

# NEWS YOU CAN USE

## Different Location, Same Great Service...HR is Moving



Starting Aug. 21, 2007, Human Resources (HR) will be in a new location. HR is moving from the Materiels Center at 1762 Clifton Road to 1599 Clifton Road, the former American Cancer Society building. This will not only be the new home of HR and all of its departments, it will also house several other Emory departments and divisions as well.

HR will be located on the first, second and third floors, with Benefits, Employee Services and Learning Services occupying the first floor for easier employee access.

Current phone and fax numbers for HR employees will remain the same, unless otherwise noted. When visiting the 1599 building for the first time, please try to call ahead so that you can be met in the lobby.

This modern-styled facility offers such amenities as several large training and conference rooms and a full-service cafeteria (scheduled to open in Sept. 2007) for all employees, guests and vendors.

The 1599 parking deck is accessible to employees only with a hangtag and accommodates both handicapped and carpool parking. There is ample outdoor visitor parking in the adjoining lot. The 1599 building can also be reached via alternative transportation by taking the "A" Cliff shuttle, CCTMA, the Executive Park shuttle or MARTA. Information on Emory shuttles is available at [www.epcs.emory.edu/alttransp/shuttles.html](http://www.epcs.emory.edu/alttransp/shuttles.html). Information on MARTA bus schedules is available [www.itsmarta.com/getthere/schedules](http://www.itsmarta.com/getthere/schedules).

**Please note that the HR Benefits Department will close at 3 p.m. on Friday, Aug. 17 and will re-open for business at 8:00 am Tuesday, Aug. 21.**

On Monday, Aug. 20, the HR offices will be closed for unpacking; however, the following phone numbers should be available for you to leave a message:

General HR	404-727-7611
Employee Relations	404-727-7625
Benefits	404-727-7613

We look forward to helping you in our new location once we are settled. Your patience during our transition is greatly appreciated.



## Construction Ahead!!

Campus Services has launched a new website designed to inform the Emory community and its visitors about the progress of major construction on campus and any possible disruptions to transportation.

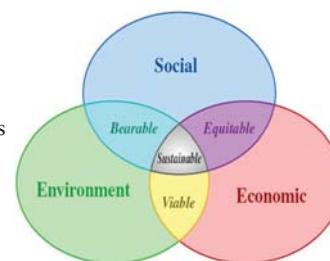
Users can also navigate to several other helpful links, including: the Campus Map, Emory Transportation, Georgia DOT/ Georgia Navigator and the Weather Channel. Be sure to save this site in your "Favorites" as it will soon become a well-used site for those who travel the Clifton Corridor. More Info: <http://construction.emory.edu>.

## ARRRR! (Always Reduce, Reuse, Recycle and Rethink)

During the last couple for years you have probably heard the term sustainability more than a few times. And it may have left you wondering, "Just what is sustainability?"

A difficult term that many struggle with, sustainability was defined by the Brundtland Commission in 1987 as any development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

Another way to think of sustainability is to visualize the intersection where economic, social and environmental systems come together to create a healthy, productive and meaningful life for community residents, present and future. (See graphic.)



For each of us sustainability could best be defined by the acronym "ARRR- always reduce, reuse, recycle and rethink." It is a way of thinking about our environment and resources, and what we do with them.

Over the next several months, we will be running a column on "Sustainability at Emory." The goal of this column will be to educate our readers about the importance of sustainability, what Emory is doing to create a culture that promotes sustainability and how each of us, in our own way, can help support this goal.

## OPUS Guest Access

Guest Access gives a student the ability to grant authorized individuals access to OPUS (Emory's web-based student information system) and the pages which the student has selected. Types of OPUS information a student can authorize for guests include viewing monthly and registration bills, making online payments, viewing financial aid packages, accessing class schedules and grades, applying for the Courtesy Scholarship and viewing admissions information for any active applications within Emory.

Emory employees who have a student attending the university may find this new service particularly helpful, especially as it relates to viewing and paying bills online. An Emory employee who wishes to utilize OPUS Guest Access will need to ask his/her child to create a Guest Login ID in order to begin using this feature.

Each student can sponsor up to five guests with access to his/her OPUS information. Students should communicate the login ID and password to their guest(s) and explain to the Guest(s) how to use OPUS. They will also be responsible for maintaining their guest(s) access.

OPUS Guest Access puts the power in students' hands to share their OPUS information with individuals they deem appropriate and who support their educational goals. It further propels Emory forward in the quest to be a destination university and to meet our customers' demand for information, both when they need it and how they want it delivered.

## How Healthy Are You?

### Do you know your Health?



**HealthQ**

Emory cares about your health!

[www.stepup.emory.edu](http://www.stepup.emory.edu)

**Step UP Emory** now has a new website, [www.stepup.emory.edu](http://www.stepup.emory.edu), which provides employees with health, fitness, nutrition and educational resources to help you develop or maintain a healthy lifestyle. The site also provides a central location for **Step UP Emory** initiatives. **HealthQ**, the current initiative, promotes secure and confidential health questionnaires which are designed to help you identify your risks for developing various health conditions.

### Who can participate?

Everyone. Faculty and staff with benefits through Emory are eligible

to participate through their health insurance vendors. If you are enrolled in a spouse's/SSDP's insurance plan, they may also offer health questionnaire. Additionally, there are several free questionnaires on the web.

### Why should you participate?

Taking responsibility for your health can have a tremendous effect on the quality of your life. While voluntary, the questionnaire may raise your awareness of risk factors, and set you on the path to overall wellness.

### What if you are already healthy?

Constant vigilance is required to stay healthy, and you may be surprised by your results. **HealthQ** participants will receive tips on maintaining their health.

### How long will the questionnaire take?

A questionnaire takes approximately 30 minutes to complete. You can complete the questionnaire when you have the time either in the privacy and convenience of your own home or on any system with internet accessibility (just be sure to log out of the questionnaire before turning off the computer).

### What will you need to complete your HealthQ?

While not necessary, some questionnaires may request the following information to provide you with a more accurate report:

- Medical history (personal and family)
- Weight and Height (shoes off )
- Body Mass Index
- Blood pressure
- Cholesterol levels
- Blood glucose

If you do not have this information readily available, you may want to contact your doctor or visit a Comprehensive Screening Clinic provided by the Faculty Staff Assistance Program.

### What happens after you complete your HealthQ?

After completing the survey, you will receive a confidential, personalized report to help you better understand your health risks and needs. The questionnaire will score and rate overall behaviors as well as health in key areas. Suggestions for improvement are generally linked to specific outcomes.

### Who will see your results?

Your results will be emailed to you via the e-mail address that you provide when you enroll in the questionnaire. No one will have access to your private personal information, including your specific health risk(s), unless you provide it to them.

### Will your information be kept private?

Yes. Your personal information will reside with the health questionnaire provider, through a password protected system. Emory will not have access to your personal information.

### What should you do with the information you receive?

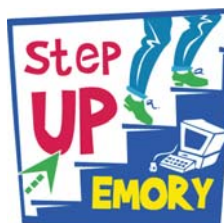
Your personalized report will contain your medical information as well as recommended courses of action for improving your health. Additionally, the results can serve as a good reference point for discussions with your doctor to address any concerns you may have.

### How to take a HealthQ

- 1) Go to [www.stepup.emory.edu](http://www.stepup.emory.edu)
- 2) Select the **HealthQ** page from the left navigation bar
- 3) Access a health questionnaire by choosing your health insurance provider or your preferred online questionnaire
  - Aetna - Simple Steps to a Healthier Life® ([www.aetna.com](http://www.aetna.com))
  - BlueCross Blue Shield of Georgia - 360 Health ([www.bcbgsa.com/emory/](http://www.bcbgsa.com/emory/))
  - HealthStatus - Health Risk Assessment ([www.healthstatus.com](http://www.healthstatus.com))
  - RealAge - RealAge Test ([www.realage.com](http://www.realage.com))
  - WebMD -Health Assessment ([www.webmd.com/health-manager](http://www.webmd.com/health-manager))
- 4) Register or log in and then select the provider's questionnaire

**Take the first steps to a healthier life – complete your HealthQ today!**

Step UP Emory is co-sponsored by Emory University, EMORY HEALTHCARE, Faculty Staff Assistance Program, Employee Health Services and HeartWise.



## Wellness Fair is a Success

More than 200 Emory employees took time out of their busy schedules to learn about healthy living during the **Step UP Emory** Wellness Fair.

During the fair employees received blood glucose, cholesterol and blood

pressure screenings as well as on-the-spot medical readings and interpretations by Emory Healthcare staff.

Following the readings, nearly 100 employees were able to log on to their healthcare provider's site and enroll in their **HealthQ**. After entering their statistical information, employees received a detailed action plan to help them achieve a healthy and balanced lifestyle. Employees also had the opportunity to speak with representatives from various internal and external groups to learn more about health and well being services, programs and events. To learn more about living a healthy life or other health related programs and events, visit [www.stepup.emory.edu](http://www.stepup.emory.edu).

Special thanks goes out to the **Step UP Emory** committee and the School of Public Health, School of Nursing, HeartWise, Employee Health, FSAP, HR and so many other services for all of their efforts in supporting this event!