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ARCHIVES

the Personnel Touch

Prepared monthly by FIU Personnel Department. An internal communication on FIU Personnel matters, policies, procedures and benefit information. Suggestions on content may be sent to the Personnel Department in PC 510.

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PERSONNEL NEWSLETTER INITIATED -

The need to provide all FIU Personnel with accurate and timely information on a broad spectrum of personnel-oriented subjects gave rise to this monthly newsletter. It is hoped that the Personnel Touch will remain responsive to all employees of the University. To accomplish this, the Personnel Department needs feedback from everyone. Please call or send suggestions!

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Dialogue Day



7/13/77, Wednesday, 2 P.M. - We'll meet in University House, Room 210 (next to Student Activities). Bring yourself and your suggestions and ideas!

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SECRETARIAL HANDBOOK - The Personnel Department is composing a secretarial reference handbook. It will include information on proper capitalization, punctuation, telephone procedures and related subjects. Suggestions for topics are invited and should be referred to Maria Bacallao at 2190.

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SOCIAL SECURITY CARDS - If you have lost your SS card or if you have had a name change and it doesn't reflect on your present card, contact the Personnel Department who will send you an application for a new or replacement card.

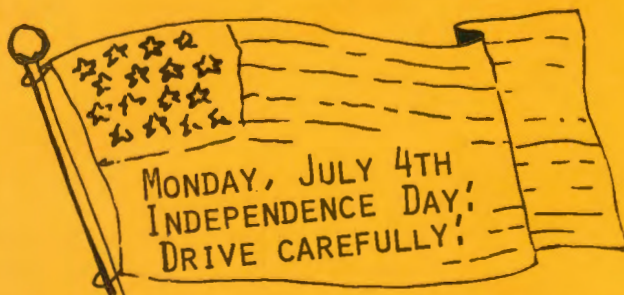
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THE HIGH COST OF MOVIES GETTING YOU DOWN? Discounted movie tickets are on sale in Student Activities, UH 200, at \$1.75 per ticket.

CHANGE IN FEDERAL WITHHOLDING TAX -

The Tax Reduction and Simplification Act of 1977 changed the standard deduction to a flat rate of \$2,200 for single individuals and \$3,200 for married couples filing joint returns. Since these changes affect the amount of income tax that will be withheld from employee wages paid after May 31, 1977, the Withholding Tax amount on your June 17th paycheck stub was slightly different from your last pay period. The amount withheld was calculated by the State Comptroller's office based on the W-4 form currently on file for you. Since this new deduction scale may result in too little tax being withheld for married couples where both spouses are employed, you may wish to file a new W-4 card claiming fewer withholding allowances. Copies of Circular C (Supplement) Employer's Tax Guide are available at the local IRS office to help you compute your correct tax. If you have further questions, please contact Payroll at 2191.

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RETIREMENT - Best wishes for a healthy and happy retirement to Alfred F. Edmunds, Division Director of Media Center after 35 years of State Service.

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U. S. SAVINGS BONDS - The Savings Bonds campaign is underway and will be in full swing by this time. You may purchase Savings Bonds for as little as \$1.25 bi-weekly. Invest in your future by purchasing Bonds today!

Safety Corner

Too much summer fun in the sun can cause sunburn, sun poisoning, prematurely aging skin and skin cancer. "Sense in the Sun", a booklet detailing how to play it safe during the summer months can be obtained without charge by dropping a postcard to the American Cancer Society, 1825 Connecticut Ave., N.W., Washington, D.C. 20009. They suggest you protect yourself by doing the following:

- 1) Do your sunning before 10 AM and after 3 PM to avoid the sun's strongest ultra-violet rays; limit exposure to the sun between these hours to 15 mins.
- 2) Use sunscreen preparations containing PABA (para-aminobenzoic acid); these will permit gradual tanning while protecting your skin from ultra-violet rays.
- 3) Don't count on the shade of a beach umbrella for complete protection; reflected sunlight can give a nasty burn.
- 4) Notify your physician if you notice any signs of skin cancer: a sore that does not heal, a change in size or color of a wart or mole; and the development of any unusual pigmented area on any part of the body.

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STATE AWARDS PROGRAM FOR CAREER SERVICE EMPLOYEES

- F - ORWARD YOUR SUGGESTION TODAY
 L - OOK FOR A "BETTER WAY"
 O - NLY THINKERS PROGRESS
 R - EDUCE WASTE, TIME, ERRORS, COSTS
 I - DEAS ARE WOTH \$\$\$ TO YOU
 D - UPLICATION IS EXPENSIVE - HELP ELIMINATE IT
 A - SK ARCHIE DELAUGHTER, AWARDS CHAIRPERSON, FOR FORMS AND INFORMATION.

PHOTO ID's ARE COMING, PHOTO ID's ARE COMING, PHOTO ID's ARE COMING!

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MEDICARE - AGE 65 - All employees who are approaching 65 are reminded of the Medicare enrollment period and its relationship to your present State Blue Cross/Blue Shield Health Benefits coverage. You must enroll to effect coverage by your 65th birthday. Failure to enroll will result in non-payment of claims incurred after the age of 65. Thus, as you or your spouse approaches age 65, you should apply for full coverage under the Supplemental Medicare Program by completing a Health Benefits Change Card in the Personnel Office to change your coverage. The premium for family coverage will be reduced substantially.

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THOUGHT FOR THE MONTH

Cooperation is a two-letter word WE!

NEW ROOM NUMBERS - Due to the recent PC 5th floor remodeling, it has become necessary to re-number specific spaces. The following is a list.

Old #	New #	Occupant
521A	521	T.B.A.
521	522	Univ. Conference Rm.
523/4	523	V.P. Admn. Affairs
525	524	T.B.A.
522A	525	Univ. Phys. Planning
526/7	526	V.P. Academic Affairs
528	527	Kitchen
529	528	President's Office
522B	529	Community Affairs
543A/B	542	Conference Room
542	543	Budget Area

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					7/1 Payday	
	7/4 Holiday		7/6 Career Service Senate			
					7/15 Payday	
				7/21 A & P Meeting		
			7/27 Univ. Council		7/29 Payday No State Health Ins. Ded.	