

# NEWS YOU CAN USE

## Do You Know Where Courageous Inquiry Leads?

Join the Employee Council at their Annual Town Hall to hear **President Jim Wagner, Provost Earl Lewis and Executive Vice President of Finance and Administration Mike Mandl** discuss how we got to where we are today, where we are heading in the future, and the role that we all play in this remarkable journey as we learn together "where courageous inquiry leads".



More information on the Strategic Plan can be found by visiting [www.admin.emory.edu/StrategicPlan](http://www.admin.emory.edu/StrategicPlan).

**Employee Council Annual Town Hall**  
**Wednesday, Feb. 28**  
**12-1:30 p.m.**  
**Tull Auditorium, Law School**

### Theme: *Connecting the dots:*

- from the inception of Emory's Strategic Plan
- to the shaping of the Five Pillars of Courageous Inquiry,
- through the implementation of the University-wide themes and initiatives.

*Light refreshments will be served.*

## Emory's 403(b) Vesting Schedule

Effective Jan. 1, 2007 the vesting schedule for Emory's 403(b) Retirement Plan 6% basic employer contribution has changed from a five year vesting requirement to a three year vesting for any contributions made to the plan following Jan. 1, 2007. This change is the result of recent federal legislation (Pension Protection Act of 2006) and we feel that this continues to support our efforts to provide valuable retirement plans to all Emory employees.

Under the new vesting schedule:

1. **New employees** will "vest" or be able to take with them 100% of the basic employer contributions after three years of service.
2. **If you are a current employee with greater than three years of service but less than five years of service** you will be 100% vested in the "Employer Basic 6%" contributions made after Jan. 1, 2007. Employer Basic 6% contributions made to the plan prior to Jan. 1, 2007 will vest after five years of service.
3. **Current employees who already have more than five years of service** are already 100% vested in the 6% basic employer contribution.



First quarter statements for 2007 from all retirement plan providers (i.e. Fidelity, Vanguard and TIAA CREF) will be reflective of this change. There are no other vesting changes to the retirement plan at this time. Retirement plan participants do not need to take any action at this time to take advantage of the new reduced vesting schedule.

If you have any questions regarding the vesting changes and how they affect your retirement plan, you may contact your retirement plan providers at the following toll-free numbers:

- **Fidelity 800-343-0860**
- **Vanguard 800-523-1188**
- **TIAA CREF 800-842-2888**

## "Manage Your Career" Seminar Series



Emory's Career Seminar Series 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 at Emory University. Workshops are stand alone, but may be taken in combination or as a complete series.

### Career Development

(Next Session Feb. 8, 2007)

- Explore your values and understand how they impact your career selection
- Identify your interests, skills, motivators and work styles to determine job fit
- Explore decision making, career pathing and goal setting techniques for career development
- Develop your career strategy and take charge of your professional life

### Resume Tips

(Next Session May 24, 2007)

- How to target specific career opportunities
- Learn what managers look for in resumes
- How to make your resume more effective
- How to match your skills to specific jobs
- Emory's transfer and promotional policies
- Marketing tools and concepts

### Interviewing Skills

(Next Session March 15, 2007)

- What to do before the interview
- What to do during the interview
- Questions asked during the interview
- Interview follow up

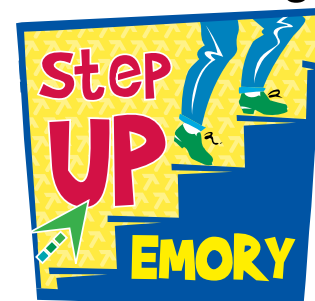
### Networking & Netweaving

(Next Session April 11, 2007)

- How to build relationships
- How to build a network
- "Speed Networking"

For more information or a list of upcoming training, please visit <http://emory.hr.emory.edu/training.nsf/> or contact Randall Cumbaa, HR-Recruiting Manager, at **404-727-7191** or [rcumba@emory.edu](mailto:rcumba@emory.edu).

## More Information Coming Soon!



## Benefit Statements

You will be receiving your 2006 Benefit Statement at your home address on record. The Benefit Statement reflects your total compensation, pay and benefits for the 2006 calendar year. The statement also reflects the total value of your contribution to various benefit programs as well as Emory's contribution. Additional important information about federal and state tax withholdings are also reported on the statements. If you do not receive your personalized statement by March 1, please contact the benefits department at **404-727-7613**.



## W-2 Online Reminder



If you signed up to receive your W-2 information online, you should have received notification via e-mail from [ClientService@w2eXpress.com](mailto:ClientService@w2eXpress.com) that your W-2 statement was ready to review. The e-mail would have read as follows:

*"On (date), you enrolled to receive your original Emory 2006 W-2 Wage and Tax Statement online through W-2 eXpress(sm). Your enrollment confirmation number was (your personal confirmation number)."*

Your Emory 2006 W-2 is available online now and will remain available for review, print and download through Dec. 31, 2007. Please log in to your secure account to retrieve your W-2.

You can log in through the same process that you used when entering your account to sign up for online delivery, or enter the following web address exactly as it appears into your internet browser's address bar: <http://www.w2express.com/>."

If you did not receive this e-mail or accidentally deleted it, you can get your W-2 online by visiting <http://www.w2express.com/> and following the steps below:

- Enter 11332 in the "Employer Code" login box and click "GO"
- Enter your Social Security number and PIN and click "Continue"
- Choose "Get Your 2006 W-2 Now"

If your W-2 has an error, please contact your payroll department:

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

## Discover More Through Mentor Emory

Mentor Emory is a nine month partnership between a mentor and a mentee, which allows one to discover more about themselves, their potential and their capability. During this time the mentor will listen, ask questions, probe for facts and career choices, and act as a source of information and experience from which the mentee can benefit.

If you are interested in becoming a mentor or a mentee, please contact Leo Brown, Mentor Emory Program Manager at **404-727-7660** or [leo.brown@emory.edu](mailto:leo.brown@emory.edu).



***Did you know...Mentor Emory has been enhanced to include all staff members — male and female?***



## Flexible Spending Account

The Health Care Flexible Spending Account (FSA) deadline has been extended. This means if you participated in the Health Care FSA in 2006, you have until March 17, 2007, to use all of the contributed funds. If money is still left in the account after the March 17, 2007, deadline, the balance will be forfeited.

Claims must be submitted to Employee Benefits Specialist (EBS) by May 15, 2007. For more information, visit [www.ebsbenefits.com](http://www.ebsbenefits.com) or call **888-327-2770**.



Please note that the Dependent Care FSA Dec. 31, 2006, deadline did not change.

## Even More Choices! Delta Link Added as Option

We have been very pleased with the service our three agencies have provided for Emory travelers over the past year. Direct billing of your airfare to your FAS account is a great benefit to you and Emory. We continue to ask that you arrange future business travel through our agencies, and to make it even easier we recently added a fourth booking option. You can now book directly with Delta Air Lines through a special link found on our travel Web site <https://www.finance.emory.edu/travel/index.cfm>

Here you can enjoy the familiar convenience of online booking that you may prefer. Booking your business travel through this link, as opposed to the regular delta.com link, helps Emory obtain valuable reporting data as well as gain negotiating leverage with Delta for future discounts. Speaking of discounts, our new agreement with Delta also gives us access to a discount when the applicable fare\* is purchased. These same discounts on Delta are also available through our three travel agencies. So, the choice is yours!

\*6% discount for domestic travel, 15% discount for international travel on F,A,J,C,D,Y,B,M and H fares only.

### What Else Is on the Web site?

<https://www.finance.emory.edu/travel/index.cfm>

Discounts with:

Continental Airlines, Enterprise, Hertz, National, Atlanta Marriott, Ritz Carlton, La Quinta, The Georgian Terrace, Park 'N' Fly, Carey Limo Services, FedEx Kinkos

Travel and Expense Policy, Tax-Exempt Certificates  
Travel Card Application, Insurance Information

For more information on the Travel Web site, please e-mail [jennifer.hulsey@emory.edu](mailto:jennifer.hulsey@emory.edu).

## Award of Distinction

Nominate an Emory University employee who deserves recognition for his or her initiative, innovation and leadership in furthering Emory's vision as a "destination university."

The nomination criteria and form are available on the web at <http://emory.hr.emory.edu>. Choose workplace resources and click on award of distinction.

Nomination eligibility includes: All regular, full- and part-time staff who have been employed for at least one year. Emory Healthcare employees, faculty, faculty equivalents and librarians are not eligible for this program.

**Nomination deadline: Friday, Feb. 23, 2007**