

HR Update
January 2011



MEREDITH COLLEGE

HR Update

IRS - FREE FILE PROGRAM

The IRS's Free File program provides a no-cost, brand-name tax software, with secure electronic filing for federal tax returns. The software helps taxpayers find important tax breaks, such as the Earned Income Tax Credit.

Benefits include:

- an electronic receipt from IRS saying the agency received the return;
- the ability to print a paper copy of the return for the taxpayer's records; and
- speedier tax refunds (if applicable) by having the money direct deposited into an account the taxpayer specifies.

Do your federal taxes with IRS Free File: Free brand-name software plus secure e-filing.

Explore your options at www.irs.gov/freefile

SAVE THE DATE: "HOW TO USE YOUR HSA" MEETING

Please join us for an informational session on the nuts and bolts of using your HDHP/HSA and online account. This interactive meeting will be presented by Dee Byers from Blue Cross Blue Shield on January 26th at 11:00 and again at 2:00 (location to be announced). She'll be starting with the basics and answering your questions to help you understand how your plan works and how you can get the greatest benefit for it. If you're just getting started with your HSA plan, you'll soon see how easy it is to use!

— 2010 W-2's —

2010 W-2's will be available for pick-up on January 25th in the Accounting Office. Those not picked up by 2:00 p.m. on the 31st will be mailed to the home address on file with HR. If you've recently moved, please update your address. Do you need to change your withholdings for 2011? Stop by HR to update your tax forms.

2011 HOLIDAY SCHEDULE

NEW YEARS DAY

Saturday, January 1, 2011

MARTIN LUTHER KING'S DAY

Monday, January 17, 2011

SPRING BREAK

Friday, March 11, 2011 (Spring break is March 7-13)

GOOD FRIDAY

Friday, April 22, 2011

MEMORIAL DAY

Monday, May 30, 2011

INDEPENDENCE DAY

Monday, July 4, 2011

LABOR DAY

Monday, September 5, 2011

THANKSGIVING

Thursday & Friday, November 24 & 25, 2011

CHRISTMAS/NEW YEARS

Monday, December 19, 2011 – Sunday, January 1, 2012

ONE PERSONAL DAY - May be used for birthday, personal holiday or other date. Must be scheduled in advance with supervisor. All hours must be taken on one date and during current calendar year. Time to be noted as holiday on timecard under "Other".

GRIEVANCE POLICY UPDATE

The staff and administrative general grievance policy has been revised. The new policy is available on our web site under Policies and Procedures (<http://www.meredith.edu/humres/StaffAdministrativeGrievancePolicy1210.htm>) and is effective immediately.

Please contact Pam Davis, ext. 8760 with questions regarding this policy.

2010 Flex Balances

We have received confirmation from ACS, who will continue to administer our medical and dependent care reimbursement accounts, that access to monies in our 2010 accounts has been re-established. ACS is now in

the process of completing everyone's 2011 enrollments. 2011 monies should be available in the next few days. We apologize for the delay in fund availability and understand that ACS is working to resolve the is-

sues as quickly as possible.



Are You Considering Retirement During 2011?

If you are considering retirement soon, you may be interested in learning more about what changes to expect when you move from our group health plan to Medicare A & B, the Medicare Drug Plan D and the Meredith supplemental Plan F. Our Medicare representative and Meredith Alum, Jane Camp-



bell, will be in Kresge Auditorium on Friday, 1:30 – 2:30 (just before the faculty meeting). Everyone is welcome.

Please also keep in mind that the Post-Retiree Health Plan changes September 1, 2011.

Anyone retiring after that date will fall under the new plan, which is de-

tailed on the HR web site at <http://www.meredith.edu/humres/post-retirement.htm>. Under the revised plan, you must be at least 60 years of age and have a minimum of 12 years of service to qualify for benefits. The benefit amount varies based on eligible years of service.

Please contact HR at #8898 if you have any questions.

Social Security Administration Rep on Campus

Brian Simpson, from the Social Security Administration, will make his annual visit in February, sharing his latest presentation: *The Seven Secrets to Understanding Your Social Secu-*

riety Retirement Choices.” Everyone, including our retirees and their guests are invited. Reserve the date, Tuesday, February 8th at noon and again at 6:00 p.m. in 144

Martin. Please bring your questions and learn more about your Social Security benefit options.



COMINGS AND GOINGS

We welcome the following:

- *Craig Barfield, Vice President, Business & Finance
- *Tamara Dittmar, Financial Assistance Counselor, Financial Assistance
- *Carol Gellerstedt, Disability Counselor, Counseling Center
- *Elizabeth Lamb, Admissions Counselor-Temporary, Admissions
- *Carol Midgett, Co-Director TAP Math Program, Math & CS



We bid farewell to the following:

- * Bill Wade, Vice President, Business & Finance
- *Candice Creasman, Disability Counselor, Counseling Center
- *Willie King: Courier, Postal Services
- * Meghan Laurin, Admissions Counselor-Temporary, Admissions
- * Elizabeth Tatum: Admissions Counselor-Temporary, Admissions

MEREDITH COLLEGE OFFICE OF HUMAN RESOURCES

MEREDITH COLLEGE

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Faculty and staff are Meredith's most valuable assets. The Office of Human Resources provides faculty and staff with the information and support 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.



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