A Message from the Director

Aloha University Ohana,

Tis the season of Thanksgiving and a time to reflect on our blessings of family, friends and the fact that we are employed which enables us to provide for those we love. One of the most memorable messages delivered at this past General Conference was on *The Divine Gift of Gratitude* by President Thomas S. Monson. I hope you will join me in reviewing this message. The end of 2010 is fast approaching so we at Human Resources would like to extend our gratitude to you for making our load lighter. Here’s wishing you all an early “Happy Thanksgiving!”

We’re Glad It’s Your Birthday!

*HAPPY BIRTHDAY*

Jared Anderson
Michael Apo
Thomas Bloss
David Bybee
Judy Byers
Patricia Campbell
Jennifer Chen
Yee Man Cheney
Andrea Clements
Wes Duke
Arley Enesa
Kali Fermantez
President Galea’i
Paul Hurst
Katsuhito Kajiyama
Mitchell Keliikuli
Pele Leiataua
Esther Macy
Yvonne Marasco-Mapu
Joe Mau‘u
Ronald Miller
Michael Murdock
Sulasi Niu
Silla Perez
Ban Phung
John Taylor
Ray Thompson
Brandon Truscott
Lena Tyau
Gary Wasden
Carl Yamagata

MONITORING STUDENT HOURS

Supervisors, managers, and students, we are currently monitoring pay periods 22 and 23, October 16 – November 6, 2010. Please monitor your student employees’ hours carefully during this time period. Students working 20+ hours per week need to drop to 19 hours within this 4-week period; otherwise, they will be enrolled in the Deseret Choice Plan and premiums will be paid entirely by the department. For further inquiries, contact Eugenia Lawrence at 675-3675.

DON’T FORGET TO VOTE!

November 2nd is Election Day! Please [click here](#) to read the Election Memo for all employees who are eligible to vote.

If you don’t know where your voting poll is you can find it [here](#).

TRIVIA

HOW WELL DO YOU KNOW HR FORMS?

The winner of October’s trivia “*How Well Do You Know Your Employee Benefits?”* was Jane HoChing Toluono of Educational Outreach.

WHO WILL BE OUR NEXT WINNER?

1. Which form is used to hire Adjunct Faculty/Special Instructors?
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?
3. What is the Federal W-4 Form?
4. If you are an employee and wish to waive your insurance benefits because you have your own coverage, which form would you complete?
5. True or False: Photocopies of required documents is acceptable for the I-9 form.

Email your answers to kanahelj@byuh.edu. The first person to answer all questions correctly will receive a prize.

HR UPDATE

Our HR Update is scheduled for 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.
Aloha!

During open enrollment you have the opportunity to evaluate your medical coverage, consider EyeMed, Vision Care, and decide if Flexible Spending is right for you. By now you should have received your Open Enrollment packet by mail or via email from customer-service@dmba.com. Please pay attention to the following deadlines:

- **MEDICAL COVERAGE & EYEMED**—by midnight (MST) on Monday, November 15, 2010. If you wish to waive your medical coverage, please call Deseret Mutual at 1-800-777-3622 and allow their membership team to assist you.

- **FLEXIBLE SPENDING**—by midnight (MST) on Friday, December 31, 2010.

All changes will take effect on January 1, 2011. For personal details go to [www.dmba.com](http://www.dmba.com) and login to your account. If you need assistance, you may call us at 675-3713.

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**OUR 2010 HEALTH & BENEFITS WEEK WAS A SUCCESS BECAUSE OF YOU!**

Thank you for attending our Health & Benefits Week! Your feedback is important to us. Please take a few minutes to complete a brief questionnaire. This will be an excellent tool in preparation for our next Health & Benefits Week in 2012. If you were able to attend workshops and the Health and Benefits Fair, please print out and complete the questionnaire then bring it to Human Resources for a sweet treat. [Click here](http://www.dmba.com).

**REMARKING FLEXIBLE SPENDING...**

You can only be reimbursed for services rendered during the plan year while you are a member. The plan year includes a grace period (January 1 – March 15 of the following year) as long as you are still an active participant on December 31.
It’s time to report your results for challenge #5.

WHAT’S THE FINAL CHALLENGE FOR 2010?
MAINTAIN, DON’T GAIN THIS HOLIDAY SEASON!

1. **MAKE SURE YOU PLAN AHEAD.** With a little planning, the holiday season can be a healthy time of year.

2. **DON’T SKIP MEALS.** Eating regular meals and healthy snacks every day makes it easier to resist overdoing it at parties or social events.

3. **DON’T PASS UP YOUR FAVORITE FOODS; SET LIMITS INSTEAD.** Don’t deprive yourself completely. Pick what you want to splurge on rather than mindlessly nibbling on any party food that comes your way.

4. **BE A HEALTHY HOST/HOSTESS.** Help out your guests by cutting fats and calories when you’re hosting a part or taking a dish.

5. **EAT HEALTHY FIRST.** At parties, pile your plate with lower-fat foods to limit high calorie splurges.

6. **GET RIGHT BACK ON TRACK!** It’s OK to give yourself a little ‘wiggle’ room during the holidays. If you overdo it, just go back on your regular plan the very next day.

7. **TAKE TIME TO RELAX.** If you find yourself feeling depressed, soothe your spirit with a massage, manicure, pedicure or facial. Men can enjoy this too! Also, be sure to take a quiet meditative moment at least once a day to breathe deeply and clear your mind of all the clutter.

**DON’T WAIT UNTIL NEW YEAR’S DAY TO LIVE HEALTHY.** Take the Maintain, Don’t Gain Challenge and enjoy the season, not just the food!

WE DOUBLE DARE YOU TO TAKE THE 2011 LIVING HEALTHY CHALLENGE

DID YOU KNOW that you and your spouse can each earn up to $200 in 2011 by simply participating in the Living Healthy program? This is how it works...Go to 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.

**BYUH INCENTIVES.** Our BYUH Health & Wellness program runs parallel to that of DMBA. So, besides the money you earn from DMBA, you will have also have a choice of FREE Movie Tickets (Consolidated or Regal), Jamba Juice or Subway Sandwich. It’s just our way of saying “Thank you” for LIVING HEALTHY!