

NEWS YOU CAN USE

Step UP Emory Campaign Wants to Help You Love Your Heart

It may be only slightly larger than a fist, but its purpose greatly outweighs its size. When healthy, it can beat an average of 100,000 times per day, pumping around 2,000 gallons of blood and helping to deliver oxygen and nutrients throughout the entire body.* Yet, there are those who are placing this important muscle, and their vitality, at risk. One of them could be you.

So the question is: How Healthy is Your Heart?

According to the American Heart Association (AHA), more than 2,500 Americans die from heart disease every day, making it the leading cause of death in the United States. Factors such as smoking, high cholesterol, high blood pressure, obesity and diabetes can all play a role in developing the disease.*

In an effort to combat these statistics, Step UP Emory has launched its “*Take Heart ... There’s Hope*” campaign. The campaign focuses on steps that members of the entire Emory community can take to maintain or improve their heart health, and general health overall.

Throughout the month of February, University and Healthcare employees can find valuable information and heart health tips that can be incorporated into their health routine on the Step UP Emory website at www.stepup.emory.edu. The website also provides information on the various heart health events being held at Emory.

Get Involved!

Wear Red: On Thursday, February 14, the Emory community is asked to wear red in support of the AHA’s “Go Red for Women” campaign, which has a goal of a 25% reduction in coronary heart disease and stroke risk for women by the year 2010.*

Eat Healthy: To help focus on nutritional changes, Step UP Emory has partnered with campus eateries to create a heart healthy menu that will be featured on Thursdays throughout February, beginning on February 14. These “*Take Heart ... There’s Hope*” items will be available at participating restaurants:

- Cox Hall
- Café Montage in 1599
- Faculty Dining Room
- Dobbs University Center
- School of Public Health
- School of Medicine
- School of Law
- Whitehead Biomedical Research Building
- Jazzman’s
- The Depot

Heart healthy menu items will also be featured at eateries on the Oxford and Clairmont campuses.

Attend an InfoStop: Learn more about Heart Health at InfoStops that will take place on Thursday, February 14 during lunchtime, 11:00 am – 2:00 pm. InfoStops will be set up outside the participating eateries listed above.

Share your Favorite Recipe: Step UP Emory continues the nutritional focus with the publishing of a “*Take Heart ... There’s Hope*” 2008 Heart Health Online Cookbook. Members of the Emory community will be able to submit their favorite heart-healthy recipe in seven categories:

- Breakfast/Brunch
- Appetizers
- Main Dishes
- Side Dishes
- Soup/Stews
- Desserts
- On The Grill

Employees who submit the best heart healthy recipe in each category will receive a “*Take Heart ... There’s Hope*” t-shirt and be recognized on the Step UP Emory website.

Learn more about the Cookbook Contest, the “*Take Heart ... There’s Hope*” menus and the AHA heart health tips by visiting the Step UP Emory website at www.stepup.emory.edu.

*Information provided by the American Heart Association.

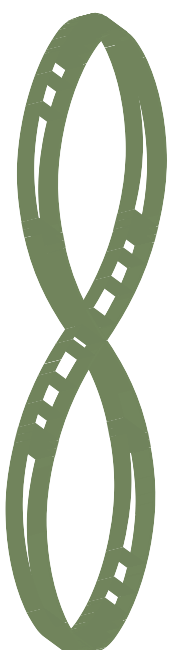


Win This T-Shirt



For details go to www.stepup.emory.edu

Life Cycles—Something for Everyone



Each life cycle that you go through presents different opportunities and challenges. To help you manage these transitional life phases, the Faculty Staff Assistance Program (FSAP) has created free Life Cycles Workshops geared to providing you with education, support and coping strategies.

The following workshops are available for February 2008:

- o Effective Parenting Skills, Monday, February 11, 2:00 pm–3:30 pm
- o Managing the Cycle of Anger, Friday, February 15, 10:30 am–12:00 pm
- o Caring for the Caregiver, Tuesday, February 19, 1:00 pm–2:30 pm
- o Take Charge of Your Career, Wednesday, February 20, 10:00 am–11:30 am

All workshops will be held at 1599 Clifton Road and are open to all University and Healthcare employees. More information is available at www.emory.edu/fsap. To register for a workshop, please call the FSAP office at 404.727.WELL.

Did you know...

Volunteer Emory is a resource for staff and faculty to find volunteer opportunities in the Atlanta community.

If you’re interested in tutoring children, tending a garden, or being a companion to those in need, Volunteer Emory can help you get involved.

Call Volunteer Emory at 404-727-6269 to learn about volunteer opportunities at more than 350 nonprofit agencies, or visit www.volunteer.emory.edu.

Coming soon: a searchable web-based database of volunteer opportunities.

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Mail Services Enhancements

During the fourth quarter of 2007, Pitney Bowes Management Services (PBMS), in conjunction with Emory University's faculty, Student Government and Business Services, formed a Quality Council whose objective was to improve the customer experience as it relates to mail services provided by PBMS on the Emory University campus.

Beginning January 2008, PBMS will start implementing the following recommendations throughout campus:

1. "4-Star Customer Experience Program" – to launch at the DUC Mail Center:

- All customers will be greeted, listened to, "problem-resolved" and thanked for their business.
- All student mail and packages will be time and date stamped to indicate when received. All mail and packages will be processed and available for same-day pick-up by 5:00 pm.
- An additional signature pad will now be available at the package pick-up window.
- An electronic sign will be installed to notify customers of the average wait time for package pick-up. The goal is to keep the average wait time to under 5 minutes.
- Customer comment cards will be available to elicit continuous feedback.

2. Inbound/Outbound Mail Delivery

- "Last mail pick-up" notifications will be posted at all mail stop locations to indicate the final mail pick-up for that day. Mail dropped off after the last pick-up time will be collected and processed the next business day.
- Six key campus locations have been identified for late 2:00 pm pick-up: Jones Building, Business School, Nursing School, Law School, Carter Center and DUC Mail Center. All mail collected at these locations will be processed the same day.
- A "call-in pick-up service" has been implemented for departments with late mailings that require same day processing and mailing. Please note:
 1. Requests must be called in before 12:00 pm and pick-ups must be ready by 2:00 pm. Call: Emory Mail Service at 404-712-9366.
 2. A minimum of one full tub of mail is required to use this service.
- All in-bound mail and packages will be time and date stamped to indicate when received at the University Mail Center.
- Mail received that requires additional research due to incomplete recipient address information will be time/dated and stamped "research mail," indicating that additional time was needed for mail delivery.

3. Education and Communications Related to Mail Services

- Open House tours of Emory's mail services will be held on the 2nd Tuesday of every month at 11:00 am and education seminars will be held bi-annually (2 per year).
- Additional communications will be distributed on how to properly address mail to help ensure no delays in receiving mail or packages.
- PBMS will post third-party courier shipping rates and information on the University's mail service site - <https://www.admin.emory.edu/OBM/mail/>.
- PBMS will continue to work with the U.S. Postal Service and other mail carrier services to improve mail receipt times.

We believe these improvements will significantly help improve mail service and result in a better customer experience. To learn more about PBMS Mail Services go to <https://www.admin.emory.edu/OBM/mail/>.

W-2s Available Online

If you enrolled to receive your Emory W-2 Wage and Tax Statement online through W-2 eXpresssm, your 2007 W-2 is now available. The online statement will remain available for review, print, and download through December 31, 2008. Log in to your secure account to retrieve your W-2 by following the simple steps below:

1. Log in through www.w2express.com.
2. Enter the Emory employer code - 11332.
3. You will be prompted to enter your SSN and PIN. Your 8 digit PIN is the last four digits of your Social Security Number, the month and the last two digit of your birth year. Example: SSN 258-25-2525 with Birthday July 17, 1959, PIN Number would be 25250759. If you signed up for W-2 Online you may have changed your PIN — please use that new PIN. If you forgot your pin, please call 1-800-367-2884 or 1-877-325-9239 and have them reset your PIN.
4. Click on Get Your 2007 W-2 Now.

Have Your Kids Join the Fun!

44th ANNUAL EMORY SPORTS FITNESS CAMP
June 2-20, 2008; For boys and girls ages 5-12.
For information, visit the website at www.emorysportsfitnesscamp.com

Flexible Spending Accounts (FSA) Updates

New Vendor – Fiserv Health Services

Beginning January 1, 2008, Fiserv Health Services replaced EBS as Emory's FSA provider.

If you elected to participate in a 2008 FSA account, you should have already received your new "Benny" card with the Fiserv logo. If not, please call Fiserv's dedicated, toll-free number for Emory participants at 866-226-8084.

Dates to remember:

- o 2007 Healthcare FSA claims can be incurred until March 15, 2008. All healthcare claim forms* must be submitted by May 15, 2008 to Fiserv for reimbursement.
- o 2007 Dependent Day Care FSA claims must be incurred from January 1 – December 31, 2007. All dependent day care claim forms* must be submitted by March 31, 2008 to Fiserv for reimbursement.

*Claim forms are available by going to www.hr.emory.edu, clicking on the "Your Benefits" tab and selecting Flexible Spending Accounts.

2008 AOD Nominations Now Being Accepted

The Award of Distinction (AOD) Program recognizes nominated individuals for their "contributory excellence." Through their initiative, innovation, and leadership, they help further our vision as a "destination university." The recognized honorees will be invited to a dinner hosted by President Wagner and receive a \$1000 award.

To see nomination criteria and guidelines or to print out a nomination form, please go to <http://emory.hr.emory.edu/aodprogram>.

All nominations must be received by close of business on **Friday, February 29, 2008**. Send completed forms to Del King, Associate Vice President, Human Resources Division, 3rd Floor, 1599 Clifton Road, or fax to 404-727-2746.

Looking to Earn your MBA?

Why not consider Goizueta Business School's Evening and Executive MBA programs?

Come learn how your Emory benefits can help you advance your career. Attend the upcoming Information Session:

Tuesday, February 26
Continental Breakfast will be served
7:45 a.m. – 9:00 a.m.

Goizueta Business School, Room 130*
*Please note that the room location has been changed since the original communications.

RSVP by February 20 to Caroline Grimes, at caroline_grimes@bus.emory.edu or 404-727-9859.