

## KEY TO SUCCESS PARTICIPANTS

Congratulations to the following employees who have successfully completed the Key to Success program for 2009:

**Bill Brown**

**Michael Johnson**

**Clara Smith**

**Joe Brown**

**Jennifer Kane**

**Cristan Trahey**

**Charlie Dunn**

**Heidi LeCount**

**Cailen Waddell**

**Megan Greer**

**Beth Meier**

**Vanessa Harris**

**LeNelle Patrick**

Key to Success is a Leadership Development Program offered to supervisors at Meredith College yearly by Pam Davis, Director of Human Resources. If you are a supervisor and are interested in participating in next year's program, please contact Pam at [davispam@meredith.edu](mailto:davispam@meredith.edu).

*"Opportunity presents itself as a door to a new level of success. One can knock and knock and never get past the obstacle. Only with the proper key can we open the door to new opportunities."*

Author Unknown

## NON-EXEMPT EMPLOYEE PAYROLL PROCEDURES

Non-exempt employees must be paid time and a half for all hours worked over 40 during a regular work week. Meredith College is not eligible for comp time per federal law (hours cannot be "banked" for future use). Employees must log all hours worked on the day they are worked. Time cards must be submitted for each pay period by due date as listed on Payroll webpage: <http://www.meredith.edu/humres/payroll.htm>

### SPECIAL POINTS OF IN- TEREST:

- Key to Success
- Non-Exempt Payroll Procedure
- Community Perks-Biltmore Estate
- FASTPARK Discount Airport Parking
- New Discount-The Brickhouse Restaurant
- July Time Card Completion Tips
- Comings/Goings
- National Recreations & Parks Month

## BENEFITS



### This month's featured Community Perk **BILTMORE ESTATE**

Visit Biltmore Estate, America's largest home with discount tickets through Meredith's newest Community Perk. In addition to touring this historical landmark, the Biltmore has many summer events to offer. The estate has a Summer Evening Concert Series July 23rd-August 1st (for a complete list of concerts, visit <http://www.biltmore.com/visit/calendar/concerts.asp>). New rooms are open now for public viewing that have been closed for over 100 years! Children 9 and younger are admitted FREE year-round with a paying adult. Now through September 7, 2009 youth ages 10-16 are admitted FREE!

**Discount tickets can be purchased by following this link:**

[www.biltmore.com/meredith](http://www.biltmore.com/meredith)

Enter coupon code **meredith** to take advantage of the savings!

Biltmore Estate brochures and visitor guides are available in the Office of Human Resources.

---

### **TRAVEL AND SAVE MONEY!**

Are you taking advantage of **FASTPARK**, the discount airport parking program? Rewards Members pay only \$4.55 plus tax per day for parking. The facility offers airport parking in a safe, well lit covered area and is staffed 24/7. A shuttle will meet you at your vehicle, load your luggage and take you directly to the airport. Map, directions and company enrollment link attached. Use discount code **0919207** when you enroll at <https://www.fastparkandrelax.com/EnrollInfo.aspx?Location=009>. The program is available for Meredith faculty, staff, students, parents and alum!

## HR UPDATE

Visit <http://www.meredith.edu/humres/community-perks.htm> to view all Community Perks!



## **DID KNOW MEREDITH COLLEGE RECEIVES A DISCOUNT AT THE BRICKHOUSE RESTAURANT?**

The Brickhouse Restaurant (formerly Playmakers) now offers a 15% discount on all food purchases to Meredith College staff, faculty and students. You must show a valid Meredith ID to be eligible for the discount. Check out their menu at [www.BrickHouse-NC.com](http://www.BrickHouse-NC.com). The Brickhouse is located directly across the street from the Hillsborough Street entrance to the College next to the Royal Bean.

## **PAYROLL**

### **JULY TIME CARD COMPLETION TIPS**

Please keep the following in mind when completing your July timecard:

\*July 3rd: Holiday 8 hours, list under OTHER HRS

\*July 10th, 17th, 24th & 31st: List summer hours (four) under OTHER HRS

\*Hours for June 29th and June 30th will be carried forward to your July timecard since the week ends in July

**Please note summer hours end on July 31st.**

**Regular business hours will resume Friday, August 7th!**



***We welcome the following staff:***

*\* Amanda Steele-Middleton: Registrar, Office of the Registrar*

*\* Jennifer Schum: Associate Director, Academic & Career Planning*

***We bid farewell to the following staff:***

*\* Kelly Weaver: Assistant Director/Tennis Coach, Athletics*

*\* Adrian Barsotti: Police Officer, Campus Police*

*\* Darrell Howard: HVAC Technician II, Facilities Services*

---

## **JULY IS NATIONAL RECREATION & PARKS MONTH**



Celebrate National Recreation & Parks Month by heading to one of many parks that Raleigh has to offer. For a complete listing of parks in the area visit [www.raleigh-nc.org/](http://www.raleigh-nc.org/), click on leisure then parks and facilities.

***"The only place success comes before  
work is in the dictionary."***

***- Vince Lombardi***

Questions or comments?  
Please feel free to contact us at ext. 8898,  
via e-mail or visit us at 119 Park  
Pamela Davis-Director: [davisbam@meredith.edu](mailto:davisbam@meredith.edu)  
Alana Etter-Assistant Director: [ettera@meredith.edu](mailto:ettera@meredith.edu)  
Maripat Plocki-Benefits: [plockim@meredith.edu](mailto:plockim@meredith.edu)  
Kay Miller-Payroll: [millerk@meredith.edu](mailto:millerk@meredith.edu)  
Susan Hyslip-Administrative Assistant: [hyslipsu@meredith.edu](mailto:hyslipsu@meredith.edu)