News You Can Use

Sign Up to Get Your

By getting your W-2 online, you won't have to wait for it to be delivered by the U.S. Postal Service. All you do is go on the Web and register to receive your W-2 electronically. It's that simple. The IRS has approved the delivery of your W-2 online with your consent. Plus it works with TurboTax, TaxCut, EzTaxReturn and Complete Tax.

Emory and TALX are again partnering to offer employees of Emory University, Emory Healthcare and Wesley Senior Living the option to receive their W-2s online.

To receive your original W-2 online:

1. Go to **http://www.w2express.com.**
2. Enter **11332** in the "Employer Code" login box and click "GO."
3. Enter your social security number (without dashes.)
4. Enter your PIN (the last four digits of your social security number plus your birth month and the last two digits of your birth year; for example, if your social security number is 414425731 and your birth date is July 1916, your PIN would be 57310716).
5. Select "Consent for Online Delivery."
6. Read the disclosure and click on "Test Now."
7. If a sample W-2 screen shows on your computer you will be able to access your W-2 online from that computer. If a sample does not show then contact technical support to check your Adobe Acrobat Reader.
8. Close the sample file and click on **"I saw the test W-2, read all of the important information above, and want to receive my original W-2 statement online."**
9. Complete the Online Access Form: select your primary (and secondary) e-mail address, review your mailing address and your home/work phone number. Select "Save" at the bottom of the page when you have finished.
10. The Online Access Consent page will appear. By clicking "Continue" you have consented to receive your W-2 delivered electronically.
11. An Online W-2 Consent Receipt will show. Print the screen by clicking on "Confirmation Receipt". Then click "Logout."

If you registered to receive your W-2 online in prior years, will you need to re-register to receive your 2006 W-2 online?

No, but we do suggest that you review your Account Information online to ensure your email address is accurate.

Do you want to cancel your online registration?

Unsubscribe at **http://www.W-2express.com** or by calling 1-877-325-9239. Withdrawal of your consent can be done at anytime.

What is the customer service number to call if you need help?

1-800-996-7566

When do you need to sign up?

The deadline for signing up **has been extended to Jan. 11, 2007. If you sign up after Jan. 11**, your enrollment will be regarded as consent for next year. **Note:** If you elect to receive your W-2 online, you will not receive a copy of your W-2 in the mail.

When will your W-2 be available?

In mid-January you will receive notification that your W-2 is available, along with instructions to access the secure Web site. This is well before you would normally receive it via the U.S. Postal Service.

If your W-2 has an error can you make a correction online?

No. To make a correction call the following numbers:

- Emory University Payroll, 404-727-6100
- Emory Healthcare Payroll, 404-712-7106
- Wesley Senior Living Payroll, 404-728-6299

Will your W-2 be mailed to your home?

Yes, if you do not use the online service. Be sure to update your home address through PeopleSoft Self Serve or with Human Resources.

W-2 eXpress®
A service of TALX Corporation.

Friendly Reminder

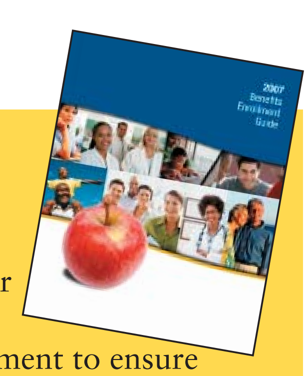
Emory Community Giving

Giving Back to the Community

Through Dec. 31, 2006

Visit http://communitygiving.emory.edu

2007 Benefits Confirmation Statements



Be watching your home mailbox this week for your Benefits Confirmation Statement. Please carefully review the information on this statement to ensure that the medical plans and coverage levels that you selected during Annual Enrollment are correctly listed. Corrections are due no later **than Dec. 15, 2006. For questions, please contact the benefits department at 404-727-7613.**

The Emory Purchasing Card

The Emory Purchasing Card, designed for small-dollar unrestricted purchases, has proven effective in reducing the costs associated with managing small-dollar transactions and in streamlining the process of making small payments. In an effort to maintain the program's success, the Office of Procurement and Payment Services has developed a compliance review program. The purpose of the program is to educate departments on the use of and responsibilities for the Emory P-Card, thereby helping departments build strong internal controls. Newly launched P-Card training classes are also available to educate cardholders and their supervisors on proper use of this purchasing tool.

Helpful Hints

KEEP A TRANSACTION LOG

A monthly log of purchases may be kept based on departmental requirements. Keeping a Transaction Log will assist the cardholder in keeping track of what has been purchased and facilitate monthly reconciliation through MasterCard Account Reporting System (MARS).

The Transaction Log should identify:

- The name of the cardholder
- The statement closing date
- The default account
- The following information regarding each purchase:
  date of purchase
  suppliers
  items and quantity
  total amount of transaction
  receiver (yes/no)
  notes (different account to charge, disputed)

The cardholder should keep all receipts and packing slips.

To find out more about the Emory Purchasing Card or to register for training, please visit our Web site at **https://www.finance.emory.edu/procurement/index.cfm** or contact **Amy DeMore at amy.demore@emory.edu.**

Managing Your Career

Emory's Career Seminar Series, "Managing Your Career at Emory," is designed to enhance employee's mobility within the organization. Learn from experienced Career Development and Human Resources professionals the keys to finding and claiming promotional opportunities with Emory University.

Workshop Topics:
- Career Development
- Resume Tips
- Interviewing Skills
- Networking and Netweaving

Workshops are stand alone, but may be taken in combination or as a complete series. For your convenience, each workshop is offered several times throughout the year. The first seminar begins in January, so sign up today!

For more information about workshops, schedules and to register go to http://emory.hr.emory.edu/training.nsf/ and click "Managing Your Career at Emory."

Spread the word — Emory is a great place to work!

It is easier than ever to introduce your friends and professional peers to exciting career opportunities at Emory HealthCare and Emory University.

Through the **Employee Referral Program**, all you have to do to refer a friend is to have them list your name when registering online. (It is no longer necessary to complete an employee referral card.) You can even send your friend a special email message that includes a brief description about the program and directs them to the most recent job postings.

If they are hired, you will earn $250, $500 or $1,000 — depending on the position your friend is hired for. (Referral bonus amounts are before applicable taxes.)

For more information about the Employee Referral Program visit **http://emory.hr.emory.edu/erp**.

Your Personal Information

As an employee of Emory University it is important to ensure that your personal information is up-to-date and reflective of your choices. PeopleSoft Self Service allows you to access and manage your personal information online.

The following features are available for you to view and/or update:

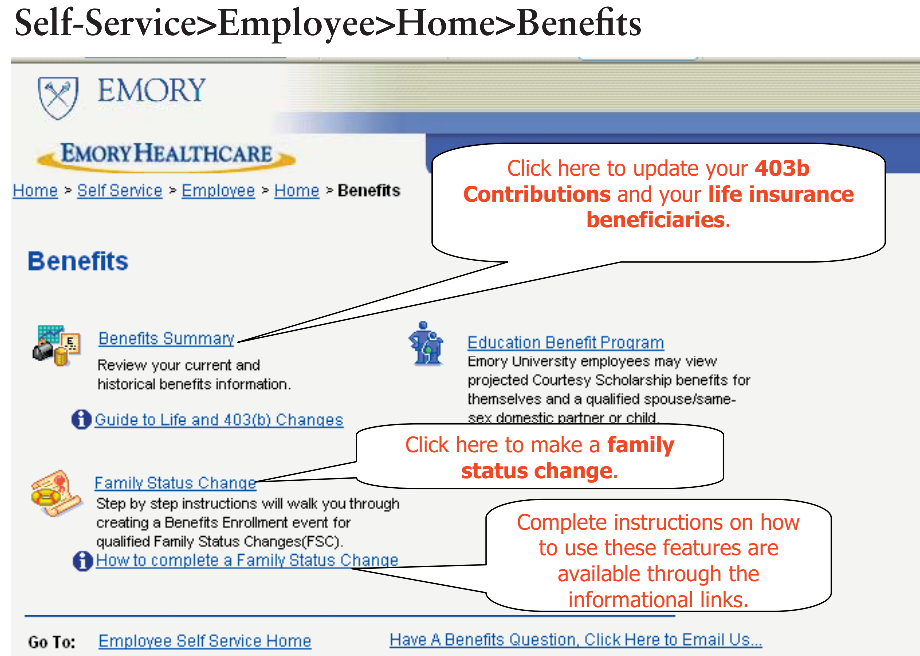
3 New Fields

- Change your 403b retirement plan contributions
- Update your life insurance beneficiaries
- Create family status change events
- Update your home phone/address, e-mail address and emergency contact information
- View current and past benefit enrollment
- View current and past pay advices
- View your compensation history
- Update direct deposit amounts and account information
- Change your federal tax withholding
- Enroll for benefits during Open Enrollment if benefits eligible

To access these features, log on to **http://leo.cc.emory.edu**. For help with your user name and password, call the AAIT helpdesk at 404-727-7777.

To change your 403b retirement plan contributions, update your life insurance beneficiaries or create a family status change, log on to PeopleSoft and follow the path:

Self-Service>Employee>Home>Benefits



Directions on how to use these features are available online at **http://emory.hr.emory.edu/benefits.nsf** or **http://leo.cc.emory.edu.**