



# HR Update

October, 2013

## Wellness Corner

Each year October marks a special time for women's health awareness and reminds us of how important preventive exams are to our health. October is **National Breast Cancer Awareness Month**, which helps bring awareness about the disease and support to those affected. Breast cancer is the most common cancer in women — one in eight women will be diagnosed with breast cancer in their lifetime. One of the number one ways to reduce your risk is to take advantage of breast cancer screenings through mammograms and clinical breast exams. Breast Cancer Awareness Month helps serve as a reminder to not only women, but also men, that preventive screenings help save lives. Take the time to check in with yourself and make sure you are taking advantage of all the cancer screenings that are offered to you.

If you are a woman over 40, talk to your doctor about getting a mammogram. If you are under 40, make sure you are receiving a clinical breast exam at your physical. If you are enrolled in Milwaukee County's medical plan and need to find a doctor or other health resources you can find information on both at [www.myuhc.com](http://www.myuhc.com).

Last, the wellness program will be starting a campaign to help create awareness about preventive exams. There are so many ways you can be proactive about your health! Through this campaign you can expect to receive regular informational emails, onsite seminars, and other important information.

Source: <http://www.cdc.gov/cancer/dcpc/data/women.htm>

## 2013 Vacation/Personal Time Balances

Can you believe it is October already?! This is just a reminder to log into Ceridian and check your time-off balances. Personal Time expires on December 31st—you may want to work with your manager to schedule it before it's gone! It is also a good time to review your vacation balances and make sure that you are using your time in accordance with your department's vacation carryover policy. If you have any questions on vacation or personal time usage, please contact your department's Human Resources representative.

## Daylight Savings Time

Don't forget to "Fall Back" and set your clocks back 1-hour on Sunday November 3rd at 2:00 a.m.!

## Update Your Self Service Information

Fourth quarter is a great time to go into Ceridian Self Service and review your address, phone number and emergency contact information. This will ensure you are receiving all correspondence on open enrollment, W2's, and any other important benefits-related information. You can access Self Service by going to this website: <https://sourceselfservice2.ceridian.com/milwcnty>. Your User Name is your Clock Number. If you need a password reset, please contact the IMSD Help Desk at 278-7888 or [imsdhelp@milwcnty.com](mailto:imsdhelp@milwcnty.com).

## Green Tip

Away from your computer a lot during the day? Save up to \$50/year in energy costs by enabling power management settings. Ctrl-Click [here](#) for more info.