

## **Staff Matters – November 2008**

### **Learning Opportunities Sessions Announced for 0809**

Registration is now available online for the 2008-2009 Learning Opportunities catalog presented by HR's WorkLife and Organizational Development team.

“We believe these courses and resources can improve individual productivity and performance on the job,” says Mickey Lord, director of WorkLife and Organizational Development. “Based on extensive research of job titles, JIQs and interviews with supervisors, we designed the sessions within this catalog around job clusters, which we have labeled 'tracks'. Tracks provide both a foundation for future curriculum and a map for staff to identify specific instructional offerings to help them grow and improve in their jobs.”

The sessions in this year's catalog were designed to furnish staff with an opportunity to gain knowledge, understanding or skill by study to improve their capabilities, perspectives, or skill sets within their current jobs. In addition to the sessions offered by HR, information about a variety of campus-wide sessions and community-based educational offerings are included.

For more information, or to register, visit:

[http://humanresources.syr.edu/staff/nbu\\_staff/learn\\_opps.html](http://humanresources.syr.edu/staff/nbu_staff/learn_opps.html)

### **Syracuse University Medical Assistance Program (SUMAP) Application Deadline is December 1, 2008.**

Applications for SUMAP, together with the requested financial documentation, are due to the Office of Human Resources by Monday, December 1. HR will review the applications and notify those that qualify for the program in December for medical aid in 2009. Program details and the application are available online at <http://humanresources.syr.edu/highlights/sumap.html>. Contact the HR Service Center at x4042 with any questions.

### **Flexible Spending Account Deadline Approaching**

If you are enrolled in either a pre-tax dependent care or a health care flexible spending account for 2008, eligible expenses must be incurred between January 1, 2008 and December 31, 2008.

In addition to medical and dental insurance co-pays, eligible expenses for the health care account include some over-the-counter health products and other IRS approved expenses. Visit [https://www.excellusbcs.com/download/files/fsa\\_expense\\_listing.pdf](https://www.excellusbcs.com/download/files/fsa_expense_listing.pdf) for a complete list of eligible items and <http://humanresources.syr.edu/benefits/PreTaxHealth.html> for further information about this benefit and the reimbursement form.

Eligible expenses for dependent care reimbursement are available at [https://www.excellusbcs.com/download/files/fsa\\_expense\\_listing.pdf](https://www.excellusbcs.com/download/files/fsa_expense_listing.pdf) (on page 2). The

dependent care reimbursement account information and reimbursement form are available online at <http://humanresources.syr.edu/benefits/PreTaxDep.html>.

For information about either account contact the HR service center at [hrrservic@syr.edu](mailto:hrrservic@syr.edu) or at x4042.

**Holiday Closing Information**

Syracuse University will be closed Thursday, November 27 and Friday, November 28 in observance of the Thanksgiving holiday. For a complete list of holiday closings, visit <http://humanresources.syr.edu/highlights/holidays.html>.