



University of Colorado

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**EMPLOYEE SERVICES**

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## Work/Life - January 2014

Read the latest news for and about CU employees in the January 2014 issue of the Work/Life newsletter.

# Submitting a flexible spending claim? There's an app for that.

January 17, 2014

If you're a CU Health Plan participant currently enrolled in a flexible spending account, ASIFlex is offering you a new way to check and file your claims through a new, free mobile app.

The user-friendly app allows you to review your account and file claims quickly and easily using a phone or tablet, eliminating the need to tediously scan or copy your receipts.

### Download the app

Go to the App Store for Apple devices or the Google Play store for Android, and search for ASIFlex. Or, simply scan the appropriate QR code available at [asiflex.com](http://asiflex.com) [1].

### File a claim in just three easy steps.

1. Select "File New Claim"
2. Enter related claim information and, using the camera from your phone or tablet, take a picture of your receipts to attach as documentation
3. File your claim

The ASIFlex mobile app also allows you to conveniently view information regarding your account, including:

- Your annual election amount
- Previously-submitted claims
- Unfinished claims
- Remaining balance in your account

- Payments from and contributions to your account

Flexible spending accounts allow participants to set aside pre-tax dollars to pay for expenses like co-insurance, co-pays, deductibles and most prescriptions. To learn more, visit [www.asiflex.com](http://www.asiflex.com) [2].

#### **Promoted to department's home page:**

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#### **Intro:**

If you're a CU Health Plan participant currently enrolled in a flexible spending account, ASIFlex is offering you a new way to check and file your claims through a new, free mobile app.

#### **Original Story:**

#### **News Type:**

[News](#) [3]

#### **Featured News Home Page Image:**

#### **Images:**

#### **Video:**

#### **Audience:**

[Faculty and Staff](#) [4]

#### **Groups audience:**

Employee Services

## **W-2s to be sent by Jan. 31**

January 17, 2014

Employee Services will mail 2013 W-2s by Jan. 31.

If you do not receive a W-2, reissued copies will be available starting Feb. 14. Employees who request a W-2 reprint must complete a [W-2/1042-S Reissue Request Form](#) [5].

The ability to change direct deposit settings or to access and print W-2 forms in the portal is temporarily suspended, in response to a phishing scam targeting W-2 information in university portals. To update your direct deposit, complete the [Direct Deposit Authorization form](#) [6] and submit the completed, original document to Employee Services.

#### **Promoted to department's home page:**

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#### **Intro:**

Employee Services will mail all CU employees' 2013 W-2s by Jan. 31.

#### **Original Story:**

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Employee Services

## Thwart cyber thieves in one simple step

January 17, 2014

More than a dozen CU employees have had their paychecks stolen by falling prey to a phishing scam that altered their direct deposit information in the portal. Luckily there's one simple way to stop thieves: View your pay advice in the CU Resources area of the [portal](#) [7] from January 24-28.

This will allow you to verify the amount, the deductions and the account information for direct deposit. If you see that your direct deposit information is incorrect and report it in time, Employee Services can stop the payment and reissue it as close to payday as possible. We urge you to make this simple step a routine practice with each pay cycle.

For monthly pay, check your pay advice starting January 24, February 21, March 22 and April 23. For biweekly pay, check on February 8, February 22, March 8 and March 25.

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**Intro:**

Keep your paycheck safe from thieves by viewing your pay advice in the CU portal from January 24-28.

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Employee Services

## Find a new beginning with Weight Watchers

January 17, 2014

Join Weight Watchers any time! The new year is ready for a new you.

Be Colorado, the wellness component of your CU Health Plan, and Weight Watchers invite you to join your colleagues and a Weight Watchers leader for an at-work meeting. Learn how Weight Watchers helps you set your goals and achieve them with plans designed to help you start losing weight right away.



Each meeting is led by someone who has succeeded on Weight Watchers. Meetings feature weekly topics to keep you in tune with what you're trying to accomplish along with positive people and confidential weekly weigh-ins to keep you on track.

At work or on the go, Weight Watchers gives you two ways to reach your weight-loss goals:

### **Enrollment Costs**

- Weight Watchers meetings with monthly pass: \$17.17
- Weight Watchers Online: \$7.57

There is no better time than right this minute to start living healthier and happier.

See a [current schedule of at-work meetings](#) <sup>[8]</sup> along with additional information about Weight Watchers plans.

Register now at [wellness.weightwatchers.com](http://wellness.weightwatchers.com) <sup>[9]</sup>.

### **Promoted to department's home page:**

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#### **Intro:**

Join Weight Watchers, the latest benefit offered by CU, to get inspired by others just like you to reach your weight-loss goals.

#### **Original Story:**

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Faculty and Staff [4]

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Employee Services

## Take the State of Slim campus challenge, enter to win prizes

January 17, 2014

You are invited to join the "STATE of SLIM Campus Challenge," a transformational 16-week weight-loss journey based on principles featured in the "State of Slim," by James Hill, Ph.D., and Holly Wyatt, M.D.



Participants are eligible to win a minimum of \$2,500, based on the percentage of weight lost, photos and the essay of your transformational journey.

The Colorado Diet is a proven way to reignite, rebuild and reinforce your body's fat-burning engines so you develop a "Mile-High Metabolism."

The entry fee is \$99; register from January 10-24. The weight-loss challenge starts on Monday, January 27. For more information, visit [www.anschutzwellness.com/challenge](http://www.anschutzwellness.com/challenge) [10] or call 303-724-9030.

**Promoted to department's home page:**

**Intro:**

Join the STATE of SLIM Campus Challenge, a 16-week weight-loss journey that rewards you with the chance to win \$2,500 for reigniting, rebuilding and reinforcing your metabolism.

**Original Story:****News Type:**

[News](#) [3]

**Featured News Home Page Image:****Images:****Video:****Audience:**

[Faculty and Staff](#) [4]

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Employee Services

## CU cuts out checks, moves to paycards

January 17, 2014

CU pay is going increasingly green in 2014, starting with how it pays employees. As early as this spring, any employee who hasn't enrolled in CU's direct deposit payroll program will receive his or her money on a university-issued paycard, delivered to the employee's homes.

The cards will function similarly to a debit card; employees may activate their paycards, then use them to pay bills, transfer and withdraw funds, and more. They also will be able to check fund balances and report problems online or by phone.

The new payroll option will help CU save money in paycheck printing costs, and will provide employees a more secure means of receiving their earnings through an FDIC-insured account, says Lisa Affleck, director of CU Employee Services' Technologies and Production team.

Paycards also are more resilient than paper paychecks, which can easily get lost amid other pieces of mail and disintegrate in the wash.

You can help your employees enroll in CU's direct deposit program at any time by directing them to CU's Payroll [Direct Deposit Authorization Form](#) [6], which they can submit to Employee Services.

**Other 2014 green initiatives:**

- CU's payroll staff is replacing physical pay advices with electronic versions, available online through the CU employee portal.
- Employee Services is encouraging people to use its soon-to-be-launched website to complete forms electronically rather than printing physical ones.

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Employee Services

# CU's PERA contributions to increase in 2014

January 17, 2014

The University of Colorado will pay a rate 0.90 percentage points higher this year than it did in 2013 toward supporting the Public Employees' Retirement Association (PERA).

For the fifth consecutive year, the University of Colorado is contributing an increased amount to PERA, on behalf of its 7,900 CU employee members. The increase is the result of two Colorado laws aimed at ensuring PERA's financial future. To do so, it requires employers who offer PERA to make two types of contributions that gradually increase each year, Amortization Equalization Disbursements (AED) and Supplemental Amortization Equalization Disbursements (SAED).

The university, not university employees, makes these contributions.

The amount of money CU contributes to PERA is a percentage of the total pay earned by three groups: CU employees who are active PERA members; PERA retirees who work for the university; and CU employees who were eligible to participate in PERA with the university but opted out.

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# New policy limits hours retirees may work

January 17, 2014

A new University of Colorado policy asks CU retirees who return to the university as staff members to closely monitor and manage the number of hours worked.

Effective Jan. 1, the "Hiring Working Retirees into Staff Positions" policy better enforces a long-standing rule that retirees who rejoin the university as staff may only work 110 days a calendar year. The policy also enforces the maximum work limit of 140 days a year for a group of 50 returned CU retirees?10 on each CU campus and the System Administration office?who are granted special approval for the increased work time.

Under the policy, retirees who return to CU as staff members may work for a 9-month or 12-month period, or for another agreed-upon project timespan. The policy also clearly defines whether these employees are eligible for CU or retirement benefits, overtime and other accommodations based upon three criteria:

- Whether they are university staff members (formerly exempt professionals) or classified staff members;
- Whether they are paid by the amount of hours or days they work; and
- Whether they work more or fewer than nine months in a 12-month period.

## How will this change affect you?

While returning retirees are responsible for recording and tracking the hours they work, their managers should continue to monitor worked hours and work with the campus HR office to select the appropriate appointment type.

If you require employees to complete a timesheet other than My.Leave, make it easily accessible and clearly communicate deadlines.

Managers also should note that, with the exception of some classified staff, returning retirees in staff positions no longer may accrue sick or vacation leave.

The university has given these employees until June 30, 2014, to use any accrued sick leave. CU will pay these employees any remaining vacation balances.

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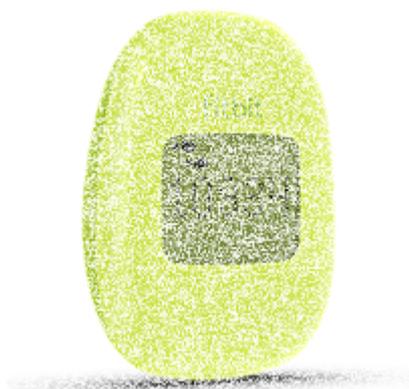
**Groups audience:**

Employee Services

## 43 CU employees win Fitbit Zips

January 17, 2014

Last fall, Be Colorado?the wellness component of your CU Health Plan?held 20 health screening events from September through early November, with 2,288 employee participants, a 24 percent increase in participation from 2012.



By participating in the health screening, employees enrolled in a CU Health Plan, as well as their spouse or partner, had the opportunity to measure their cholesterol, blood glucose, blood pressure, height, weight and waist circumference. Free flu shots and optional blood tests also were available.

Participants were entered into a drawing to win one of 50 Fitbit Zip activity trackers, which are compatible with the Be Colorado *Move.* program. There were 43 winners from CU, five from UHealth, and two from University Physicians, Inc.

Interested in learning more about the *Move.* program? See our [step-by-step enrollment instructions](#) [11] and short instructional video on using the Be Colorado *Move.* app to track your physical activity.

**Promoted to department's home page:**

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**Intro:**

Congratulations to 43 CU employees who won Fitbit activity-tracking devices, simply by participating in the CU Health Plan's fall health screenings.

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**Source URL:** <https://www.cu.edu/employee-services/worklife-january-2014>

**Links:**

[1] <http://www.alumniconnections.com/links/link.cgi?l=5290886&h=10028979&e=UCO-20140116155207>

[2] <http://www.alumniconnections.com/links/link.cgi?l=5290887&h=10028979&e=UCO-20140116155207>

[3] <https://www.cu.edu/news-type/news>

[4] <https://www.cu.edu/faculty-and-staff>

[5] <https://www.cu.edu/sites/default/files/policies/docs/W2-1042S-ReissueRequest-Esp.pdf>

[6] <https://www.cu.edu/employee-services/policies/direct-deposit-information>

[7] <https://my.cu.edu>

[8] <http://www.alumniconnections.com/links/link.cgi?l=5290888&h=10028979&e=UCO-20140116155207>

[9] <http://www.alumniconnections.com/links/link.cgi?l=5290889&h=10028979&e=UCO-20140116155207>

[10] <http://www.alumniconnections.com/links/link.cgi?l=5290890&h=10028979&e=UCO-20140116155207>

[11] <http://becolorado.org/news/be-colorado-move-app-now-available>