

# NEWS YOU CAN USE

## Save Time and a Tree: Get Your W-2 online

**W-2eXpress®**  
A service of TALX Corporation.

Emory & TALX are partnering again to offer Emory University, Emory Healthcare & Wesley Woods Senior Living employees an option to receive their W-2s online.

By getting your W-2 online, you won't have to wait for it to be delivered by the post office. 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. Once you're in the software program, just click to download your W-2.

Emory employees who registered to receive their W-2 online in prior years **do not** need to re-register to receive your 2007 W-2 online. But we do suggest that you review your Account Information online ([www.w2express.com](http://www.w2express.com)) to ensure your email address is accurate.

If you would like to cancel your online registration, unsubscribe by visiting [www.w2express.com](http://www.w2express.com) or by calling 1-877-325-9239.

### Steps to receive your original W-2 online:

- 1) Visit [www.w2express.com](http://www.w2express.com) or call 1-877-325-9239
- 2) On the home page, Enter "Employer Code" 11332 in the Login box and click "Go"
- 3) Enter your Social Security number (SSN) without dashes
- 4) Enter your PIN, which is the last four digits of your SSN plus your birth month and the last two digits of your birth year; for example, if your SSN is 414425731 and your birth date is July 1965, your PIN would be 57310765
- 5) The next screen is an option - Pin Reset Enrollment. If you enroll, the system will give you the option to reset your pin and/or receive an email with your pin number if you forgot your pin. This process requires an email address.
- 6) Select "Consent for Online Delivery"
- 7) Read the disclosure and click on "Test Now"
- 8) A sample W-2 will be shown on your computer. If the sample W-2 screen shows on your computer you will be able to access your W-2 online from that computer. If the sample does not show then contact your local technical support personnel to check your Adobe Acrobat Reader.
- 9) 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"
- 10) Complete the consent form with your primary (and secondary) e-mail address, your mailing address, and your home/work phone number. Select "Continue"
- 11) A verification screen will show if correct. Select "Confirm"

What is the customer service number to call if you need help? Call 1-800-996-7566.

When do you need to sign up? The deadline for signing up is **January 10, 2008**. If you sign up after this date, your enrollment will be regarded as consent for next year. Withdrawal of your consent can be done at any time. Note: If you elect to receive your W-2 electronically, you will not receive a copy of your W-2 in the mail.

When will your W-2 be available? Your W-2 will be posted on a secure web site in mid January, well before you would normally receive it via the postal service. You will receive notification when your W-2 is available, along with instructions for retrieval. You will also receive a confirmation e-mail when you enroll for online delivery.

If your W-2 has an error can you make a correction online? No. To make a correction call the following numbers:

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

Will your W-2 be mailed to your home? Your original W-2 will be mailed to your home address if you **do not** use the online service.

## E-Verify Verification of Employee Identification

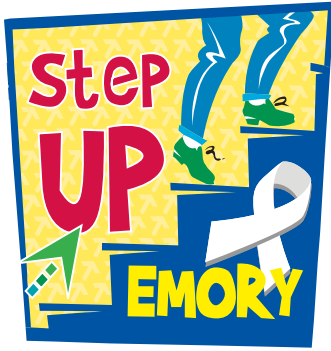
The State of Georgia has passed the GA Security & Immigration Compliance Act of 2006 which requires employers to verify and validate **newly hired employee identification documents**. Due to the funding contracts Emory has with the State of Georgia, Emory University and Emory Healthcare are required to participate in the verification program.

As it is the policy of Emory to comply with state and federal policies and legislation, Emory is now participating in the E-Verify program. The E-Verify program is an internet based verification system operated by the U. S. Citizenship and Immigration Service in partnership with the Social Security Administration (SSA). For non-United States citizens, additional employment eligibility verification is done by the Department of Homeland Security using the E-Verify program.

Through E-Verify all newly hired or rehired individuals, including student and temporary employees, will have their identification information verified by the Federal government (as supplied on the Form I-9 within the first three days of hire). If the information provided by the newly hired individual does not match the data in the Federal database, we will receive a Tentative Non-Confirmation. The new hire will then be advised of his/her rights to contest the finding by contacting either the SSA or the Department of Homeland Security and will have 8 Federal Government work days to resolve the matter. After a total of 10 work days, Data Services will re-verify the information with the federal government. Any new employee whose identification information cannot be verified will be terminated as according to the GA Security & Immigration Compliance Act of 2006. **This program does not apply to current employees.**

As this is a new process, Human Resources does not yet know the extent to which our new hires will be impacted. However, compliance in these matters is critical to our fulfillment of contractual terms with the State of Georgia. Your patience as we work through this new process is greatly appreciated and we thank you in advance for your cooperation.

To learn more about E-Verify go to <http://emory.hr.emory.edu/eu/managerstoolkit/index.html> or to view the new policy, Verification of Employee Identification, go to [www.policies.emory.edu](http://www.policies.emory.edu) and select "Employment" then the policy.



## Prevention: The Road To Wellness

You do the things necessary to maintain your health, but may be unsure of how to prevent illness. Because Emory cares about your health, **Step UP Emory** is providing you with tools to help you on your personal road to wellness – through prevention.

Prevention is all about being proactive. It means taking steps to reduce the likelihood of developing a disease or to minimize the progression of an existing one. It's an ongoing process that involves your overall wellness – mental/social, physical and nutritional.

Daily life can be stressful and challenging, so it is important to take care of your mental well-being. Mental/social wellness affects your ability to enjoy life. People with healthy relationships and social support can overcome life challenges and suffer less from physical and mental illness. It is important to reduce stress, work on curbing bad habits and maintain work and life balance.

Nutritional wellness focuses on how what you put on the inside affects how you look and feel on the outside. A healthy diet can help stave off diseases, including heart disease, type 2 diabetes and certain cancers. Maintaining nutritional wellness includes reducing the amount of unhealthy fats and salt, and increasing the amount of fruits and vegetables in your diet. Moderation is the key when eating both “healthy” and “not-so-healthy” foods. It is important to watch your portion size, avoid high-calorie beverages and consume alcohol in moderation.

Experts agree that exercise can help keep your body healthy, as well as ward off diseases such as heart disease, stroke, diabetes and others. Physical wellness includes developing a plan to increase your fitness level. Aerobic exercise (such as walking), strength training (such as lifting weights) and stretching (such as yoga) all play an important role in developing or maintaining your overall health. Experts maintain that 30 minutes of exercise most days of the week can increase your fitness level and overall health.

Through the [www.stepup.emory.edu](http://www.stepup.emory.edu) website, **Step UP Emory** offers resources to help you with your overall wellness goals. Emory also offers various incentives to help you maintain your health, including flu shots at no cost or reduced cost, discounts at various gymnasiums on and off campus and workshops facilitated by Emory's healthcare experts. All of these incentives are aimed at helping you develop general wellness, a continuous, active process in developing a higher level of health and well-being. Remember, wellness is not a goal—it is a lifelong process.

Check the Step UP Emory website, [www.stepup.emory.edu](http://www.stepup.emory.edu), for the latest information:

- The fight does not end in October — learn more about the breast cancer fight and Emory's Conquers.
- If you haven't looked at your HealthQ lately, now is a great time to review your information and results.



## Learning Services Launches Professional Certificate Program

As Learning Services continues to strive to meet the needs of the staff and faculty of Emory University by building individual, team, and organizational capabilities, there are three new certificate programs that will be introduced in 2008. These programs are designed to help each audience enhance the skills and competencies required for their current roles, as well as grow their skills for the future. Each new program is described below. Applications for these programs are currently being accepted.

### Administrative Professional Certificate Program

The Administrative Professional Certificate Program is open to any full-time Emory University employee in an administrative role (e.g. Administrative Assistant, Secretary, etc.).

Participants will enhance skills that improve workload management, personal effectiveness, business writing, effective customer service and strengthen their professional network.

To learn more about the Administrative Professional Certificate Program, please contact Anadri Chisolm-Noel, Manager of Training, 404-712-8941 or [achisol@emory.edu](mailto:achisol@emory.edu).

### Supervisor Development Certificate Program

Most supervisors have the responsibility of directing the work of others by hiring, developing, motivating and monitoring the performance of staff. Explore how you can strengthen your ability to lead others.

To learn more and download the application, click the link below:

<http://emory.hr.emory.edu/eu/employeestoolkit/professionaldevelopment/certificateprogram/supervisors.html>

### Manager Development Certificate Program

Managers have significant responsibilities in formulating and administering policies and programs; as well as managing people and processes. Gain and enhance those skills to improve your effectiveness as a leader.

To learn more and download the application, click the link below:

<http://emory.hr.emory.edu/eu/employeestoolkit/professionaldevelopment/certificateprogram/managers.html>

Application deadline for the Supervisor and Manager Certificate Programs is Monday, December 10, 2007

Contact Person: Anadri Chisolm-Noel, Manager of Training, 404-712-8941 or [achisol@emory.edu](mailto:achisol@emory.edu)

## REMINDERS

### Emory Community Giving

You still have time to give back to the community with the Emory Community Giving program through payroll deductions until December 31, 2007 by visiting [www.communitygiving.emory.edu](http://www.communitygiving.emory.edu).

### Emergency Notification System

On Wednesday, December 5, the Office of Emergency Preparedness will conduct another test of the notification systems. **The testing will begin with a notification email in the morning, the sirens and PA system at Noon followed by a mobile phone text message and email.** If you have not signed up to receive emergency notifications via your mobile phone, please go to <http://leo.cc.emory.edu>, log in and select a Self Service action to access the collection page.

### Bright Ideas

View the 100+ ideas already submitted by staff and faculty or submit your own Bright Idea today by logging onto [www.brightideas.emory.edu](http://www.brightideas.emory.edu).

### 2008 Benefits Confirmation Statements

Watch your home mailbox in mid-December for your 2008 Benefits Confirmation Statements. Please carefully read your statement to ensure that your elections are correct. Should you have a correction, please send it to the Benefits Department no later than **December 21, 2007**. For questions, please call the Benefits Department at 404-727-7613.