

January 2010



MEREDITH COLLEGE

HR Update

FLEXIBLE SPENDING REMINDER

Do you believe it is January, 2010? If you discover that you have money left in your medical reimbursement account (flex account) don't panic – you have until March 15, 2010 to incur expenses which can be applied to your 2009 balance. You will have until April 30 to send claims to Aon Consulting for reimbursement.

Keep in mind:

If you are applying expense to a 2009 balance **send claim to Aon Consulting, Attn: Noel, 4130 Parklake Avenue, Suite 110, Raleigh, NC 27612 or fax to (919) 786-6275.**

If you are submitting 2010 expenses to be reimbursed from your 2010 flex account **send claim to ACS Benefit Services** (address on form).

Here are the form links for Aon Consulting and ACS Benefit Services:

2009 form for both medical and dependent care reimbursements:

http://www.meredith.edu/humres/documents/flexclaimformdirections_000.doc

2010 forms:

<http://www.meredith.edu/humres/documents/09flex-ACSmedicalreimbursementclaimform.doc>

<http://www.meredith.edu/humres/documents/09flex-ACSdependentcareclaimform.doc>

DEPENDENT CARE DEFINITION CHANGES

The IRS has amended the definition of a qualifying child in the dependent care eligibility enrollment material to reflect two new laws. The first allows an employee whose college student goes on a medical leave of absence to be able to continue to submit their FSA claims while they are on medical leave for up to one year, even though they are not full time students. The second puts two additional requirements on the existing definition: the child must be younger than the employee and the child must be unmarried .

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Best wishes for the
New Year!

Office of HR Staff



SPECIAL NOTICE FOR MEDICAL REIMBURSEMENT PLAN PARTICIPANTS

Remember the Heart Act (Heroes Earnings Assistance and Relief Act of 2008). The HEART Act allows a reservist who is ordered or called to active duty for a period of at least 180 days, or for an indefinite period, to take a “qualified reservist distribution” of all or a portion of the balance in the employee’s Medical Reimbursement Account. The qualified reservist distribution may be paid at any time beginning on the date of the order calling the individual to active military service and ending on the last date that reimbursements could otherwise be made. This is an exception from the “use-or-lose”, requirement that all amounts contributed to a medical reimbursement account must be used for qualified medical expenses or the amounts will be forfeited at the end of the year.

NEW AON FAX NUMBER & MAILING ADDRESS

For everyone who has a **2009** medical reimbursement account/dependent care account – AON Consulting has moved to:

4130 Parklake Avenue, Suite 110

Raleigh, NC 27612

As the AON staff settle into their new location, they ask that we use the toll free fax number: **1.866.887.3214** to submit claims. Keep this fax number for 2009 end of year reimbursements.

W-2 FORMS

2009 W-2 forms will be available for pickup in the accounting office starting, Monday, January 25th. All W-2’s not picked up by January 29th will be mailed.

*****If you have recently had a change of address, please complete the change of address form found on the HR website to update your information.*****



NON-EXEMPT STATUS

What does non-exempt mean? The Fair Labor Standards Act is the law that establishes minimum wage, overtime, recordkeeping and youth employment standards. If you are an exempt employee, this law does not pertain to you. If you are a non-exempt employee (and use the non-exempt or bi-weekly time cards) you are required by law to maintain a record of the actual hours worked each day on your time card. Non-exempt employees are paid time and a half for all hours worked over 40 in the work week. Our work week is Saturday through Friday, unless you are working an approved alternative schedule.

Because we are a private organization, we are not eligible to use comp time. This means that you cannot work 45 hours in one week and 35 in another to make an 80 hour time card. You can however, work 9 hours on one day and 7 hours another day, within the same work week, to total a 40 hour work week.

Vacation and sick leave are not eligible in the calculation of overtime. Therefore, if your work-week totals 48 hours and 8 of those hours were "Other", "Vacation" or "Sick" leave you will be paid 48 hours of regular time.

If coming in early or leaving later due to special projects or the need to make sure something is completed before leaving work, be sure to list all of those hours on your timecard as required by the Fair Labor Standards Act. While you may think that "it was only 15 minutes" or "I'll just save the College some money", not listing that time is a major violation that cannot be permitted and could cost the college more dollars in the long run by failing to be compliant. Any overtime that needs to be worked must be approved by your supervisor in advance.

Hours are to be reported in quarter hour increments; .25, .50, .75. Round all hours worked to the closest quarter hour. For example, if you were supposed to end your work day at 5:00 pm and worked until 5:20, you would round the additional 20 minutes to 5:15 and report this on your time card as 8.25 hours worked. If you worked until 5:25, you would round the additional 25 minutes to 5:30 and report this as 8.50 hours worked.

Again, be sure to list all your hours worked on your timecard so that we are compliant with the Fair Labors Standards Act. Should you or your supervisor have questions regarding any of the FLSA standards, please contact Human Resources.

CHANGE IN DEPENDENT HEALTH INSURANCE ELIGIBILITY

A dependent child over the age of 19 and unmarried may now stay on a parent's (guardian's) health, dental and/or vision plan until age 26. Being a college student beyond age 19 is no longer a requirement.



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OFFICE OF HUMAN RESOURCES**

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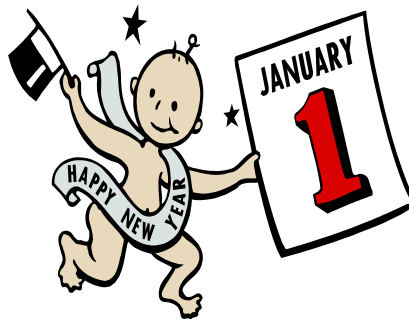
MEREDITH
COLLEGE

Faculty and staff are Meredith's most valuable assets. The Office of Human Resources provides faculty and staff with the information they need to help play their part in educating the students of this College. Visit this site for updates on Meredith policies and procedures, benefits and more.



**1st Floor-Park Center
Main Phone: 919-760-8898
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Comings & Goings



We bid farewell to the following staff:

* Angela Shores: Assistant Director, Academic Advising/Academic & Career Planning

* Frank Strickland: Chief/Campus Police