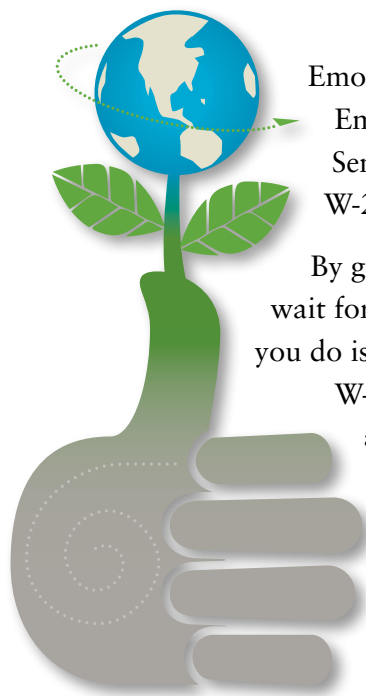




News You Can Use

Go Green and Save a Tree — Get Your W-2 Online



Emory & TALX are partnering again to offer Emory University, Emory Healthcare & Wesley 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 US 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.

Employees who registered to receive their W-2 online in prior years do not need to re-register to receive your 2008 W-2 online. But we do suggest that you review your Account Information online to ensure your e-mail address is accurate.

If you would like to cancel your online registration, unsubscribe by visiting www.w2express.com or by calling 1-877-325-9239.

Frequently Asked Questions

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

Call 1-877-325-9239.

When do you need to sign up?

The deadline for signing up has been extended to **January 13, 2009**.

If you sign up after January 13, 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 US 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 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.

Steps to Receive Your Original W-2 Online ...

- 1 Visit 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 (without dashes).
- 4 Enter your PIN, which is 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 1946, your PIN would be 57310746).
- 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 e-mail with your pin number if you forgot your pin. This process will require an e-mail 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 support 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 **Save**.
- 11 A W-2 Online Access Consent will show. Double check the information then click on **Confirm**.
- 12 Online W-2 Consent Receipt will show. You may want to print this screen by clicking on **Confirmation Receipts**. The click **Logout**.



You will need to activate your new card by visiting www.sparkfly.com. To continue accessing all the great savings available through the Emory-Sparkfly discount Web site, visit www.sparkfly.emory.edu.

Saving With Sparkfly

It's November and that means the holiday season is fast approaching! This year, Cyber Monday, the biggest online shopping day, falls on December 1 and Sparkfly has been busy preparing. We've added numerous retailers offering discounts when shopping online that you are sure to find the perfect holiday gift for less. Even if it's for yourself! So before you begin your merry making, remember all the great discounts available to you from Sparkfly.

Sparkfly Spotlight

In addition to the regular savings available on the Emory-Sparkfly discount web site, this holiday season you are invited to experience Atlanta like never before.

Beginning this month, you will receive the new Sparkfly card* that provides you with access to an exclusive collection of holiday offers and events — including 20% off your favorite retailers with Sparkfly Shopping Days. Additional perks will be available with your card throughout the year — so be sure to keep it in your wallet.

**If you do not receive your Sparkfly card by the end of November, call Sparkfly's Customer Service number at 800-687-2359 or send an e-mail to customercare@sparkfly.com.*



NEWS YOU CAN USE

Quick Loans with Emory Alliance Credit Union

Do you need immediate cash for emergencies or short term needs? Emory Alliance Credit Union offers the Member Express Loan: \$750 maximum loan amount, payments made through payroll deduction, must be an active employee for 12 months and minimal credit requirements needed. To apply or learn more, go to www.emoryacu.com/loans-consumer.html.

If you have questions or need additional information, please call 404-329-6415.



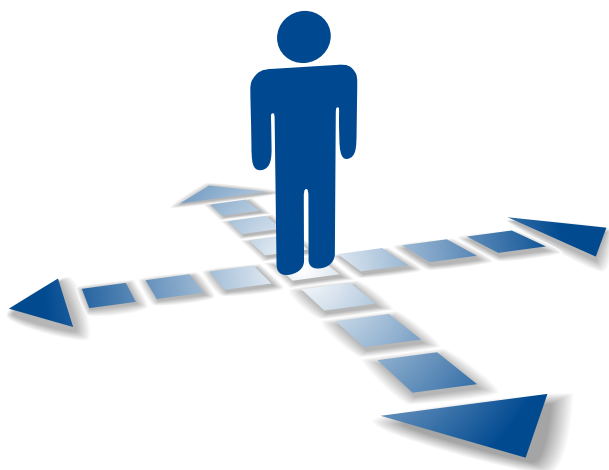
Save the Date

Attend a free Financial Aid seminar to learn about the student loan process on Tuesday, November 18 at 6:30 PM., hosted by Emory Alliance Credit Union. Seating is limited.

For more information, call 404-329-6415 or visit www.emoryacu.com/seminars.html

Health Survey Benefits Students

As a member of the Emory community, any one of us may be approached by a student struggling with a personal health concern. Do you know what resources are available to you to make referrals or offer assistance to a student?



On November 12 a short survey will be sent via e-mail to all staff members to help the Student Health and Counseling Center determine:

- how many staff have contact with students
- the level of knowledge about current resources, and
- further resources that should be made available to assist staff in helping students in need.

If you do not receive the e-mail link to the survey and would like to participate, or if you need a paper copy, please contact Heather Zesiger, Director, Health Education and Promotion, by calling 404-727-1736.

Dependent Care Specialist



Audrey Adelson, the newest addition to Emory's WorkLife Resource Center will join the team on Monday, November 10. As part of the recommendations by the WorkLife Task Force, the role of the dependent care specialist was created to provide administration and management of the dependent care program which includes elder care and child care. In this role, Ms. Adelson will also be responsible for building networks with local providers and other resources as well as identifying discounts for Emory faculty and staff where possible.

Ms. Adelson has served as a leader to many clients, helping them to develop successful worklife and management development programs for their employees. Her clients have included Fortune 500 businesses and professional athletic organizations. Ms. Adelson has an undergraduate degree in psychology and a master's degree in clinical social work, both from Florida State University. Stay tuned for more updates on the development of the Emory WorkLife Resource Center.

Reminders

Benefit Confirmation Statements

Now that the 2009 Annual Benefits Open Enrollment period is over, confirmation statements detailing your benefit selections for 2009 will be mailed to your home address beginning the first week of December. Please carefully review this information to ensure that your selections are correct for the coming year.



It's Worth A Shot — 2008 Flu Shot Schedule

Not sure where to get your flu shot this year? The 2008 Flu Shot schedule is posted on line at www.emory.edu/fsap.

Bright Ideas

Every day people come up with creative ways of doing things that help Emory save time and money. If you have a Bright Idea that you would like to share, or want to review what others are submitting, go to www.brightideas.emory.edu.



Emory Community — Giving Back

An easy ways to give back to the community, Emory Community Giving offers you several ways to help 446 worthy nonprofit groups address an array of health,

human-service, community, and environmental needs. You can donate money through the convenience of payroll deduction, credit card and/or check. Your donations will assist the community for many years, touching many people and solving many pressing problems. Learn more at www.communitygiving.emory.edu.