

Happy  
New Year

University of North Carolina School of the Arts

# The HR Hub

2009

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Volume 1

January 9, 2009

### 2008 Physical Activity Guidelines for Americans

In October 2008, the US Department of Health and Human Services released a comprehensive set of physical activity recommendations for people of all ages. According to the new *Physical Activity Guidelines for Americans*, adults gain substantial health benefits from two and a half hours a week of moderate aerobic physical activity.

*“Examples of moderate aerobic activity include walking briskly, water aerobics, ballroom dancing and general gardening.”*



The guidelines are designed so everyone can easily fit physical activity into their daily life by incorporating activities they enjoy. Resources include a fact sheet that summarizes the basic information in the guidelines and provides examples of physical activity to get started and a downloadable *Be Active Your Way: A Guide for Adults* that can help individuals decide the number of days, types of activities, and times that fit their schedule. For more information about the new guidelines visit

<http://www.health.gov/paguidelines/>.



## Dr. Martin Luther King Jr. 2009 Triad Day of Service

In 1994 Congress passed the King Holiday and Service Act, officially designating the King Holiday as a national day of volunteer service. Instead of a day off from work or school, Congress asked Americans of all backgrounds and ages to celebrate Dr. King's legacy by turning community concerns into citizen action. The late Coretta Scott King embraced the King Day of Service as a meaningful way to celebrate and honor her husband's legacy. She said, "The greatest birthday gift my husband could receive is if people of all racial and ethnic backgrounds celebrated the holiday by performing individual acts of kindness through service to others."



The Corporation for National and Community Service (CNCS) is the agency in charge of promoting and expanding the Martin Luther King Jr. Day of Service nationally. CNCS does this by hosting a website ([www.mlkday.gov](http://www.mlkday.gov)), by providing funding support and by identifying expansion sites in each region of the country. In July 2008 CNCS announced grants to seven lead agencies to promote MLK Day of Service efforts from 2009 to 2011. These include Campus Kitchens, the Corps Network, the National Alliance of Faith and Justice, North Carolina Campus Compact, Points of Light Institute, Service for Peace and Youth Service America.

Hundreds of thousands of people from across the country will be honoring Dr. King on January 19, 2009 through community action and volunteerism. The Triad was chosen as a national expansion site by the Corporation for National and Community Service. Come and help us show the nation the Triad's commitment to realizing Dr. King's dreams of social justice and equality by volunteering on MLK Day 2009!

Visit our website [www.mlkdaytriadnc.org](http://www.mlkdaytriadnc.org) today for more information!

### Volunteer questions?

Please contact Hollie Rose (Volunteer Center of Greensboro) at 336.373.1633/  
[hollierose@volunteergso.org](mailto:hollierose@volunteergso.org) or

Amy Lytle (Nonprofit Volunteer Connections of Winston-Salem) at 336.724.2866/  
[info@volunteer-connections.org](mailto:info@volunteer-connections.org).

## Beneficiaries

Please make sure your State Retirement beneficiaries are up to date. To check your beneficiaries please contact the retirement system at 1-877-627-3287. To change your beneficiaries please print and fill out form and mail back to the retirement system. Link to print form: <http://www.nctreasurer.com/NR/rdonlyres/EEB35A72-EA65-42B3-BCDF-B76712B7040B/0/2C.pdf>

NC Flex Life Insurance and NC Flex Critical Illness and Accidentally Death and Dismemberment beneficiaries are up to date in the on line system. Please logon to [www.ncflexonline.org](http://www.ncflexonline.org) to verify and change beneficiaries.

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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](http://www.unitedconcordia.com) and [www.superiorvision.com](http://www.superiorvision.com)). Be sure to show your ID card to your Dental or Vision provider to ensure that your 2009 claims are processed in a timely manner.
- ✓ **Submit 2008 FSA expenses.** You have until March 31, 2009 to submit eligible 2008 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](http://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](http://www.ncflex.org).

## Check Your Pay Stub!

*Make sure that your 2009 elections are correct by reviewing the deductions on your January paystub. Your FSA deduction(s) should be based on your new annual election.*



## 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. Mange 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 2008 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 2009. ***New withholding forms must be submitted to HR no later than January 15, 2009. Failure to submit a new form by the appropriate deadline will result in a change of your withholding status in February 2009 from "Exempt" to "Single with No Withholding Allowances."***



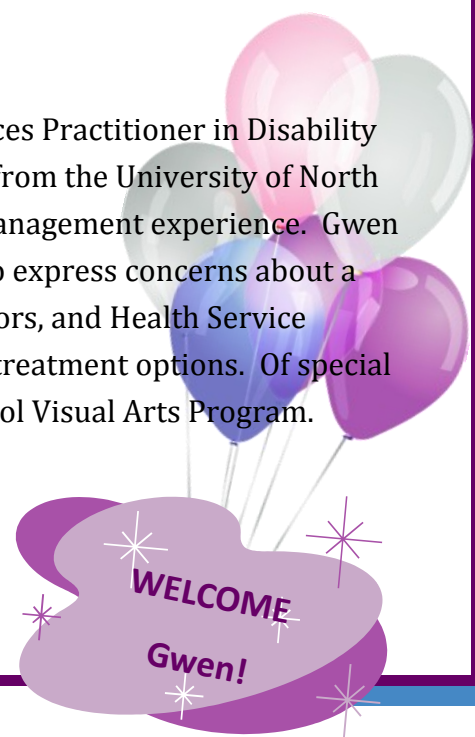
Please contact Human Resources to obtain the appropriate tax withholding allowance forms, or visit our website at [www.ncarts.edu/humanresources/recruitment.htm](http://www.ncarts.edu/humanresources/recruitment.htm).

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## Who's New

**Gwen Frisbie-Fulton** joins us as Case Manager / Human Services Practitioner in Disability and Counseling Services. Gwen received her Sociology degree from the University of North Carolina – Chapel Hill and has approximately 5 years of case management experience. Gwen will serve as the primary point of contact for faculty and staff to express concerns about a student and will also consult with families, faculty, administrators, and Health Service medical providers regarding student mental health issues and treatment options. Of special note is the fact that Gwen is a graduate of the UNCSA High School Visual Arts Program.

Welcome back, Gwen!



## 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?”*



## Time Sheets & Accruals

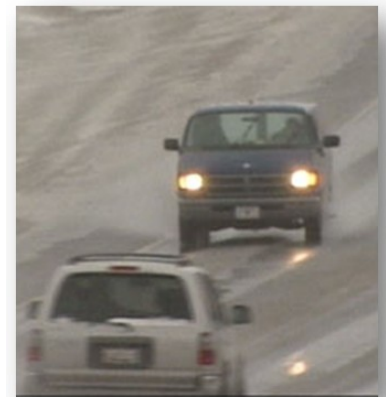
Thank you for your patience! We are in the process of updating **Time Records for 2009** and will be posting the updated workbook to the HR website ASAP.

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## Adverse Weather & Emergency Closings

### When Adverse Weather and Emergency Closings occur, how will I make up my time?

Where operational needs allow, except for employees in mandatory/essential operations, management must make a reasonable effort to arrange schedules whereby employees will be given an opportunity to make up time coded as adverse weather leave taken.



There are very few opportunities for such time to be made up without the employee working more than forty hours during a workweek. Since hours worked in excess of forty during a workweek would constitute overtime under Federal regulations for FLSA non-exempt employees, it will be necessary for make-up work by non-exempt employee to be limited to the workweek in which the time is lost or in a week when the employee has not worked a full work schedule due to such absences as holidays, vacation, sick leave, civil leave, etc. Non-exempt employees must have advance approval from their supervisor before making up time.

Employees who volunteer to make up time on a holiday will not receive Holiday Premium Pay or equal time off with pay. Supervisors must approve working on a holiday to make up time.

Time must be made up within 12 months from the occurrence of the absence. If it is not made up within 12 months, the appropriate leave must be charged, or leave without pay.

**OFFICE OF HUMAN RESOURCES**

BETH COX  
 DIRECTOR OF HUMAN RESOURCES  
 EMAIL: COXB@UNCSA.EDU  
 770-3317 PHONE  
 770-1462 OFFICE FAX

TYKA CALLOWAY  
 EXECUTIVE ASSISTANT  
 EMAIL: CALLOWAYT@UNCSA.EDU  
 770-1428 PHONE

GINGER SALMONS  
 RECORDS MANAGEMENT  
 EMAIL: SALMONSG@UNCSA.EDU  
 770-1377 PHONE

KEYONA MCNEILL  
 BENEFITS REPRESENTATIVE  
 EMAIL: MCNEILLK@UNCSA.EDU  
 770-1451 PHONE

ASHLEY SANDERS  
 HR GENERALIST  
 EMAIL: SANDERSA@UNCSA.EDU  
 770-1481 PHONE

SUSAN PORTER  
 BUSINESS SYSTEMS ANALYST  
 EMAIL: PORTERS@UNCSA.EDU  
 770-3318 PHONE

UNIVERSITY OF  
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**ARTS**

# January 2009



HR Hub 2009

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 HR Staff Mtg 2 - 4pm Office Closed	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](mailto:AskHR@uncsa.edu).



*Names of those making the inquiries will remain confidential.*