

MEREDITH
COLLEGE

HR UPDATE

MARCH 2009

SPECIAL
POINTS OF
INTEREST:

- Borders's Educator Awareness Week
- Spring Break Holiday
- 2008 Flexible spending deadlines
- BCBSNC Free Generic RX Continues
- Free Emergency Ride Home Program
- Instructions for Leave Report Completion
- Comings/ Goings

Meredith
College
Inclement
Weather Line
(919)
832-8878

Border's Educator Awareness Week

BORDERS®

Every day in the classroom, at home and within school libraries around the country, the commitment of the professional educator shines. Borders has long supported the cause of literacy and learning and strives to recognize each teacher, homeschooler, professor, religious educator, and school librarian's efforts to share the love of books and knowledge with their students through our **Educator Appreciation Week** event. As part of Educator Appreciation Week Borders honors your hard and rewarding work with an "apple" by welcoming current and retired teachers **Thursday, March 19 – Wednesday, March 25**.

You'll enjoy a **25%** savings on personal and classroom purchases of books, CDs, DVDs, cafe items, gifts & stationery and more* when you bring in your current Classroom or Educator Discount Card, educator ID or pay stub. For more information, please visit www.borders.com/educators.

Don't miss the **Special Reception, Friday, March 20 from 4:00 – 8:00 PM** at Borders in North Raleigh at 8825 N. Six Forks Rd. Thank you for the great work you do! Please share this event information with the educators in your life. **We look forward to welcoming you to our stores March 19 – March 25.**



March 6th
The campus will be closed for
Spring Break.

BENEFITS



When one door of happiness closes, another opens, but often we look so long at the closed door that we do not see the one that has been opened for us.

Helen Keller

HR UPDATE

2008 Flexible Spending Account Deadlines

March 15th, 2009 - Deadline to incur expenses for your 2008 flexible spending account

April 30th, 2009 - Deadline to file your 2008 flexible spending account expenses

BCBSNC OFFERS FREE GENERIC RX THROUGH June 30, 2009

Blue Cross and Blue Shield of North Carolina (BCBSNC) is implementing a program to lower prescription drug costs. **Between January 1 and June 30, 2009, BCBSNC will waive copayments and coinsurance on all covered generic drugs I (Formulary Tier I).** The waiver will be applied automatically when members present their BCBSNC ID card at a participating pharmacy, along with a prescription for a covered generic drug. All covered generic prescriptions, including new prescriptions and refills, are included in the program.

Free Emergency Ride Home Program

Want to take the bus to work? or carpool? or ride your bike? or walk? What if you need to get home quickly in an emergency? Meredith College can help! The Emergency Ride Home program provides a free and reliable emergency ride home on days that you did not drive to work.

Who is eligible for this free service? All full and part time faculty, staff and students who are preregistered for the program.

How to sign up for this program? Go to www.gotriangle.org/ERH or call 919-485-RIDE. Once registered you will receive:

- a voucher good for one emergency ride home (more available on line)
- a list of participating service providers and instructions for usage
- a follow-up questionnaire

You may take an ERH ride up to twice/monthly, but not more than six times in one calendar year.

What is considered an emergency?

- You or an immediate family member suffers from an illness or emergency situation
- You must work unscheduled overtime
- Your ridesharing driver has to stay late or leave early

Note: Side trips are allowed on the way home

(i.e. picking up a sick child at daycare).

PAYROLL

*The talent of
success is nothing
more than doing
what you can do,
well.
Henry W.
Longfellow*



Instructions for Completing Leave Reports (Timecards)

Please keep the following in mind when completing your leave reports:

Exempt Leave Reports

- Monthly leave cards are due in the Payroll office by the **10th** of the following month by noon.
- Any changes to be included in the monthly payroll are due in the Payroll office by the 15th of the month. This includes new hires, terminations, leave without pay, name changes, changes in retirement contributions, tax withholdings, etc.
- Employees should log leave taken each day

Non-exempt Leave Reports

- Employees must carry over partial week from previous month on their leave report, please note there is a section at the top of the leave report for this information.
- Each end of week (EOW) must be accounted for on your leave report, this includes the hours works in the previous week/month
- Employees should log exact hours worked and leave taken each day

Bi-Weekly Leave Reports

- Leave Reports for bi-weekly payroll are due at 10:00 am on the dates specified for each pay period, please visit our website at <http://www.meredith.edu/humres/documents/PayrollDates-Bi-Weekly-2009-1.pdf> for a list of payroll dates.
- Hours on timecard must be totaled in box to the right.
- Both the employee and supervisor must sign the timesheet before submission.
- Employees should log exact hours worked and leave taken each day

Please note:

- **Inclement weather days, personal day and holidays (days when the college is closed) should be listed under other hours.**
- **If your department has been approved for an alternative work week, please note that on your card.**
- **If scheduled to work more than eight hours on a day that you are off due to illness or schedule vacation, you must list the number of hours you are expected to work on your leave card unless that time is made up during the same work week (and only with supervisor approval).**
- **The pay period is looked at on a monthly basis, it will often be necessary to carry forward hours working from the previous month to calculate the number of hours working the first week. This will be noted on the top of the card under Employee ID Number.**
- **Please include all sick/vacation and other hours on your leave report and total in the box to the right.**
- **Both the employee and supervisor must sign the timesheet before submission.**
- **Employees should complete their own card.**



*"Choose a job you love, and you will never
have to
work a day in your life."*

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

Alana Etter-Assistant Director: ettera@meredith.edu

Maripat Plocki-Benefits: plockim@meredith.edu

Kay Miller-Payroll: millerk@meredith.edu

Susan Hyslip-Administrative Assistant: hyslipsu@meredith.edu



We welcome the following staff:

- *Judy Melton– Departmental Assistant, Athletics*
- *Robin Miller-Assistant Athletic Training, Athletics*
- *Richard Evan Price– Technical Coordinator– Events & Community Programs*
- *David Kennedy-Police Officer, Campus Police*



Daylight Savings Time begins Sunday, March 8th.

Please remember to set your clock ahead one hour!