December

Retirement Readiness

Retirement Benefit Questions? The HRS Benefits Team is Here to Assist!

The Human Resource Services Benefits Team is continuing to help employees with retirement benefit questions. If you plan to retire please email hqs-benefits@uni.edu or call 319-273-2423. For additional information on retirement visit [Retire from UNI: Next Steps](#).

Stay Up-to-Date with HRS Events

Plan on attending an upcoming Human Resource Services (HRS) sponsored event? Please visit the [HRS event status webpage](#) to view if the event is on-time, postponed, rescheduled, or canceled. Registered participants will also receive an email from HRS notifying that an event status has changed.

Subscribe to HRS Latest News and Events

Be the first to hear the latest news and events from UNI Human Resource Services including benefits and well-being news. [Subscribe](#) to receive the HRS News emails right to your uni.edu email account.

Is Your Personal Information Up-to-Date?

Need to Update Contact Information?

To make changes to your office and/or home (confidential) contact information:

Login to [UNI Works](#) > Menu > Personal Information

Having a Life Event?

Visit [our webpage](#) to see what your next steps should be.