

February
2012



MEREDITH COLLEGE

HR Update

Payroll Schedule

The bi-weekly, monthly, and student payroll calendars for 2012 can be found under the Payroll section on the Human Resources website at: <http://www.meredith.edu/humres/payroll.htm>

W-2's

For those of you who completed the electronic consent by December 15, 2011, you now have access to view and print your W-2 whenever you want (2010 and after) via WebAdvisor. All information remains confidential and secure. To sign up for the online W-2 option for next year, please visit WebAdvisor (click the "Employee" tab) and mark the W-2 authorization.

Hard copies of W-2's were printed for those who did not complete an electronic consent by the deadline. Any W-2 that was not picked up by 3:00 PM on January 31, 2012 was mailed to the home mailing address on record.

Please note: We will be charging a \$5.00 fee for each duplicate W-2 which we must print. The fee must be paid at the same time the request form is completed in our office. Reprints will not be available until after February 20th and are processed once a week, with pick up available every Friday beginning February 24, 2012.

Our Next Holiday

College offices will be closed on Friday, March 9, 2012 for Spring Break. Please mark these hours as "Other" on your time card. (Spring Break for students is March 5 - 11, 2012.)



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Focus on Prevention

Review these screening schedules to make sure your family is up to date on preventive care. To get the full list of recommended screenings and learn how you can take advantage of BCBSNC's preventive health benefits, including recommended immunizations, visit bcbsnc.com/memberservices and click on "Health Resources"¹ or call 1-800-218-5295 for a printed copy.

Women should visit their doctor every one to three years for these routine screenings and procedures:

- Physical exam
- Bone density test⁴
- Chlamydia screening (until age 24)
- Colon cancer screening (starting at age 50)³
- Height and weight
- Immunizations²
- Mammogram — consult with your doctor on when to begin.
- Pap test (starting at age 21)⁵
- Tobacco use screening and counseling

Men should visit their doctor every one to three years for these routine screenings and procedures:

- Physical exam
- Height and weight
- Immunizations²
- Colon cancer screening (starting at age 50)³
- Cholesterol screening
- Tobacco use screening and counseling

Children should visit their doctor for routine screenings and procedures:

- Physical exam
- Developmental and behavioral assessment
- Height/weight/length
- Immunizations²
- Chlamydia (for sexually active girls)⁵
- Hemoglobin

Discuss the timing and appropriateness of all screenings with your doctor.

¹ Recommendations compiled from 2009 U.S. Preventive Services Taskforce. Recommendations are guidelines and for specific preventive care benefits offered, refer to your benefit booklet. These guidelines are subject to your preventive health benefits.

² Recommended childhood, adolescent and adult immunization schedules can be accessed at www.cdc.gov/vaccines/rec/schedules/default.htm. Source: Centers for Disease Control and Prevention 2009 Childhood, Adolescent and Adult Immunization Schedules. Additional vaccines may be ordered, subject to clinician discretion (e.g., meningococcal vaccine). Sequence and timing of vaccines may also vary.

³ One of the following colon cancer screening tests is recommended:

- + Annual fecal occult blood test (FOBT) or stool sample
- + Flexible sigmoidoscopy, every five years
- + Annual FOBT and flexible sigmoidoscopy, every five years
- + Total colon exam by double-contrast barium enema (DCBE), every five years
- + Total colon exam by colonoscopy, every 10 years

⁴ This screening is indicated for women at risk for osteoporosis. Go to the National Osteoporosis Web site at www.nof.org for more information.

⁵ Pap test screening should begin three years after beginning sexual activity or at age 21, whichever comes first.



Commit to Be Fit

There is still time to join the Commit to Be Fit Challenge!

- Pick up your Commit to Be Fit card and tracker at the Fitness Center, Cate, or WSP Annex 103.
- Complete your commitment card and post it on the Commit To Be Fit board (located in Cate Lobby) **by Monday, February 6, 2012**. If you choose not to post your card, then please drop it off at the Fitness Center or mail to WSPA 103 by that same date.
- Track your daily physical activity on the Commit to Be Fit tracker through April 1, 2012 and submit to WSP Annex 103 by April 13, 2012 to be entered to win great prizes.
- You also have the option to choose a partner who will help you out!

There are 1,440 minutes in a day. Commit to be physically active for 30 of these minutes, 5-days a week, for 8 weeks.

For more information, go to: <http://www.meredith.edu/wellness/committogefit.htm>

Thank you to our Faculty-Staff Wellness Coordinator, **Susan Drury-Rohner**, for her hard work in organizing this wonderful challenge!

Connect With Your FLEX Account Via Cell Phone

ACS, our Flex company, has provided you with the ability to connect with your Flex account via your cell phone! If you click on the links below, it will show you how your Flex account will show up on your phone. What a cool feature to help manage your account!

I-Phone: <http://itunes.apple.com/us/app/acs-benefit-services-my-money/id469087665?mt=8&uo=4>

Android: <https://market.android.com/details?id=com.lighthouse1.mobilebenefits.acs>

Don't forget to use up your 2011 Flex dollars by the end of the Meredith plan year on March 15, 2012.



Reach Your Wellness Goals in 2012

Take action starting right now for a great year crowned by fitness and well-being. Schedule recommended health tests and make the time to exercise regularly. Choose nutritious foods and avoid oversized portions. Factor in enough relaxation and sleep to give you the energy you need to turn your goals into reality. Invest in yourself, your health, and your future!

Tips to Spend Down FSA's

For those with money remaining in their FSA accounts, here are eight tips provided by FSA administrator Wageworks Inc. to avoid forfeiting funds at the end of our plan year (March 15, 2012):

1. Review expansive list of eligible expenses. A 2010 [survey](#) found nearly 80 percent of household decision-makers in the U.S. had trouble identifying expenses they could purchase with a health care FSA. There might be a number of items account holders will need to buy or have already bought that are eligible for reimbursement. Two easy-to-browse lists of [health care](#) and [dependent care](#) eligible expenses are available online.

2. Request prescriptions for purchased OTC medications. If their doctor directed them to use over-the-counter (OTC) medications during the year to treat an illness or for wellness purposes, account holders can be reimbursed through their FSA for these expenses if they request a prescription. Because of changes included in the health reform law, as of January 2011 OTC medications cannot be reimbursed through an FSA without a doctor's prescription.

3. Submit any outstanding receipts. If they haven't yet submitted receipts for health care expenses like prescriptions or doctor's appointments or dependent care expenses like day care or summer camp, account holders should make sure that they collect these receipts and submit them for reimbursement. Afterward, they should review how much (if any) is still left in their account. Some FSA administrators are making it easier to submit receipts through [a new app](#) for smart phones and other mobile devices.

4. Purchase medical supplies. If account holders need medical supplies on a regular basis, it can be helpful to have a backup supply on hand. This includes contact lenses and solution, prescription glasses and even Band Aid-type products. However, they should be careful to consider the expiration dates on some of these products when they purchase them.

5. Schedule routine medical appointments. Account holders should ensure everyone in their family has gotten routine check-ups with their physician, dentist and optometrist. If they see a specialty doctor, such as a chiropractor or acupuncturist, they should be advised to get needed care before the end of the year or grace period.

6. Get a flu shot and vaccinations. Has everyone in the account holder's household gotten a flu shot and kept up-to-date with other vaccinations?

7. Invest in wellness. This is a great time to get back on track with wellness goals for the year and for account holders to save future medical expenses. Smoking cessation is eligible, as is weight-loss counseling, as long as receipts are accompanied by a letter of medical necessity.

8. Log auto miles. Gas and transportation fees to and from eligible medical, dental and vision appointments are eligible for reimbursement, as are visits to the drug store or pharmacy to pick up medications. The mileage rate for 2011 is 19 cents per mile.

The website www.SaveSmartSpendHealthy.com provides additional lists of eligible expenses, savings calculators, videos and other resources for account holders.



Top Tips Every Taxpayer Should Know About Identity Theft

Here are the top 13 things the IRS wants you to know about identity theft so you can avoid becoming a victim:

1. The IRS does not initiate contact with taxpayers by email to request personal or financial information. The IRS does not send emails stating you are being electronically audited or that you are getting a refund.
2. If you receive a scam e-mail claiming to be from the IRS, forward it to the IRS at phishing@irs.gov.
3. Identity thieves get your personal information by many different means, including:
 - * Stealing your wallet or purse
 - * Posing as someone who needs information about you through a phone call or e-mail
 - * Looking through your trash for personal information
 - * Accessing information you provide to an unsecured Internet site.
4. If you discover a website that claims to be the IRS but does not begin with 'www.irs.gov,' forward that link to the IRS at phishing@irs.gov.
5. To learn how to identify a secure website, visit the Federal Trade Commission at www.onguardonline.gov/tools/recognize-secure-site-using-ssl.aspx.
6. If your Social Security number is stolen, another individual may use it to get a job. That person's employer may report income earned by them to the IRS using your Social Security number, thus making it appear that you did not report all of your income on your tax return. When this occurs, you should contact the IRS to show that the income is not yours. Your record will be updated to reflect only your information. You will also be asked to submit substantiating documentation to authenticate yourself. That information will be used to minimize this occurrence in future years.
7. Your identity may have been stolen if a letter from the IRS indicates more than one tax return was filed for you or the letter states you received wages from an employer you don't know. If you receive such a letter from the IRS, leading you to believe your identity has been stolen, respond immediately to the name, address or phone number on the IRS notice.
8. If your tax records are not currently affected by identity theft, but you believe you may be at risk due to a lost wallet, questionable credit card activity, or credit report, you need to provide the IRS with proof of your identity. You should submit a copy of your valid government-issued identification – such as a Social Security card, driver's license, or passport – along with a copy of a police report and/or a completed IRS Form 14039, Identity Theft Affidavit, which should be faxed to the IRS at 978-684-4542. Please be sure to write clearly. As an option, you can also contact the IRS Identity Protection Specialized Unit, toll-free at 800-908-4490. You should also follow FTC guidance for reporting identity theft at www.ftc.gov/idtheft.
9. Show your Social Security card to your employer when you start a job or to your financial institution for tax reporting purposes. Do not routinely carry your card or other documents that display your Social Security number.
10. For more information about identity theft – including information about how to report identity theft, phishing and related fraudulent activity – visit the IRS Identity Theft and Your Tax Records Page, which you can find by searching "Identity Theft" on the IRS.gov home page.
11. IRS impersonation schemes flourish during tax season and can take the form of e-mail, phone websites, even tweets. Scammers may also use a phone or fax to reach their victims. If you receive a paper letter or notice via mail claiming to be the IRS but you suspect it is a scam, contact the IRS at <http://www.irs.gov/contact/index.html> to determine if it is a legitimate IRS notice or letter. If it is a legitimate IRS notice or letter, reply if needed. If the caller or party that sent the paper letter is not legitimate, contact the Treasury Inspector General for Tax Administration at 1-800-366-4484. You may also fax the notice/letter you received, plus any related or supporting information, to TIGTA. Note that this is not a toll-free FAX number 1-202-927-7018.
12. While preparing your tax return for electronic filing, make sure to use a strong password to protect the data file. Once your return has been e-filed, burn the file to a CD or flash drive and remove the personal information from your hard drive. Store the CD or flash drive in a safe place, such as a lock box or safe. If working with an accountant, you should ask them what measures they take to protect your information.
13. If you have information about the identity thief that impacted your personal information negatively, file an online complaint with the Internet Crime Complaint Center (IC3) at www.ic3.gov. The IC3 gives victims of cyber crime a convenient and easy-to-use reporting mechanism that alerts authorities of suspected criminal or civil violations. IC3 sends every complaint to one or more law enforcement or regulatory agencies that have jurisdiction over the matter.

Welcome & Farewells for December & January

We welcome the following staff:

- Michelle Deans - Housekeeper, Facilities
- Heather Dillard - Assistant Director, Infant Toddler Lab Home
- Kizzy Gales - Part-time Security Officer, Campus Police
- Josh Holt - Part-time Security Officer, Campus Police
- Kevin Jewell - HVAC Mechanic III, Facilities
- Dr. Dianne Raubenheimer - Director of Research, Planning & Assessment
- Tony Riddick - Housekeeping Manager, Facilities
- Lori Samiani - Departmental Assistant in Nutrition, Health & Human Performance
- Jennifer Surovy - Assistant Tennis Coach, Athletics
- Bob Timper - Part-time Security Officer, Campus Police
- Barbara Wilder - Administrative Asst. to Dean, School of Education, Health & Human Science

We bid farewell to the following staff:

- Diana Haug - Director, Infant Toddler Lab Home
- Malcolm Howard - Housekeeper, Facilities
- Amanda Oliver - Assistant Director, Alumnae & Parent Relations
- Betsy Stewart - Administrative Assistant to Dean, School of Arts & Humanities

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