

Message from Human Resources



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For more news from the Division of Human Resources, check out the Penn@Work newsletter. Visit www.hr.upenn.edu/penn_work for new and archived issues, and to sign up to receive future editions of Penn@Work via email.

Calendar

September 9–10	Penn Undergraduate Admissions Office Seminar
September 15	Deadline to incur Pre-Tax Expense Account expenses for the 2008-09 plan year
September 15	Career Focus Brown Bag—Career Check-up Workshop
September 15	He Said, She Said: Communicating Across the Gender Gap
September 17	Integrative Health Care Practices to Promote Health
September 22	Gaining Control of the Eldercare Systems
September 23	Brown Bag Matinee—Love Your Customers
September 24	Minutes Writing Course
September 24	Eat This, Not That!
September 25	Franklin Covey's FOCUS
September 30	Deadline for submitting Pre-Tax Expense Account claims for the 2008-09 plan year
October 2	Deadline for ordering Penn Family Day tickets via intramural mail
October 5	Deadline for ordering Penn Family Day tickets in person at the Athletic Ticket Office
October 10	Penn Family Day

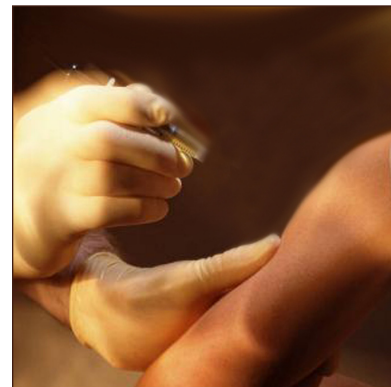
Flu Shots

Every year, Human Resources partners with Occupational Medicine to offer seasonal flu shots to full and part-time staff at a discounted cost. The University is currently in the process of planning for this year's flu season. Details on the 2009 seasonal flu shot program are expected to be available on the Division of Human Resources website at www.hr.upenn.edu/Quality/Wellness/FluShots.aspx by mid-September.

Considering the international outbreak of novel H1N1 influenza, the planning process has been more extensive than in previous years. The University has spent the summer months making preparations to handle any potential outbreak of novel H1N1 flu on campus. A campus-wide task force has been meeting regularly to review and enhance emergency plans specifically related to pandemic flu, working closely with the Philadelphia Department of Public Health and other health officials to help reduce the risk of infection for the Penn community and to plan for possible disruptions to our normal operations.

Human Resources and Occupational Medicine will offer the seasonal flu vaccine to faculty and staff as we have in previous years. We expect that these flu shots will be available in October; as soon as the details are finalized, they will be posted on the Human Resources website. Seasonal flu vaccine is an important measure you can take to protect your health, although it does not provide specific protection against novel H1N1 influenza.

For information and updates about how the University is preparing for novel H1N1 influenza and other information about the flu in general, please visit www.upenn.edu/flu. You can also learn more about the importance of flu shots by watching Penn Health System's educational video, *Baby Be Wise—Immunize!*, at www.youtube.com/watch?v=ruGgZbAVnko.



Penn Family Day: Saturday, October 10

Bring your family and friends to the 17th annual Penn Family Day on Saturday, October 10, 2009. You can cheer on our football team, tour the University Museum, or go for a skate at Penn's Ice Rink. No matter what activities you plan to enjoy, be sure to kick off the day with the Penn Family Tailgate Party. All activities are hosted by the Division of Human Resources, in association with Penn Athletics.

If you're interested in attending the Tailgate Party and/or football game, you'll need advance tickets as well as your PennCard. Keep in mind the party will be held at a new location this year—at Highline Park (31st St. under the Walnut St. Bridge, near the Left Bank building). You can receive up to four tickets at no cost, and additional tickets are \$8 each. But remember to order by the ticket deadlines below. You won't need advance tickets for the Penn Museum and ice rink—just be sure to bring your PennCard.

October 2: orders sent via intramural mail

October 5: orders placed in person at the Athletic Ticket Office (Weightman Hall, 33rd Street between Walnut and Spruce Sts.)

Free parking will be available for Penn Family Day with a faculty/staff PennCard. More information, including maps, directions, event details and a ticket order form, will be available soon on the Penn Family Day website at www.hr.upenn.edu/Quality/StaffRecognition/FamilyDay.aspx. You can also contact the Division of Human Resources at 215-898-1012 or QOWL@hr.upenn.edu.



SCHEDULE OF EVENTS

Time	Event	Location	Description	Tickets Required
11:30am–1pm	Tailgate Party	Highline Park (31st St. under the Walnut St. Bridge, near the Left Bank building)	Picnic lunch, family activities, give-aways, and more!	Yes
12pm–3pm	Penn Museum	3260 South Street	Special Exhibit: Ancient Maya 12:30pm—Docent Family Tour: Pottery and Politics of the Ancient Maya 1:30pm—Public Gallery Tour: African Music and Masks	No
1pm	Penn Football	Franklin Field, 33rd and South Sts.	Cheer on the Quakers as they battle Bucknell	Yes
5:45pm–7:15pm	Penn Ice Rink	3130 Walnut St.	Skate rentals for \$2.50	No

Understanding the College Admissions Process

The college admissions process can be daunting for parents and students. What courses should be taken in high school? How important are extracurricular activities, essays, test scores, and interviews? Well now you can find out the answer to these questions and more.

Admissions Seminars for Penn Faculty and Staff Families

The Office of Undergraduate Admissions is hosting two free seminars on college admission for Penn families with teenagers in high school. Admissions officers will discuss how to get the most out of a campus visit, creating a strong application, what it takes to gain admission to college, and other issues such as financial aid. All faculty and staff with college-bound children are encouraged to attend, whether your child plans on applying to Penn or elsewhere.

Date: Wednesday, September 9 and Thursday, September 10

Location: College Hall 200

Time: 5:15pm–6:30pm

RSVP: John Baumgardner at johnbaum@admissions.upenn.edu or 215-746-6952 (Please indicate your name, the session you will attend, how many will be attending, the student's name and high school, and the year they expect to graduate high school.)

Worklife Resources

Penn offers a number of resources to support faculty and staff in balancing the needs of work and family, including the challenging college admissions process. Worklife Resources is a free and confidential, 24-hour a day service that provides you with easy access to information and support. Visit the Worklife Resources website at www.hr.upenn.edu/Quality/Worklife/Resources.aspx to learn more.



Professional and Personal Development

Improve your skills and get ahead in your career by taking advantage of the many development opportunities provided by Human Resources! You can pre-register for programs by visiting the Human Resources online course catalog at www.hr.upenn.edu/coursecatalog or by contacting Learning and Education at 215-898-3400.

Career Focus Brown Bag—Career Check-up Workshop

September 15; 12pm–1pm; free

When was the last time you evaluated your current job situation? It's easy to get caught up in the day-to-day tasks required of you, but it's also important to assess your professional role on an annual basis. This workshop will give you the opportunity to evaluate your current role and responsibilities and determine whether you're challenged, satisfied, or in need of acquiring some new skills. You'll also have the chance to develop a plan for moving forward in your career.

Brown Bag Matinee—Love Your Customers

September 23; 12pm–1pm; free

No matter what line of business you're in, good customer service is critical to success. Love Your Customers demonstrates that customer service is a direct extension of the way both you and your organization are viewed by others. This video reminds us that even the small things we do make a big difference in how we're perceived. You'll leave with an understanding of how to deliver great customer service and even turn difficult customers into loyal champions for your organization.



Minutes Writing Course

September 24; 9am–12pm; \$75

Taking good minutes during a meeting can increase productivity and help your department run more efficiently. This workshop will teach you the components of writing effective minutes, including different styles, formats and etiquette, as well as techniques for composing fast, well-written minutes. You'll have the opportunity to refine your skills using hands-on writing exercises.

Franklin Covey's FOCUS

September 25; 9am–5pm; \$75

It's easy to get caught up in life's hectic pace. Every email, ringing phone, and interruption becomes the priority when you don't have a clear plan for the day. Wouldn't you rather spend more time on the tasks that matter most? If so, we have the workshop for you. Franklin Covey's FOCUS will teach you how to be more focused, better organized and more productive in your personal and professional life. You'll leave with a better understanding of your most important goals and how to achieve them.

Default Investment Funds for Retirement Plans

Whether your retirement is a long way off or just around the corner, it's never too early or too late to start saving. While you may already be participating in one of Penn's retirement plan options, have you also decided where you want your money invested?



Whether it simply slipped your mind or you were overwhelmed by the number of choices available, money put in a retirement account with no investment selection is placed in a default investment fund where it can begin earning interest. The appropriate combination of funds is selected based on your age and projected retirement date. They'll automatically change over time as you get closer to retirement age, adjusting to an investment mix that should be more appropriate for your needs at different stages of life.

Penn's default retirement accounts are the TIAA-CREF Lifecycle Fund and the Vanguard Target Retirement Fund. If you're participating with Vanguard, but didn't elect any specific funds, your money will be invested in the Vanguard Target Fund. The TIAA-CREF Lifecycle Fund will be the default fund for everyone else.

Keep in mind that you can change your investment selection at any time simply by contacting your investment provider. You're encouraged to make the choices that are best for you when it comes to saving for your retirement. Personalized counseling and group information sessions are also available to help you make decisions about your own portfolio. Visit the retirement counseling website at www.hr.upenn.edu/Benefits/Retirement/RetirementCounseling.aspx to schedule an appointment. For more information on default investment funds, as well as additional retirement and financial planning resources, visit the Human Resources retirement website at www.hr.upenn.edu/Benefits/Retirement/defaultfunds.aspx. You can also contact a representative at TIAA-CREF or Vanguard directly by phone or online:

TIAA-CREF: 1-800-842-2010 or www.tiaa-cref.org/moc
Vanguard: 1-800-662-0106 (ext. 14500) or www.meetvanguard.com

Did You Know?

Your Body: From Head to Toe...

Taking care of your health means being well informed, well prepared, and capable of making good choices when it comes to your body. This series of workshops, led by physicians and health experts from the University of Pennsylvania and the Health System, will address various health issues from head to toe and steps you can take to maintain a healthier lifestyle. Pre-registration is required for these workshops, which are sponsored by Human Resources. You are welcome to bring a brown bag lunch to the sessions. For more information and to register, visit www.hr.upenn.edu/coursecatalog or contact Human Resources at 215-898-5116 or suzsmith@upenn.edu.

Integrative Health Care Practices to Promote Health

September 17; 12pm–1pm; free

Integrative health care has become a common term to describe teams of health care providers working together to provide patient care. This typically involves using a combination of conventional and alternative medicines to help address and diagnose the “root problem”. This workshop will help you understand complementary and alternative medicine for stress reduction and disease prevention. It will be led by Norma Cuellar, DSN, RN, Assistant Professor of Nursing, University of Pennsylvania.

Pre-Tax Expense Accounts: “Use It or Lose It”

If you have a Pre-Tax Expense Account, remember that the IRS regulation known as “Use It or Lose It” means that you can’t keep a balance in your account forever. The final day on which you can incur eligible expenses for the 2008-09 plan year is September 15, 2009. You must submit claims for all 2008-09 plan year expenses by September 30, 2009. Visit the Pre-Tax Expense Accounts website at www.hr.upenn.edu/benefits/pretax for more information, including listings of eligible expenses and instructions on how to file a claim. You can also call the Penn Benefits Center at 1-888-PENNBEN (1-888-736-6236), Monday through Friday, 8am–6pm.

Quality of Worklife Workshops

Dealing with the demands of work and your personal life can be challenging. These free workshops, sponsored by Human Resources and led by experts from Penn’s Employee Assistance Program and Quality of Worklife Department, offer information and support for your personal and professional life challenges. Pre-registration is required. You are welcome to bring a brown bag lunch to the session. For more information or to register, visit www.hr.upenn.edu/coursecatalog or contact Ken Edwards at 215-573-2471 or kenne@upenn.edu.

He Said, She Said: Communicating Across the Gender Gap

September 15; 11:30am–1pm; free

Do you ever feel as if members of the opposite gender don’t understand you? This seminar examines gender differences in communication and provides fail-proof techniques for effectively interacting with those of the opposite gender.

Gaining Control of the Eldercare Systems

September 22; 11:30am–1pm; free

This seminar is designed to help caregivers and interested parties learn about current trends in systems offering support to the elderly. Participants will learn how to successfully navigate those systems, including Medicare and Medicaid, long-term insurance care and housing and property issues. Other topics will include wills, power of attorney and advance directives.

Nutrition Workshops

If you’re like most people, you have plenty of questions about nutrition: What should I eat before and after a workout? How can I choose smarter, healthier foods at the grocery store or in a restaurant? Which vitamins should I be taking, if any? Get answers to these questions and more when you join Human Resources for an ongoing series of nutrition workshops. For more information about the workshops and to register, visit www.hr.upenn.edu/quality/wellness/workshops.aspx or contact Human Resources at 215-898-5116 or suzsmith@upenn.edu.

Eat This, Not That!

September 24; 12pm–1pm; free

Many of us are clueless when it comes to calories in the foods we eat. So how do you know which foods to incorporate in your diet and which ones to steer clear of? This workshop will teach you how to make smart choices when it comes to your favorite foods and still lose weight. You’ll learn how to spot the many dangerous nutritional traps that plague health-conscious consumers every day. The workshop will be led by Suzanne Smith, MS, CHES, Health Promotion Program Administrator, Penn Human Resources, Quality of Worklife Department.

Don’t forget to check out other University resources that include important information from the Division of Human Resources!

Penn@Work: www.hr.upenn.edu/Penn_Work

Almanac: www.upenn.edu/almanac/

EVP Newsletter: www.evp.upenn.edu/news/docs/Newsletter.html

Penn Digest: www.upenn.edu/pennnews/digest/faculty_staff/#section_32