Employee News

This week, we’d like to share some special holiday photos that were submitted by various areas in MSB. Thanks to those who participated in spreading the holiday cheer!

Laurie Bassett modeling an especially lovely holiday sweater.
Santa’s helper, Chris Cerrigione, and his posse of reindeer: Sherry Rodriguez, Haleh Ghaemolsabahi and Ashley Mattingly.

The Business Office was transformed into Santa’s Workshop where Ross Hoel, Cindy Desloge, Denise Irmscher, Danielle Farrands, Janine Donovan, Latif Khan and Katie Sapp took a moment from their toy building tasks to pose for a picture.


**UITS Travel Tips**

It is now snowstorm season and UConn Travel Services and Sanditz would like to remind you of the following inclement weather procedures:

If a flight is cancelled during regular business hours, the traveler should immediately call Sanditz Travel (860) 344-7025. The phone number is printed on the itinerary.

By calling Sanditz Travel:

1) The traveler does not have to wait in line with potentially hundreds of other stranded passengers,
2) Sanditz Travel will confirm the next/best flight, not just the next flight on the same carrier
3) Sanditz Travel is able to make any other itinerary changes that the delay causes, such as protecting a car rental reservation, changing a shuttle pick-up time, etc.

Travelers and travel arrangers are never more than a phone call away from Sanditz Travel. Our 24 Hour Emergency Service will pick up and provide assistance for travelers on the road or make reservations that cannot wait until business hours. Our Emergency Service counselors can easily access your University Profile and Traveler Profile so you can expect the same high level of service that you receive from Sanditz Travel. When calling the Emergency Service, be prepared to state:

- Your Emergency Service traveler access code is: UCONN
- University Of Connecticut
- The traveler’s name
- If making changes to an existing trip, give the date of the first flight.

Sanditz Travel Team

Tricia Davis    triciadavis@sanditz.com
Lynn Evans      levans@sanditz.com
Jim Flynn       jflynn@sanditz.com
Claudia Urian   curian@sanditz.com

Please contact Travel@uconn.edu or call (860)486-2068 with comments or questions or contact Chris at the UITS Business Office (860) 486-6474.

**Travel Reimbursements:**

Per University regulations all travel reimbursements turned in after 60 days of travel require Department Head signature.

**AT&T vs. FRONTIER**

AT&T Wireless will still be handled by AT&T. Frontier is assuming responsibility for the 5ess maintenance (KW011210) as well as long distance for regional campuses (state contract B-03-006) per Lou Priest in Purchasing. Although there has been a delay in receiving their invoice, we are hopeful there will be no change in the service provided.

**W-2’s are available for pickup in the Business Office beginning this afternoon.**
## Searches

<table>
<thead>
<tr>
<th>Search Description</th>
<th>Search #</th>
<th>Status</th>
<th>Anticipated Start Date</th>
<th>Closing Date</th>
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<tbody>
<tr>
<td>ETL Developer – Computer Technical Support Consultant 4</td>
<td>2014480</td>
<td>Sowmya Mallikarjuna hired</td>
<td>February 2, 2015</td>
<td>Closed</td>
</tr>
<tr>
<td>Administrative Services Assistant 3</td>
<td>2015197</td>
<td>Penny Portugal hired</td>
<td>January 23, 2015</td>
<td>Closed</td>
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<tr>
<td>Administrative Services Assistant 3</td>
<td>15128</td>
<td>Awaiting approval to hire</td>
<td>February</td>
<td>Closed</td>
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<tr>
<td>Information Systems Analyst 2</td>
<td>2015260</td>
<td>Interviewing</td>
<td>February</td>
<td>Closed</td>
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</tbody>
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Do you know a talented individual who is looking for a new and exciting opportunity? Direct them to the UITS Website for more information: [http://uitsjobs.uconn.edu/](http://uitsjobs.uconn.edu/)