A Message from the Director

Aloha University Ohana,

Christmas is just around the corner, and it won’t be long until we are ready to set more goals and plan our strategies to accomplish them. As we contemplate on this past year, let us all remember to show gratitude to our Heavenly Father by our continued service to those in need. Have a very merry Christmas and an even brighter and more prosperous New Year!

We’re Glad It’s Your Birthday!

‘HAPPY BIRTHDAY’

Mark Aughenbaugh
Leilani Auna
Nancy Bloss
Brian Blum
John Call
Jonathan Campbell
Mark Cannon
Yiu Man Chan
Brason Chang
Geoffrey Draper
Robin Flu
David Furuto
Roger Gold
Roger Goodwill
David Lucero
Adam Hai
Yvonne Hernandez
JJ Huang
Dawnelle Jeremia
David Jayme
Norman Kaluhiokalani
Wendy Larson
Salote Lautaha
Grace Lee
Samuela Malupo
Lurline Nunu
Wendell Piho
Ignacio Santeco
Iafeta Sao
Alumita Tapusoa
Cindy Tutor
Roy Yamamoto

2011 PAY & HOLIDAY SCHEDULES

STUDENT EMPLOYMENT

REMINDERS FOR WINTER 2011

As Winter 2011 approaches we want to remind you of a few matters concerning student employees. We also thank you for your support in upholding these guidelines and reminders.

1. All Domestic students not continuing in the Winter 2011 may work up until December 30, 2010.

2. All International students not continuing in the Winter 2011 may work until December 16, 2010. International students not continuing for Winter 2011 but allowed to work past December 16th will be in violation of immigration laws.

3. Be sure to submit student termination Personnel Action (PA) forms for all employees not continuing for Winter 2011 in a timely manner. This includes those that are graduating and leaving the University.

4. All continuing students for Winter 2011 may increase their work hours to no more than 8 hours a day from December 17 to January 4, 2011. Thereafter, students must reduce their work hours back to their regular Winter 2011 schedule.

5. All new incoming students may start work on December 22, 2010 only if cleared by Student Employment.

6. Please remember not to allow students to begin work without a “Student Hire Certification Card” from the Student Employment Office. This is to comply with the Fair Labor Standards Act and University policy.

If you have any questions, please contact Student Employment at 675-4710.

HR UPDATES:

All department timekeepers, secretaries and Administrative Assistants are strongly encouraged to attend our HR Update on Thursday, December 9th at 2:00 p.m. in Aloha Center rooms 155/165. We will be reviewing updated policies/procedures as well as other issues of concern. Please mark your calendars as a reminder. If you are unable to attend, please send someone in your place so you can get the information.
Open Enrollment Period for Flexible Spending ends December 31st

If you are considering Flexible Spending for 2011, the deadline to enroll is by midnight (MST) on Friday, December 31, 2010. The change will take effect on January 1, 2011. For personal details go to www.dmба.com and login to your account. If you need assistance, you may call us at 675-3713.

Important Things to Consider for 2011

USE YOUR EYE COVERAGE BEFORE THE YEAR IS OVER!

Deseret Choice
- Deseret Choice provider: The plan pays 100% after your $20 copayment
- Non-Deseret Choice provider: The plan pays 80%; you pay 20% after your $20 copayment
- One routine eye exam is eligible for benefits each calendar year
- Eye exams for medical conditions, such as glaucoma, may be eligible for benefits more often

Kaiser
- Routine Eye Exams Kaiser provider: $15 per visit for eye exams for glasses; non-Kaiser provider: 100% (not covered)

Benefits Trivia

November’s winner for the HR Trivia was Rose Perez of Admissions.

Congratulations Rose!

Answers to Novembers HR Trivia. “How Well Do you Know HR Forms?”

1. Which form is used to hire Adjunct Faculty/Special Instructors? The Adjunct Faculty/Special Instructor Appointment form.
2. An employee did not submit their edits on time, but wants to be paid as soon as possible. Which forms would be used to pay this employee? What would the fee be? And who would pay this fee? PeopleSoft Time & Labor Edits for Previous Pay Period form and Exception Check Request. The employee would pay the $25 Exception Check Request fee because it was their fault for not meeting the deadline.
3. What is the Federal W-4 Form? To claim exemptions for federal taxes.
4. If you are an employee and wish to waive your insurance benefits because you have your own coverage, which form would you complete? The HC-5 Form.
5. True or False: Photocopies of required documents is acceptable for the i-9 form. False. The employer must see original documents to verify.

Be the first to answer all the answers correct and you will receive a small prize.

Email kanahelj@byuh.edu

1. With whom would you inquire about retirement benefits?
2. What does LTD stand for?
3. True or False: Temporary Disability Insurance is mandated by the State of Hawaii.
4. Where would you go to enroll for 401K?
5. True or False: The employee spouse only qualifies for 1/2 of the tuition benefit.
6. What three elements would make an employee dependent ineligible for the tuition benefit?
7. What percentage does Deseret Choice pay for your eye exam after your $20 copayment?
8. How many routine eye exams can you have per year?
9. What is the deadline to enroll for Flexible Spending for 2011?
10. True or False: The Benny Card will no longer cover over the counter drugs in 2011.
**HR STAR**

2011 Living Healthy Campaign

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**Eugenia Lawrence**

Assistant Director

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**Joann Sparks**

DMBA Wellness Coordinator

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**We're Kicking It Up a Notch in 2011**

Introducing our Health & Wellness Committee

Shawn Keliliki, Cecilia Day, Kathy Pulotu, and Coach K. have been appointed as advocates of our BYU-Hawaii Health & Wellness program. Rumor has it that they have an exciting year planned for us, so join the Health & Wellness program in 2011 and enjoy the benefits. You won’t regret it!

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**Joann Sparks speaks up about Living Healthy**

Why in the world would you pass up a chance for you and your spouse to each earn up to $200?

This is how it works...Go to [www.dmba.com](http://www.dmba.com)

1. Login using your DMBA member I.D. and PIN#. If you don’t know your member I.D. it is the 9-digit number on your medical card. If you don’t know or don’t remember your PIN#, you can call 1-800-777-3622 to have it mailed to you.

2. Click on the “Living Healthy” tab and register for the Living Healthy program.

3. Complete the Personal Health Assessment (PHA) and earn $50. There are six challenges throughout the year. If you complete at least 80% of each challenge and report your results by the deadline you earn $25 per challenge. Complete all six and you earn $150. If your spouse is covered under your insurance, he/she will have the same opportunity to earn the same amount.

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**YOUR INCENTIVES FROM BYU-HAWAII.** BYUH Health & Wellness program runs parallel to that of DMBA. So, besides the money you earn from DMBA, you will also have a choice of one of the following:

- **FREE Movie Tickets (Consolidated or Regal)**
- **Jamba Juice, or**
- **Subway Sandwich.**

It’s just our way of saying “Thank you” for LIVING HEALTHY!

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**How Are We Doing So Far on Challenge #6?**

Maintain, Don’t Gain This Holiday Season!

1. Make sure you plan ahead.
2. Don’t skip meals.
3. Don’t pass up your favorite foods; set limits instead.
4. Be a healthy host/hostess.
5. Eat healthy first.
6. Get right back on track!
7. Take time to relax.

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“**Our bodies burn fat just fine; it’s the mind that hangs on to it.** Letting go of the inner heaviness - worry, fear, stress - is a vitally important step.”

~ Bill Philips

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**ARE YOU INTERESTED AT HAVING WEIGHT WATCHERS AT WORK?**

Contact Eugenia Lawrence at Lawrence@byuh.edu or via phone at 675-3675 by December 6th.

Cost for the 4 month series is just 3 easy payments of $62.

Bring a friend—

You have nothing to lose, but the weight!
**CHRISTMAS ALPHABET**

Give each guest a piece of paper that has the letters vertically written from A to Z. Your guests must then come up with a word for each letter that relates to Christmas. The first one that completes the list with legible words wins a gift.

**UNSCRAMBLE THE CAROLS**

1. weilh pherhdssse tcaehwd
2. hwat lidch si isth
3. enlist gnhit
4. kced eht slalh
5. snaelg romf eth lmasre fo rglyo
6. aayw nia nemgar
7. it eamc onpu a tdighmin realc
8. eth lhoy dan the yiv
9. engsal ew vaeh ehrad no ihhg
10. tnuo su a idhcl si rbno