



HREXPRESS

December 2018

Risk & Benefits Management	Organizational Performance	Employment Services
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Important Announcement About Your 2018 W-2 and 1095 Forms

Please take a moment to review the address shown on your [online payroll warrant](#). An accurate home mailing address will assure you receive your W-2 Wage and Tax Statement and 1095 form for calendar year 2018. If a change is needed, notify your Human Resources Associate immediately. Changes must be made in the payroll system no later than December 13 to take effect for your 2018 W-2 and 1095 forms.

New Wellmark ID Card Coming Soon to Your Mailbox

All employees and retirees who have elected State of Iowa health insurance will soon receive a new Wellmark ID card in the mail. Your new ID card includes a new Wellmark ID number, so it is important to put it in your wallet and destroy any old ID cards before January 1, 2019. If you use an old card, payment of your claims could be delayed or possibly denied.

Using your Wellmark ID card

Always show your most up-to-date ID card when you see a provider or get a prescription filled at the pharmacy. To make sure you are using the most recent card, look for the print date shown in the lower left corner on the front of your card.

Would you rather get your Wellmark ID on your smartphone?

It is simple with the Wellmark mobile app. Here's how:

1. Download the mobile app from any of the app stores, or visit Wellmark.com/GoMobile.
2. Open the app and select myWellmark.
3. Log in using your myWellmark user ID and password. If you aren't registered for myWellmark yet, create an account by going to Wellmark.com. All you need is an email address and your Wellmark ID, found on your new ID card.

Have questions?

If you have questions about your new ID card or health insurance benefits, please contact Wellmark customer service at 800-622-0043.

Purchase Health Flexible Spending Account Items Online

If you are enrolled in the State's health Flexible Spending Account (FSA) plan, there is an easy way to purchase items eligible for reimbursement from your health FSA account. Shop online at the [FSA Store](#) for the medical supplies you need and take the guesswork out of which items are eligible for reimbursement.

You may conveniently purchase items at the FSA Store with your health FSA debit card or any other form of payment. You may also use this website as a helpful reference to know what is eligible for reimbursement, even if you purchase the item elsewhere.

IMPORTANT HEALTH FSA REMINDER: If you have carryover dollars contributed in 2015-2017, you have until December 31, 2018, to spend them. Contact your Human Resources Associate if you have questions about your carryover dollars.

Upcoming Benefit Education Presentations

Make the best use of your State of Iowa benefits with benefit education opportunities offered by DAS-HRE staff. The presentations are webcasts, unless otherwise noted, and you may attend online from your computer or other Internet-enabled device. Be sure to check with your supervisor to ensure your agency's staffing and scheduling allow you to participate on work time and on a State computer.

You can sign-up for these webinars at

<https://das.iowa.gov/human-resources/employee-and-retiree-benefits/benefit-education>.

December 2018

December 11	1:00 - 2:00 pm	RIC Deferred Compensation: Ready to Retire and Take Income
December 13	1:00 -2:00 pm	Continuing Benefits at Retirement: Before Medicare-Eligibility

December 18 1:00 - 2:00 pm Continuing Benefits at Retirement: After Medicare-Eligibility

January 2019

January 8 9:00 - 10:00 am RIC Deferred Compensation: Introduction and Enrollment

January 16 1:00 - 2:00 pm RIC Deferred Compensation: Ready to Retire and Take Income

January 17 9:00 - 10:00 am Continuing Insurance Benefits at Retirement: Health Insurance before Medicare-Eligibility

January 22 1:00 - 2:00 pm Continuing Insurance Benefits at Retirement: Health Insurance after Medicare-Eligibility

January 24 11:00 - Noon ***New*** Understanding your Health Insurance Benefits

A calendar listing presentations for the first half of 2019 is viewable online at <https://das.iowa.gov/human-resources/employee-and-retiree-benefits/benefit-education>.

IPERS' "Ready, Set, Retire" Workshops Scheduled

If you are thinking about retiring in the next three to five years, you should attend the IPERS "Ready, Set, Retire" workshop. Representatives from several retirement-related programs discuss how IPERS, deferred compensation, Social Security, and retiree health and dental benefits work together. It is free and many agencies allow employees to attend the all-day workshop during work hours.

IPERS all-day "Ready, Set, Retire" workshops for the first half of 2019 will be held on:

February 21, 2019

March 20, 2019

April 17, 2019

May 15, 2019

June 20, 2019

July 17, 2019

Seating is limited, so reserve your spot by contacting IPERS at **1-800-622-3849** to register. Classes fill up early. Spouses are welcome to attend.

Investment Risk: Fixed Rates vs. Variable Rates

Retirement Investors' Club (RIC) providers offer fixed rate and variable rate mutual fund accounts for your retirement savings dollars. You may talk with a provider representative about which account and level of risk is right for you. The primary differences between RIC fixed rate accounts (no market risk) and the variable rate mutual funds (low to high risk) are shown below.



Fixed rate accounts ([current rates](#))

- Declared rate of interest.
- Fixed period of time.
- No market risk.
- Guaranteed by provider.
- No fees.
- No maturities or restrictions.*



List of investment options ([list of funds](#))

- Variable rates of return.
- Principal and earnings can vary daily.
- Varying degrees of risk.
- No guarantees.
- No sales charges/loads/contract fees.
- No maturities or restrictions.*
- Low fund fees (11/15/18 = .04% - 1.27%).
- [Access historical variable rate returns from this webpage.](#)

*Fund transfers and eligible distributions have no fees or restrictions.

Not enrolled in RIC yet? [Get started today and receive an employer match!](#)

A few words from your RIC providers:

MassMutual

For more conservative investors, MassMutual offers a Guaranteed Interest Account with a competitive interest rate. We also offer a variety of stock, bond, and target date funds. Use our innovative RetireSmart Ready tool to help you determine your appropriate investment allocation. Visit www.massmutual.com/iowaric to learn more today.

VALIC

You know you need money for your future, but you have no idea how much you'll need or how to deal with the financial roadblocks in your way.

You may want to start by visiting VALIC.com to find out if you're FutureFIT®. FutureFIT is a digital retirement readiness experience showing you how your savings might translate into future monthly retirement income. For more information, visit VALIC.com, call 800-426-3753, or visit with a [VALIC financial advisor](#).

Voya

Retirement can seem a long way off, but time moves fast. Retirement planning is much more than just saving – it's saving with purpose. It's never too soon or too late to start planning. Visit voya.com/begood to watch informative videos and read useful articles to help with your own retirement action plan.

Employee Assistance Program (EAP) Online Seminars

KEPRO, the State's provider of EAP services, offers on-demand monthly online seminars covering various topics. Seminars may be found online at www.EAPHelplink.com (Company Code: IOWA).

Online seminars are an interactive learning experience you can view at your convenience.

Starting December 18

"Say What You Mean the Right Way: Healthy Forms of Communication"

There are many ways to communicate your feelings with the people in your life. Explore how you can use communication to strengthen your relationships.

Starting January 15

"Building Positive Relationships at Work"

Examine patterns in our workplace relationships and how we can alter our approach to make them more positive.

EAP also offers confidential resources to help State employees and eligible family members address challenges which may impact job performance, affect well-being, and take a toll on overall health. EAP services are provided at no cost to employees and eligible family members.

For more information and additional resources, visit <https://das.iowa.gov/human-resources/healthy-opportunities/employee-assistance-program>.

Iowa Certified Public Manager® (CPM) Consortium Receives Continued Accreditation

The Iowa Certified Public Manager® (CPM) Consortium received continued accreditation as part of the National Certified Public Manager® Consortium Annual Business meeting held in Atlanta on October 24. Iowa's program began in 2000 and since inception, more than 650 professionals from federal, state, county, municipal governments, and the nonprofit sector have completed the CPM program.

Each CPM-accredited program met the requirements to provide training programs for public sector supervisors and managers that meet the core competencies of:

- Personal and Organizational Integrity.
- Managing Work.
- Leading People.
- Developing Self.
- Systemic Integration.
- Public Service Focus.
- Change Leadership.

A key component of Iowa's CPM program is the completion of a Capstone Project where participants utilize the core competencies to offer improvements to the organization where they work or to address public policy issues within their state or local governments.

The Iowa CPM program is provided through a partnership between the Iowa Department of Administrative Services and Drake University College of Business and Public Administration/Center for Professional Studies.

Find out more about the program at <https://das.iowa.gov/human-resources/training-and-development/certified-public-manager>.

Keep Your Work/People Skills Up To Date with PDS Training

Keeping your skills up to date in the workplace is important for your personal and professional growth. State of Iowa Performance & Development Solutions (PDS) presents informative seminars and programs for State employees at all levels, including those who are new to State Government, supervisory staff, executive management, and professional/technical staff.

Some classes will have a fee for attendance, while many courses are included at no additional cost as part of your agency's training utility fee. Browse through the [website](#) and read details in the [FY19 Course Catalog](#).

Enrollment is easy. You'll need to complete the [course registration form](#) and include the appropriate approval signatures. Once completed, return the form to your departmental Training Liaison. Contact information for Training Liaisons may be found at <https://das.iowa.gov/human-resources/training-and-development/training-liaison/executive-branch>. If your organization does not have a Training Liaison, you may submit your registration form directly to PDS@iowa.gov.

The PDS training courses for December and January are:

December 2018

December 11	Performance Evaluations (MTS NC 401)
December 11	Advanced Principles of Communication – Part 2 Coaching (MTS AU 002)
December 12	Diversity Training for Employees (½-day class) – (MTS GI 450)
December 13	Thriving on Change (MTS GI 163)
December 18	Developing Employees (MTS DE 101) **NEW CLASS**

January 2019

January 8	Diversity Training for Employees (½-day class) - (MTS GI 450)
January 9	Cultural Competency (MTS CC 001)
January 9-10	Project Management (2-day class) - (MTS PT 103)
January 11	Ethics of Leadership and Influence (MTS LI 001)
January 16	Customer Service (MTS QM 002)
January 17	Crucial Accountability (MTS CA 201)
January 22	Intro to State Procurement (1/2 day class) - (MTS SP 001)
January 23	Leading Through Change (MTS LC 001))
January 24	Thriving on Change (MTS GI 163)
January 25	Generational Differences (MTS GD 001)
January 29	Managing Stress and Workplace Accountability (MTS MS 001)
January 29	Dimensions of Behavior (½-day class) - (MTS GI 312)
January 30	Ethical Issues in Today's Workplace (MTS PT 992)
January 31	Project Management Fundamentals (MTS PT 123)

Please feel free to print a copy of this month's newsletter to share with co-workers.

"HRExpress" is a bi-monthly publication for State of Iowa employees.

If you have questions or suggestions for future content, please contact us at hrexpress@iowa.gov