

Happy
New Year

University of North Carolina School of the Arts

The HR Hub

2010

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New Year - New Things to Do

✓ **Print Your Dental and Vision ID Cards Online.** If you are a participant in the NCFlex Dental and/or Vision Plans, you may print your ID cards directly from the vendors' websites (www.unitedconcordia.com and www.superiorvision.com). Be sure to show your ID card to your Dental or Vision provider to ensure that your 2010 claims are processed in a timely manner.

✓ **Submit 2009 FSA expenses.** You have until March 31, 2010 to submit eligible 2009 expenses for reimbursement through the FSAs.

✓ **Request Your NCFlex Convenience Cards.** If you do not currently have an NCFlex Convenience Card, you may go online to the ClaimsPlus SM website (www.ncflex.selfservicenow.com). As an alternative, you may call the NCFlex FSA Customer Service Center at 1-877-371-2926 and speak to a customer service representative to request additional cards.

✓ **Think Ahead.** Look at your calendar and choose a day to call and schedule your yearly exams. Annual physicals, routine dental cleanings and eye exams are taken for granted, but they are essential to maintaining your overall health.

✓ **Visit NCFlex.org.** You can access benefits information, claim forms and vendor contact information directly from www.ncflex.org.

✓ **Check Your Pay Stub!**

Make sure that your 2010 elections are correct by reviewing the deductions on your January paystub. Your FSA deduction(s) should be based on your new annual election.



Dr. Martin Luther King Jr. 2010 Triad Day of Service

Americans Urged to Volunteer On Martin Luther King, Jr. Day of Service

National Service Agency Calls for a “Day On, Not a Day Off”

Washington, DC— With the Martin Luther King Jr. Day of Service just days away, the Corporation for National and Community Service is urging Americans to honor Dr. King's memory and further his legacy by joining in service projects in their communities on the January 18 King Holiday.



Momentum is building for the annual day of service, with thousands of projects planned across the country. The Corporation is leading the national effort, working in partnership with the King Center, nonprofit and faith-based groups, national service programs, and schools and businesses to encourage Americans to serve on the holiday and throughout the year.

“Martin Luther King devoted his life to advancing equality, social justice, and opportunity for all, and taught us that everyone has a role to play in making America what it ought to be,” said Nicola Goren, the Corporation's Acting CEO. “By making King Day ‘a day on, not a day off,’ and using the holiday as a springboard for service throughout the year, we can renew our communities and our country as we help realize Dr. King's dream of building the Beloved Community.”

Americans are encouraged to visit Serve.gov/mlkday to find volunteer opportunities in their communities or to create their own projects. Service opportunities range from feeding the hungry and refurbishing local schools to weatherizing homes and providing employment counseling. Many organizations use the day to recruit volunteers to serve throughout the year.

Volunteer questions?

Visit www.mlkdaytriadnc.org today for more information!

Please contact Chelsea Hughes (Volunteer Center of Greensboro) at 336.373.1633.

chelseahughes@volunteergso.org or

Nonprofit Volunteer Connections of Winston-Salem at 336.724.2866

<http://www.volunteer-connections.org>

Enhanced Benefits for Tobacco Cessation

The State Health Plan for Teachers and State Employees is implementing the Comprehensive Wellness Initiative (CWI), to address tobacco use and obesity in our member population. This initiative will be effective July 1, 2010, with the tobacco cessation component. As part of the enhanced tobacco cessation supports for the CWI, beginning on January 1, 2010, the Plan will offer free over-the-counter Generic Nicotine Replacement Therapy patches to members through the NC Tobacco Use Quitline 1-800-QUIT-NOW (1-800-784-8669).

Nutritional Visits — a New Covered Benefit

The State Health Plan for Teachers and State Employees is implementing the Comprehensive Wellness Initiative (CWI) to address tobacco use and obesity in our member population. As part of enhanced supports for the CWI, beginning January 1, 2010, the Plan will provide coverage for four (4) nutritional visits for all members per benefit period. Coverage includes nutritional visits with a licensed dietitian or physician. In-network office-based nutritional visits will be covered at the primary care copay.

Members with diabetes will continue to have coverage for six (6) in-network office-based nutrition visits per benefit period. Nutrition visits for members with diabetes are covered at 100% when received in-network in an office setting.

For a listing of participating licensed dietitians, visit the State Health Plan Web site and select "[Find a Doctor](#)." Licensed dietitians can be found under the specialty heading of "Nutrition (Licensed Dietician)". <http://www.bcbsnc.com/apps/providers/search.do?LOB=SPPO>

APA Tips for Attaining Your New Years Resolution *by the American Psychiatric Association*

January 1 is not only the start of the New Year, but the time when many begin their New Year's Resolutions. Manage stress. Eat healthier. Exercise more. Spend more time with family. Sticking to your resolutions and making changes can be difficult but not impossible. The American Psychiatric Association (APA) would like to offer tips and other resources to help families and individuals keep their resolutions for a healthy mind and healthy life.



“A new year is a great time to think about the changes we want to make in our lives. Being and staying well is a resolution many people make for the New Year, but those resolutions can lead to frustration when we find we have set unrealistic goals,” said Philip R. Muskin, M.D., Professor of Clinical Psychiatry, Columbia University and Chair of the APA Council on Psychosomatic Medicine. “Making a resolution to change one thing that will make us healthier is a priceless gift that only we can give to ourselves.”

- ***Try again.*** Everyone has made, and broken past resolutions, that does not mean that you won't succeed this time. Start with a positive approach, including thinking about what has disrupted your good intentions in the past. Don't discourage yourself with a negative outlook.
- ***Make a plan and write it down.*** Plan what you'd like to accomplish in three or six months. Achieving small goals over time gives you a sense of accomplishment and motivation to keep going. Writing your goals down is a good way to keep track of your progress.
- ***Involve friends and family.*** They can support your efforts, and can motivate you to keep going. Setting a personal goal is not a “promise” which can never be broken. Don't paint yourself into a corner by overstating what can be a realistic change you plan to make.
- ***Forgive yourself.*** If you get off track, don't think that you failed. Review your plan and make adjustments.
- ***Congratulate yourself.*** Reward yourself when your intermediate goals or resolutions are met.

The most important point to consider when deciding on your resolutions is to decide if you are truly willing to make the change in your life. Deciding to make the change just to have a resolution will not keep you motivated to attain your goal. Many people fail because they are afraid or don't fully realize how the goal can benefit their every day lives. When you decide on your resolution, make a plan of action and list the ways it will improve your life.

Tax Exempt Status Reminder

You must file amended Forms W-4 and NC-4, *Employee's Withholding Allowance Certificates*, if your filing status, exemption allowances or exempt status has changed since the last filing of your W-4 or NC-4 forms.

Additionally, if your income tax withholding status for 2009 is classified as exempt, you will be required to submit a new W-4 and/or NC-4 form(s) to re-establish your exempt status in 2010. New withholding forms must be submitted to the HR office no later than January 11, 2010. Failure to submit a new form by the appropriate deadline will result in a change of your withholding status in February 2010 from "Exempt" to "Single with No Withholding Allowances."



Please contact Human Resources to obtain the appropriate tax withholding allowance forms, or visit our website at www.uncsa.edu/humanresources/recruitment.htm.

Who's New??

The Division of Student Life is very pleased to officially welcome **Edwin H. Martinat** to UNCSA. Edwin was recently hired as the High School Events Coordinator for High School Residence Life. As an alumni of UNCSA (BFA, Class of 08, School of D&P, Stage Management) Edwin brings with him a wealth of experience that will serve our students and staff well. Edwin's primary responsibilities include: planning and coordinating social, cultural, educational and recreational activities and events for high school students and he will work collaboratively with Student Success, College Life, and the Office of Transportation at planning larger, all school events. Edwin can be reached at martinate@uncsa.edu or 336-734-2941. Edwin's office is located in the High School Connector Building, Moore Hall, Room 108. Our warmest wishes of welcome are extended to Edwin!

The Division of Student Success is officially welcoming **Steve Gallagher** to UNCSA. Since 2008, Steve has been working in a temporary capacity with Student Life. Steve received his Bachelor's degree from Southeastern University and he's working to complete his Masters at Pfeiffer University. Steve's primary responsibilities will include coordinating multicultural events that create a community in which each member feels respected and valued as a unique individual. He will also coordinate and facilitate leadership workshops that address character formation and providing programs to help students recognize, engage in, and integrate experiences outside the classroom. Welcome, Steve!



What Motivates You at Work *by Louise Morganti Kaelin, Life Coach*

Have you ever thought about what motivates you? What gets—and keeps—you going? When we know WHY we do something, we can use that information to accomplish more. Knowing what motivates us will help us achieve our goals, both personal and professional.

No matter what your profession, or where we do it, what motivates us can be found in the following list. Many of us believe that the only reason we work is money. Although there is no question that money, or what it buys (rent, food, etcetera) is a prime motivator, money alone does not create the sense of fulfillment and accomplishment that many of us are seeking.

- ★ **RECOGNITION:** The tangible rewards you get for doing a job well, such as being singled out in a publication or speech. How do you feel when others receive recognition?
- ★ **ACHIEVEMENT:** The feeling that you get from successfully accomplishing a job...overcoming obstacles and obtaining goals. Is your performance relative to your effort? How do you feel when you have completed a task? What kind of goals do you set for yourself?
- ★ **POWER:** The sense of control that you feel you have over your destiny and the destiny of others...your feelings of influence to direct the behavior of others. Do you feel that you have control over your destiny? Do people tend to lean on you, ask your approval? Do you find yourself doing things you'd rather not do?
- ★ **PRESTIGE:** The respect accorded you by your peers and by business or community associates...how others feel you compare with your peers. Is prestige important to you? Do others tend to hold you in esteem? Do you find yourself performing to gain esteem?
- ★ **MONEY:** The amount of personal financial income provided by your job. Are you proud of what you earn? Do you tend to talk about money or how you spend, save, or invest it?
- ★ **PRESSURE:** The constant feeling or need to show continuing improvement in your job performance. *Do you feel guilty about not exerting enough effort? Do you continually feel that you must do more? Do you want continual motivation from superiors?*

What Motivates You at Work *continued*

- ★ **SELF ESTEEM:** Your feeling of self-worth...how you feel you measure up to your peers. Are you confident that you do as well as you can? Do you feel guilty about poor performance? Are you satisfied with your performance?
- ★ **FAMILY LIFE:** The amount and quality of family activities that you engage in. Do you spend enough time with your family? Is time meaningful when with them? Do they talk about the time that you spend with them?
- ★ **SECURITY:** The certainty that you feel of maintaining your position...the feeling that tomorrow will be at least as good as today. Is job security important to you? Are you afraid to try something new? Do you do things that tend to secure your job?
- ★ **PERSONAL GROWTH:** The feeling of growing as an individual or becoming more competent, more efficient—a better person. Do you think that you have grown over the past year? Do you do specific things that result in improvement? Do you have plans for doing more?

“Now that you've prioritized this list, you have clear idea of what motivates you at work. It's not just money, is it?”



W2

Your 2009 W2 will be attached to your 2010 January pay stub.

Emergency Closings

Further clarification regarding State Policy for University Closings and scheduled Vacation Leave:

Per the Office of State Personnel Manual

Section 5, page 40.3

ACCOUNTING FOR TIME - EMERGENCY CLOSING CONDITIONS

Employees who are on prearranged vacation leave or sick leave will charge leave to the appropriate account with no provision for make-up time.

**2010 SPA SUBJECT TIME RECORD**

The 2010 SPA Subject Time Record is now available on the HR website, located via the HR FORMS link - <http://www.uncsa.edu/humanresources/forms.htm>.

Open the 2010 SPA Subject Time Record workbook and then “save as” to your desktop or a drive for easy and accurate monthly use. Please be sure to start by adding your balance forward amounts, and then enter your current vacation leave monthly accrual rate and the monthly sick leave accrual rate. Click “save” and each month your accrual rate will be added for your convenience.

FERPA Training

Have Questions about F.E.R.P.A. or Public Records?

Wonder why we do what we do the way we do it?

Do I have to keep everything?

Maybe the next faculty/staff training is for you!



F.E.R.P.A

Everything you need to know and things you don't know to ask.

Public Records

What is and isn't and what do I do with them.

Presented by

General Counsel Julie Risher

Friday, January 15th 10am

Eisenberg

Sponsored by the Professional Development Committee of Staff Council