**MY JOB**

In this season of good will, I’d like to express my gratitude for being among so many talented and accomplished colleagues. During my 33 years with the University, I’ve been repeatedly amazed by the quality work and competency demonstrated by Penn's talented staff members as they support and care for students, faculty, staff members, and visitors to our campus.

For students, Winter Break is just a day away, but work at Penn continues. That’s why Human Resources support is still available to help you get ready for the season and the new year. Many services, including backup care and the Employee Assistance Program, will be available during the Special Winter Break, while others have modified hours between December 24, 2015 and January 1, 2016.

On behalf of all the staff members in Human Resources we hope you enjoy a peaceful Special Winter Vacation, and we look forward to seeing you in the New Year.

Sincerely,

Jack Heiser, Ed.D
Vice President for Human Resources

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**MY HEALTH & WELLBEING**

**What’s Next for Be in the Know? The Online Health Assessment!**

Get ready to Be (even more) in the Know when Penn’s wellness portal re-launches so you can complete the online health assessment and much more.

During the week of December 14, look for an email from StayWell announcing that Penn’s wellness portal is available. When the wellness portal, hosted by StayWell, relaunches, Be in the Know participants can access this year’s online health assessment, along with many Be in the Know Bonus Actions and other resources to enhance your health and wellbeing.

The online health assessment is a 10-minute questionnaire that focuses on your overall health and health habits. The assessment gives you an instant, personalized report on your health status, potential health risks, and ways to make positive changes. You’ll also earn 50 points toward your first $100 incentive for Be in the Know when you complete the health assessment, which is one of two Core Actions this campaign year. When you complete both Core Actions (biometric screening and online health assessment), you earn 100 points and the $100 cash incentive.

In addition to the health assessment, you’ll also have access to new Bonus Actions on the wellness portal, including one-on-one health coaching to give you direction and support to help you meet your personal wellness goals. You can also choose from 10 digital workshops on topics ranging from migraines to heart health, and knee injuries to nutrition. Even more StayWell Bonus Actions will be available in 2016.

Once available, the health assessment and other StayWell resources can be accessed any time, including over Winter Break! Just remember the web address https://penn.staywell.com and have your PennKey handy to sign onto the secure site.

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**Wellness Program Highlights**

From expert nutrition and weight loss advice to exercise and disease prevention strategies, we can help you embrace a healthy lifestyle.

*Guided Meditation—Take a Breath and Relax; 1/12; 12:30pm – 1:30pm; free.*

Practice mindful breathing that focuses your attention on the present moment with kindness, compassion, and awareness. Self-massage and gentle mindful movements that promote relaxation and reduce stress may also be included in the workshop. No experience necessary.

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**Quality of Work Life Workshop Highlights**

These free workshops offer information and support for your personal and professional life challenges. For a complete list of workshops and to register, visit www.hr.upenn.edu/myhr/registration or contact Human Resources at 215-573-2471 or qowl@hr.upenn.edu

*Setting Goals for the New Year; 1/20; 12pm – 1pm; free.*

Make short and long-term sustainable resolutions that will stick. Participants in this workshop will learn tips and action steps for setting and achieving new personal and professional goals. Please feel free to bring your lunch.
What Is the New IRS Form 1095-C?
This coming tax season, most Penn faculty and staff members will receive a new IRS document called Form 1095-C. Required by the Affordable Care Act, this form includes information about the health insurance coverage offered to you by Penn.

You will receive this form if you are:
- a full-time benefits-eligible employee,
- a part-time benefits eligible employee enrolled in a Penn benefit plan at any point in 2015,
- or you worked at Penn an average of 30 or more hours per week in 2015 and were offered ACA benefits coverage.

You may receive the form even if you are not enrolled in a Penn benefit plan. It will be mailed you on or before February 1, 2016.

If you receive a Form 1095-C from Penn, be sure to keep it for your records. You may need the information on the form when you file your 2015 tax return or have your tax return prepared.

If your family members—adult children under age 26, for example—are covered under a Penn healthcare plan, they may also need a copy of your Form 1095-C for their tax returns.

Your Form 1095-C will contain details about your eligibility for Penn health plans. The form will also provide information for each of your family members enrolled under your Penn benefit plan. The IRS will use the information from 1095-C to determine who will need to make a Shared Responsibility Payment for failing to have healthcare coverage as required by the Patient Protection and Affordable Care Act.


Don’t Miss Important Mailings From Penn
To make sure your Form 1095-C and W-2 are mailed to the correct address, please review and update your home address on the U@Penn Portal (https://portal.apps.upenn.edu/penn_portal/u@penn.php).

For easy access, go to www.upenn.edu and click the “Faculty & Staff” link at the top of the page.

After you log in to the U@Penn Portal with your PennKey Username and password, select “My Profile” under the “My Personal Data” tab and proceed to update your home address as needed.

Human Resources Special Winter Vacation Hours
As we near the end of the 2015 calendar year, the Division of Human Resources wants to remind you of our schedule during the holidays. Human Resources will be closed from Friday, December 25, 2015 through Friday, January 1, 2016 for the Special Winter Vacation. However, during the break, some of our resources will still be available to faculty and staff as shown below:

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
<th>Services</th>
<th>Holiday Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penn Benefits Center</td>
<td>1-888-PENNBN (1-888-736-6236)</td>
<td>Penn’s health and welfare benefits</td>
<td>December 25: closed January 1: closed</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.hr.upenn.edu/myhr/benefits">www.hr.upenn.edu/myhr/benefits</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retirement Call Center</td>
<td>1-877-PENN-RET (1-877-736-6738)</td>
<td>Penn’s retirement plans</td>
<td>December 24: open 8am–3pm EST December 25: closed January 1: closed</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.hr.upenn.edu/myhr/benefits/retirement">www.hr.upenn.edu/myhr/benefits/retirement</a></td>
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<tr>
<td></td>
<td><a href="http://www.hr.upenn.edu/myhr/workplaceissues">www.hr.upenn.edu/myhr/workplaceissues</a></td>
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</tr>
<tr>
<td>Employee Assistance Program</td>
<td>1-888-321-4433 <a href="http://www.hr.upenn.edu/myhr/wur/life/healthycap">www.hr.upenn.edu/myhr/wur/life/healthycap</a></td>
<td>Personal and professional life issues</td>
<td>Available 24 hours a day, 7 days a week</td>
</tr>
<tr>
<td>Care.com Backup Care</td>
<td>1-800-688-4697 <a href="http://www.hr.upenn.edu/backupcare">www.hr.upenn.edu/backupcare</a></td>
<td>Temporary in-home dependent child and adult care services to help you manage your professional responsibilities</td>
<td>Care available 24 hours a day, 7 days a week Call Center: December 24 and 25: closed December 31: open until 5 p.m. January 1: closed</td>
</tr>
</tbody>
</table>

Have a safe and wonderful winter!

Suspension of Normal Operations
Although Penn normally never stops operating, emergencies such as severe weather conditions may sometimes result in the cancellation of classes and/or the full or partial closure of certain areas of the University. Decisions affecting work schedules and class cancellation are made by the Executive Vice President in consultation with the Provost. The University will announce a closing or other modification of work schedules through the following means:
- the University’s emergency information number: (215) 898-6358 (215-898-MELT)
- communications from the Division of Public Safety
- KYW News Radio (1060 AM)
- the UPennAlert Emergency Notification System (for University-related incidents & crises)

The University’s emergency radio identification code numbers (KYW News Radio) are “102” for day classes and schools/centers and “2102” for evening classes. The message that accompanies the code number will provide the operating status of the University. Be sure to keep this information in a place you can easily access.

Even when Penn is officially closed due to an emergency, there are some essential services that must still be provided, such as Public Safety or Facilities. Staff members in essential positions are still required to work as normally scheduled under these circumstances.

For more information on suspension of normal operations, visit www.hr.upenn.edu/myhr/resources/policy/other/suspensionofnormaloperations.

Visit www.hr.upenn.edu/newsletters/penn@work