

The HR Hub



Screenings are medical tests that look for diseases before you have symptoms.

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Get Busy Getting Healthy

When was the last time you were screened for any potential health issues? Getting recommended screening tests is one of the most important things you can do for your health. Many diseases can be prevented or cured if they are found early.

The US Department of Health & Human Services has a list of important tests that (depending on your age) you should have run. Log on to <http://www.healthfinder.gov/prevention/default.aspx> learn which test are most important for you.



If you don't know what questions to ask of your physician, just start with the basics.

Get Your Blood Pressure Checked—Starting at age 18, you should check your blood pressure at least every 2 years. High blood pressure has no signs or symptoms and increases your risk of heart disease or stroke.

Get Your Cholesterol Checked—Most adults should have their cholesterol checked at least once every 5 years. Some women and men at risk for heart disease may need to get checked more often. High cholesterol also increases your risk of heart disease or stroke.

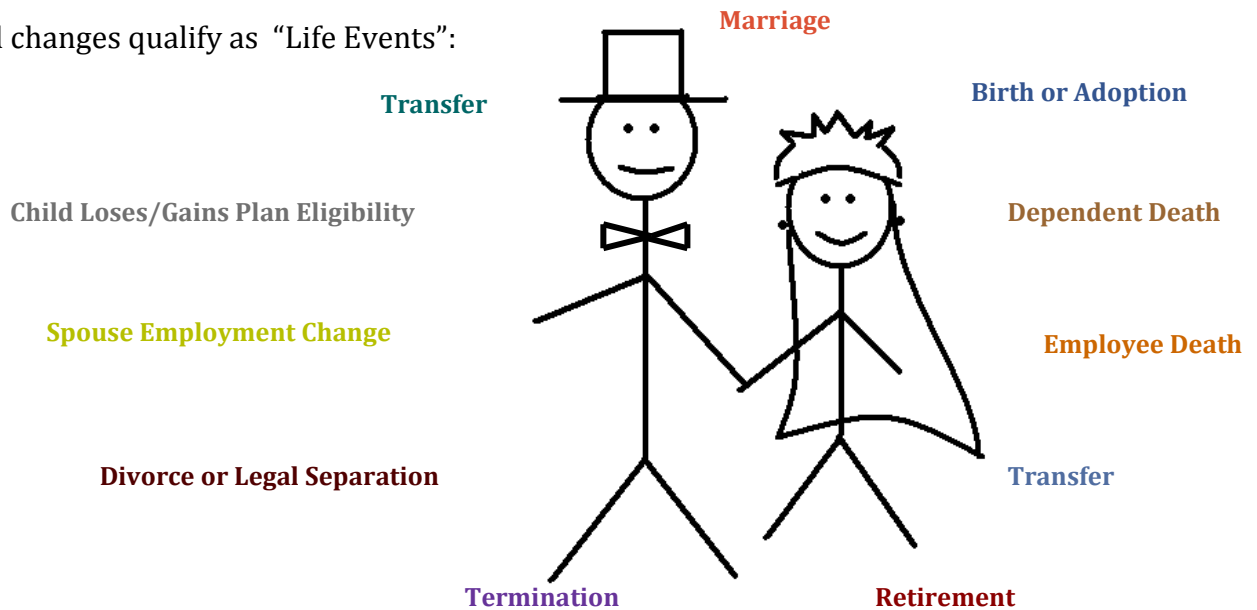
There are several tests that are specific to men and woman. Screenings for Breast Cancer, Colorectal Cancer, Cervical Cancer & Osteoporosis are all extremely important in ensuring a long and healthy life.

Make an appointment today. Find out which important tests you'll need this year. One test could save your life!

Life Events—The Series

Should you experience a qualifying Life Event, you will need to know about how it will impact your benefits plan. Life events are specific to each of the benefits offered through NCFlex, as well as, the State Health Plan and State Retirement System. For the next 5 weeks each life event will be covered in depth.

Several changes qualify as “Life Events”:

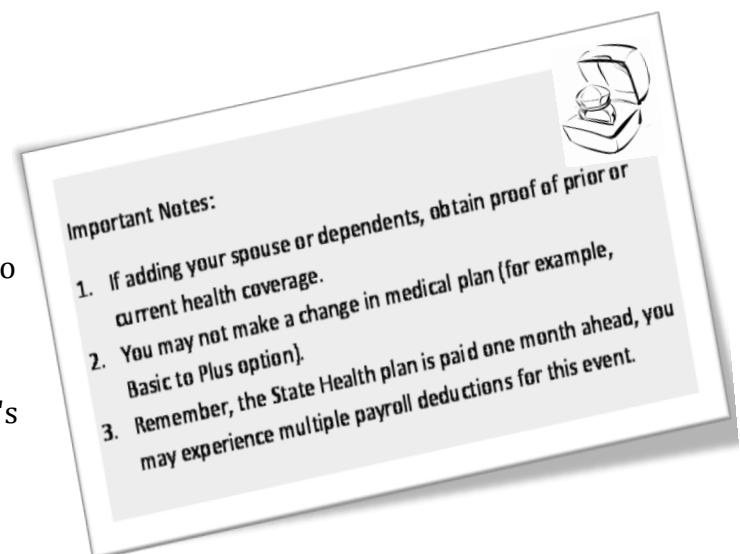


Let's begin the series with one of life's most exciting changes...

Congratulations! Getting married is a major life event that may require you to make multiple changes to your benefits. The following lists considerations by benefit and action steps you should take.

If you are a State Health Plan Participant:

- √ Add your legal spouse to your coverage (you may change your coverage tier).
- √ Add newly acquired eligible dependents to your coverage (you may change your coverage tier).
- √ Drop coverage if enrolling in your spouse's benefit plan.
- √ Update your information (name and/or address).



Life Events—The Series *continued...***Form Enrollment**

1) Complete the Change Form and Prior Health Coverage Information Form if you are adding a spouse and/or other eligible dependents. Update Your Information or request one from your Benefits Representative.

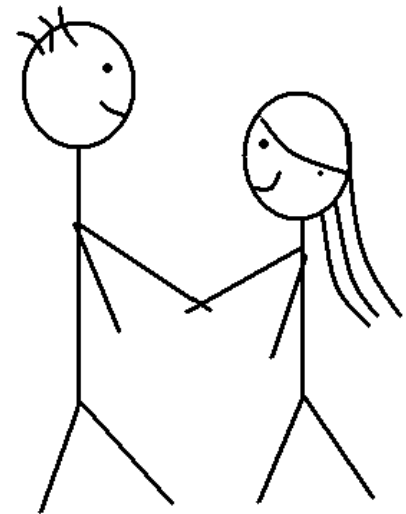
2) Submit the completed forms, along with a copy of your marriage certificate, to your HBR within 30 days of the life event to human resources. Failure to do so within 30 days may result in a waiting pe-

If You're an NCFlex Participant:

- ✓ Contact your Health Benefits Representative and make coverage changes within 30 days of your family status change. Changes are effective the first of the month following the date of the event. Online enrollment participants may make changes online.
- ✓ The changes you request must be consistent with your life event and you may be required to provide documentation to your HBR.
- ✓ Some benefit changes may be subject to a waiting period or Evidence of Insurability (EOI).
- ✓ When canceling benefits, coverage continues through the end of the month, provided there are adequate payroll deductions to cover the premium costs. Flexible spending accounts end on the termination/loss of coverage date, or the last month a contribution was payroll deducted.

Life Events—The Series *continued...***A Few Things to Consider:**

- √ Do you want to change your name? Contact the Social Security Administration or visit <http://www.ssa.gov> for information on getting a new Social Security card. Remember to check and/or change other forms of identification as well (i.e., driver's license, passport, credit/debit cards, insurance cards, etc.)
- √ Do you want to change your mailing address? Contact your HBR and/or payroll office. Remember to notify your local post office about your new address and/or name change.
- √ Do you need to make changes to direct deposit forms, bank account information and/or income tax withholding (W-4 form) on your paycheck? Contact your HBR and/or payroll office. You may also want to consult a tax professional regarding your withholding allowances.
- √ Do you want to update your estate documentation, will, power of attorney and beneficiary information? If you don't have any of these, consider contacting an attorney to prepare them.
- √ Does your spouse have benefits coverage through his/her employer? You may want to compare your spouse's plans to yours to decide which coverage is best for your family. Make sure you receive a HIPAA portability certificate when any family member terminates from a regular group health plan.
- √ Consider reviewing your life insurance and disability coverage needs.
- √ Do you want to change your supplemental retirement plan withholding amount?
- √ If you participate in any other plans sponsored by your employer (such as dental, life or cancer), check with the plan administrator to see what your options are and what steps you need to take.
- √ Please check if your agency, university or community college sponsors any additional benefit plans that may be impacted by your recent life event.



For future reference on Marriage as a life event, please log onto:

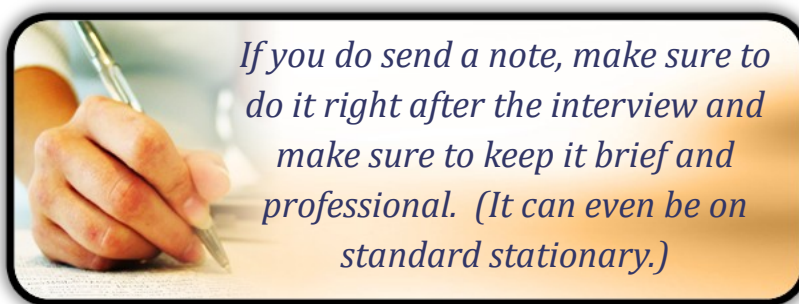
http://www.osp.state.nc.us/ncflex/LifeEvents/LifeEvents_Marriage.htm

Post Interview Etiquette *by Alison Doyle, About.com*

After you interview for a job, you're often eager to hear how it went. Did you get the job? Will you be called back for a second interview? But there are rules you need to follow. If you don't follow this post-interview etiquette, you might harm your chances of getting the job or inadvertently angering your potential employer.

Send a Thank You Note

This isn't a necessity, but it never hurts to thank someone for interviewing you. True, it's not a typical situation -- you didn't receive a gift, after all -- but a thank you note can make you stand out from other applicants if competition for a job is tough. Basically you want to thank your interviewer for taking the time to speak to you and express, again, how interested you are in the position.



If you do send a note, make sure to do it right after the interview and make sure to keep it brief and professional. (It can even be on standard stationary.)



Review these tips on how to follow-up after an interview:

- √ Follow up after both in-person and phone interviews.
- √ Send a personal thank you email to everyone you met with.
- √ Send your email message as soon as possible after the interview.
- √ Consider sending a handwritten thank you note, as well. Keep a box of thank you note cards and a book of stamps handy.
- √ Send your note within 24 hours of the interview.
- √ Use this opportunity to reiterate your interest in the job and the company.
- √ Highlight your relevant skills.
- √ Mention anything you wished you had said, but didn't, during the interview.
- √ Keep your correspondence short.
- √ Proofread your email and notes before you send them.

Post Interview Etiquette *continued...*

Group Thank You Letters

What if you spent an entire day being interviewed with several people? Are individual thank you notes appropriate or should you write a "group" letter? Choose your approach based on what you think will be most in keeping with the "personality" of the organization. Also, consider whether the interviews had very much in common with one another. If there was a great deal of similarity (i.e., shared concerns mutually voiced by your interviewers), perhaps a "group" letter will suffice. My preference though, would be to take the extra time and send an individual thank you letter to everyone you met with.

Remember to Proofread! 

Check spelling, grammar, typos, etc. If in doubt about the correct names, spellings or titles of your interviewers, call the office to double-check. Your efforts will be worth it!

Mailing Payroll Checks

Below is a statement from Central Payroll stating an action change to paper checks. Please contact Debbie Gunter at 336-770-1302 if you have questions.

Beginning with the January monthly payroll, payroll checks will be issued to the employing universities instead of being mailed directly to employees. This change should result in a reduction of the number of requests for replacements due to delays in postal deliveries, incorrect addresses for transient student employees, and forged endorsements. All checks will be distributed to the universities three days prior to the mid-month and monthly payroll pay dates. Cancellation and re-write cycle checks will be sent two days prior to the pay date, if possible. **Please remember that payroll checks cannot be issued to employees prior to payday.**



Alternative Heat

Fire prevention is important year round, but it's especially important to remind citizens of the dangers this time of year. Finding new ways to heat your home can be tricky. Winters cold brings a new set of hazards and though cooking fires are the leading cause of home fire deaths, alternative heating runs a close second. More than one third of Americans use fireplaces, wood stoves, and other fuel-burning appliances to heat their homes. Nearly 36,000 fires and 250 deaths occur each year from portable heaters, fireplaces, and chimneys. Many of these deaths could be prevented - if more people knew what to do.

We'd like to take this opportunity to share a few fire prevention tips and facts with you. A few easy steps can save your life!



Space heaters

- Keep space heaters at least 3 feet away from anything that can burn-including furniture, blankets, curtains, and paper products.
- Choose space heaters that turn off automatically if they tip over and always turn them off before you go to bed.
- In a kerosene heater, use only the proper fuel.
- Refuel a heater outside, after it has cooled.

Fireplaces and wood stoves

- Have a service person inspect and clean your chimney or wood stove each year.
- Use a metal or glass fireplace screen to keep sparks from hitting carpets or furniture.
- Keep air inlets on wood stoves open.
- Keep kindling, paper, and décor away from fireplaces and wood stoves.
- Never use gas or lighter fluid to start a fireplace or wood stove.
- Burn only seasoned hardwood. Burning soft, moist wood causes a lot of creosote build-up and can cause a chimney fire.
- Don't burn cardboard boxes, newspaper, or trash. They burn too hot and can cause a chimney fire.
- Be sure vent pipes extend at least 3 feet above the roof.
- Install stovepipe thermometers to check flue temperatures.
- Follow manufacturer's instructions for installing and maintaining fireplaces and wood stoves.

**OFFICE OF HUMAN
RESOURCES**



UNIVERSITY OF NORTH CAROLINA
SCHOOL of the ARTS

January 2009

HR Hub 2009

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Permanent Timesheets Due	3
4	5	6	7	8	9 HR Staff Mtg 2 - 4pm Office Closed	10
11	12	13	14	15 MID MONTH PAY DAY	16 Mid-Month Timesheets Due	17
18	19  MLK Holiday	20	21	22	23	24
25	26	27	28	29	30 MONTHLY PAY DAY	31



Just Ask!

How can we help you? Do you have questions you'd like answered but perhaps don't have enough time to stop by HR and ask? Chances are, if you have a question, someone else does, too! If there's a topic you'd like addressed or explained, please let us know by emailing The Office of Human Resources at AskHR@uncsa.edu.

Names of those making the inquiries will remain confidential.

