Word from the Vice President: Managing Your Personal and Professional Needs

Penn always bustles with activity this time of year. Commencement ceremonies are in full swing, another academic year has come to an end, and many of us are focusing on our professional accomplishments over the last year and setting goals for the future. With so much going on, don’t lose sight of the many resources at Penn to help you manage your job and your wellbeing.

Our new benefits plan year begins on July 1. That means the benefit enhancements we made during this year’s Open Enrollment period—like switching to a new prescription drug carrier—will soon take effect. You should also review your Flexible Spending Accounts and be sure to use the full balance before you lose any unused money.

Now is a great time to focus on your education. Enroll in one of our many professional development workshops to polish your writing skills or become a better supervisor. You can also take advantage of our tuition benefit program to kick-start your education and your career.

Your family and wellbeing are important parts of your life, and we can support those too. If you’re a parent, see how Penn’s backup care program can help with your summer child care plans. Or take a mental break from your job and sign up for a free stress management workshop.

Sincerely,
Jack Heuer, Ed.D.
Vice President for Human Resources

Do You Still Have Money in Your Flexible Spending Account?

If you have an unused balance in your Health Care or Dependent Care Flexible Spending Accounts (FSA), you should keep some important dates in mind. Due to an IRS regulation known as “Use It or Lose It”, if you don’t use the full balance in your account each plan year, you lose that unused money.

Penn’s plan year runs from July 1–June 30 of each year. The money you contribute to the Flexible Spending Accounts during each plan year can only be used for expenses incurred within certain dates (see below). Keep in mind that the expenses must be incurred while you are actively participating in the accounts.

<table>
<thead>
<tr>
<th>FSA Account</th>
<th>Plan Year</th>
<th>Time Frame to Incurred Expenses</th>
<th>Deadline to Submit Claims</th>
</tr>
</thead>
</table>

If you enrolled in the Aetna High Deductible Health Plan with a Health Savings Account (HSA) during this year’s Open Enrollment period, using up your Health Care Flexible Spending Account is even more important than ever. When your new medical plan takes effect on July 1, 2012, you won’t be able to participate in the HSA portion of the plan unless your Health Care Flexible Spending Account is completely exhausted. If you don’t use up your balance by June 30, 2012, your HSA account won’t be available until October 1, 2012. Visit www.hr.upenn.edu/benefits/medicaledgehp.aspx for more information on the Aetna High Deductible Health Plan.

For more details on Flexible Spending Accounts, including listings of eligible expenses and instructions on how to file a claim, visit www.hr.upenn.edu/benefits/pretax or call the Penn Benefits Center at 1-888-PENNBNEN (1-888-736-6236), Monday through Friday, 8am-6pm.

New Benefits Deductions Start in June

Now that Benefits Open Enrollment is over, remember that any changes you made to your benefits elections will take effect on July 1, 2012. Even if you didn't make any changes, new deduction rates will still apply for the new plan year. New rates for your existing medical, dental, vision and life insurance plans will be reflected in your June paycheck. Any elected Flexible Spending Account and Health Savings Account payroll deductions will begin with your July 2012 paycheck. Visit the Human Resources website at www.hr.upenn.edu/benefits for more information.

Penn’s New Prescription Drug Carrier

If you’re currently enrolled in one of Penn’s medical plans, we want to remind you of the prescription drug changes for the upcoming plan year.

As of July 1, Penn’s prescription drug carrier will change from CVS/Caremark to Medco. Medco has a wide network of pharmacies, including CVS, Genuardi’s, Giant, HUP pharmacy, Kmart, Pathmark, Rite Aid and Walgreens.

Keep in mind this is a change to the carrier only—you’re benefit coverage will stay exactly the same. You’ll also enjoy several added benefits from our change to Medco:

• Medco will cover more than 35 drugs which CVS/Caremark has recently removed from their preferred drug list. Had we stayed with CVS/Caremark, anyone using those medications would have had to pay 100% of the cost for the prescriptions. This is why Penn decided to make this change. We wanted to continue offering the most comprehensive coverage possible to our faculty and staff.

• If you take a maintenance medication and use the 90-day retail pick-up option, you’ll have more choice in where to pick up your prescription. You’ll be able to use Rite Aid, Walmart, Kmart and CVS pharmacies—an expansion from the current option of CVS pharmacies only.

• To make the transition as easy as possible, if you currently use the mail order option, your open prescriptions will be automatically transferred to Medco.

While we can’t guarantee that you’ll pay the exact same price for your prescription as you do now, there should be minimal change in your out-of-pocket cost. Our benefit is a co-insurance, which means you pay a percentage of the prescription cost. Since different carriers negotiate different discounts with pharmaceutical companies, you may see some fluctuation (up or down) in the dollar amount you pay. Our benefit isn’t changing—Penn will still pay the same percentage of the cost as now—but the base cost of your prescriptions may change slightly.

All participants covered under one of Penn’s medical plans will receive a Medco ID card in June. Make sure your permanent mailing address is up to date so you receive your new card. To view or change your address, visit the U@Penn website at www.upenn.edu/u@penn.

Keep in mind you can’t use your Medco card until July 1. Continue using your CVS/Caremark card throughout the end of the current plan year (June 30).

For more information, contact Medco at 877-621-8798.

MY FUTURE
Employees to Graduates: The Rewards of Working and Learning at Penn

Thousands of students will soon line up on Locust Walk for Penn's annual commencement ceremonies—and Kylie Mitchell and Lizza Robb will be joining them. These two Penn staff members are donning their own caps and gowns this year, thanks to the University’s generous tuition benefit.

Kylie first came to Penn as a freshman in 2007. Two years later, she hit a financial roadblock and needed to find a way to pay for the rest of her undergraduate education. So Kylie traded in her full-time student status for a full-time job. She was hired as a data analytics researcher in Penn’s Development and Alumni Relations department. That meant hands-on experience as a working professional and the ability to take advantage of the University’s tuition benefit—which covers 100 percent of the tuition, general and technology fees at Penn for up to six course units per academic year. It also meant the ability to finish her coursework and receive a bachelor of arts degree in chemistry, which is exactly what she did.

“My financial hardships were a blessing in disguise. Going from a full-time Penn student to a full-time Penn employee made my connection to the University so much stronger. And the savings from the tuition benefit made it possible for me to earn my degree,” Kylie said.

She’ll be joined in next month’s graduation festivities by fellow colleague Lizza Robb, who also took advantage of Penn’s tuition assistance to pursue her academic goals. Lizza’s relationship with Penn began about 15 years ago as an administrative assistant in the School of Social Policy & Practice. Like Kylie, she took advantage of Penn’s tuition benefit and obtained a bachelor of fine arts degree in 2002. But Lizza didn’t stop there. She moved through the employee ranks from administrative assistant to her current role as electronic publishing specialist, and also received a certificate in graphic design from Penn’s School of Design along the way. Now she’s rounding off her education this spring with a master’s degree in social work.

“Not only did the University give me financial support to earn multiple degrees, it also helped me do it while balancing a full-time job with a nine-year-old daughter at home. I don’t think I could have managed all of this at another workplace,” Lizza said.

Want to know how our tuition benefit program can help you? Visit www.hr.upenn.edu/benefits/tuition for more information.

MY FUTURE

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 register for programs by visiting our online course catalog at www.hr.upenn.edu/coursecatalog or by contacting Learning and Education at 215-898-3400.

Business Writing for Success
May 16, 23; 2:30pm–4pm; $40
Writing and editing skills are crucial in your career success—and this webinar will help you polish yours! Learn how to be a top-notch writer in the workplace. Get an overview of basic grammar rules—like subject/verb agreement, punctuation do’s and don’ts, and word usage. You’ll also learn how to master the art of editing and proofreading, and how to organize every project so it’s well-written and error-free.

Microsoft Office Excel Pivot Table and Macros Crash Course
May 22; 2:30pm–4:30pm; $40
You probably already know how to enter data using Microsoft Excel. But what about using pivot tables and macros to present your data in new and creative ways? This webinar will show you how to leverage the power of these two important features in Excel.

Career Concepts—Coaching for Performance
May 24, 9am–12pm; $50
Supervisors are expected to be strong leaders. So if your employee makes a mistake that wastes time and resources, how do you handle it? We’ll tell you! This workshop will show you how to coach your staff as they’re top performers. You’ll learn how to evaluate situations and make action plans to meet your goals. You’ll also learn when (and how) to mentor, train, counsel and discipline your staff.

Accomplishing More with Social Media
June 5, 12, 3pm–4:30pm; $40
Think you don’t need to know about tools like Facebook, LinkedIn, and Twitter? Think again! Millions of people utilize social media vehicles in the workplace every day, which means you need to know how to leverage them to meet your professional goals. We’ll teach you about some of the most common social media applications and how to use them strategically.

Managing and Organizing Your Email Inbox Using Microsoft Outlook
2007
June 7; 12:30pm–2pm; $40
If you’re looking for ways to manage your email inbox and avoid email overload, this webinar is for you. Learn techniques and techniques that will save you time and help you get maximum results from your email.

Microsoft Access Techniques—Intermediate
June 7; 12:30pm–2pm; $40
If you’re familiar with Microsoft Access but want to expand your skills, this webinar is for you. You’ll learn about the more powerful tools in Access, like how to use advanced field types, move data within tables, customize forms and reports, automate tasks with macros and more.

Effective Business Email Writing
June 7; 2:30pm–4pm; $40
If your email lands in an overflowing inbox, how do you ensure it gets the attention it deserves? We’ll tell you! This webinar will show you how to develop and write content so your messages are opened and easily understood.

Spending Accounts

JULY
8
5
JUNE 30
Spending Accounts
Visit www.hr.upenn.edu/spending

MY HEALTH & WELLBEING continued

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. For complete details and to register, visit our online course catalog at www.hr.upenn.edu/coursecatalog or contact Human Resources at 215-737-2471 or gntll@upenn.edu.

Relaxing Ways to Manage Your Stress
May 30, 12pm–1pm; free
Don’t let stress take a toll on your wellbeing. We can show you how to win the war on stress and become a pro at tackling tension. Come learn about different relaxation techniques, guided imagery practices, and a variety of breathing and muscle relaxation techniques that you can use at work and at home.

Stay on Top of Your Summer Child Care Plans
Summer is quickly approaching—and if you’re a parent, you may be struggling with child care arrangements to make sure your kids are well-cared for while you’re at work.

Even if you’ve already finalized your child’s summer care arrangements, there may still be a gap between the end of your child’s school year and the beginning of your summer camp program. Or what if the unexpected happens, like your child gets sick or your daycare program has an emergency closing? Well rest assured, we can help you cover all the bases when it comes to summer care for your kids.

Take advantage of Penn’s backup care program to manage your family’s needs while you work. Through a partnership with Parents in a Pinch, Inc., you have access to temporary in-home backup care services to help you meet the demands of your job—seven days a week, day or night. Plus, we offset the cost of care (which can be expensive) through a subsidy of your job—seven days a week, day or night. Plus, we offset the cost of care (which can be expensive) through a subsidy.

For complete details on Penn’s backup care program, visit www.hr.upenn.edu/quality/worklife/backupcare.aspx, or call Parents in a Pinch at 800-688-4697. You can also take advantage of Penn’s Worklife Resources to find a childcare solution that’s right for you. Visit the Human Resources website at www.hr.upenn.edu/quality/worklife for details.

Visit www.hr.upenn.edu/penn_work

HR CALENDAR
Programs and Events

MAY
16
22
24
30

Business Writing for Success
Microsoft Office Excel Pivot Table and Macros Crash Course
Career Concepts—Coaching for Performance
Relaxing Ways to Manage Your Stress

JUNE
5
15
22
30

Accomplishing More with Social Media
Managing and Organizing Your Email Inbox Using Microsoft Outlook 2007
Microsoft Access Techniques—Intermediate
Effective Business Email Writing
Franklin Covey’s FOCUS

JULY
1
12
2012–2013 benefits plan year ends

SEPTEMBER
15
30
Deadline to submit claims for the FY12 Health Care and Dependent Care Flexible Spending Accounts
Deadline to submit claims for the FY12 Health Care and Dependent Care Flexible Spending Accounts