



THE PARTNER

Benefits • Employment Services • Human Capacity Development • Payroll
Your College Partner for news and information for employee success!

We introduce to you our inaugural first edition of The Partner, the Human Resources newsletter for employees at Columbus State Community College! Look for The Partner every month for your latest HR news & info!

Please extend a warm welcome to our new Interim VP of Human Resources, Kathie Basehore! Kathie hails from Huntington National Bank where she served a 25-year stint, most recently as the Sr. VP and Regional HR Manager. She holds her Bachelor's and Master's degrees in Education. Please feel free to stop by Rhodes Hall to visit and introduce yourself!

Benefits

UnitedHealthcare Health RewardsSM Program Sponsored by Columbus State Community College
Columbus State Community College's program was created to provide you with rewards to help motivate you to engage in healthier behaviors that will help you lead a healthier life.

The Health Rewards information is posted on the CSCC website:

- csccl.edu>> Under About CSCC >>
- Click on Faculty & Staff >> Under HR >> Click on Employee Benefits >> Click on Benefits >> Under Resources >>
- Click on Health Rewards

Details:

- For all fulltime employees who have UHC
- Program runs from September 1, 2011 through August 31, 2012
- Remember you must obtain 8 out of 11 points to be eligible to maintain the 80/20 premium cost share
- After you complete the health actions identified by

- Columbus State as part of the UnitedHealthcare Health RewardsSM, you can log on to myuhc.com® to track your activity and tally your rewards earned (under health and wellness; health points)
- Health action tracking period for all Staff and Administrators will begin September 1, 2011 and end on August 31, 2012. For Faculty the tracking period will begin September 1, 2011 and end on May 15, 2012
- Questions? Contact Nichole Bowman-Glover, Wellness Coordinator, nbowmang@csccl.edu or Deborah Robinson, Benefits Administrator, drobins5@csccl.edu

Employment Services (ES)

Keep Your Information up to Date With Human Resources

In our busy lives, we often overlook reporting important personnel information. It is a good idea to review your personnel file annually and report any changes in your address, direct deposit information, federal and state tax withholdings, marital status, etc. to make sure that your information is current. If you have changes that need to be made, the forms are available online at <http://www.csccl.edu/hr/forms.shtml> as well in the Human Resources Department in Rhodes Hall 115.

Stay Connected With the Office of Human Resources on Facebook, LinkedIn, and Twitter

The Office of Human Resources has gone social! Stay better connected to your partners in Human Resources and have the most up to date information about job postings, trainings, benefits, wellness events, payroll news, and much more through:

- Facebook: Human Resources at CSCC
- LinkedIn: Companies ► Columbus State Community College
- Twitter: @CSCC_HR
- Yammer: CSCC (yammer.com/csccl.edu)

Human Capacity Development (HCD)

Improved Registration Site and HCD Web Page

Current and newly hired employees, as well as people from the community, can sign up for campus events at <http://cscs.edu/signup>. The site now populates registration fields automatically to include employee email, department and phone number. It also easier to search for classes and events. Contact Rich James at rjames01@cscs.edu (ext. 2175) with questions about using the system for event registration.

The HCD web page has also been given a facelift. Use it to learn about many professional development and orientation opportunities at the College. There are also extensive guides on using the COOL system for PERFORMs and other tools for developing and evaluating performance goals. See: <http://www2.cscs.edu/about/hcd/>.

Popular "Strengths" Classes Continue

Look for more opportunities to use the Strengths Finder self-assessment to identify and develop your unique strengths. Classes such as Win With Your Strengths, Putting Your Strengths To Work and discover Your True Calling will be offered this quarter. Check the program descriptions in the list of upcoming classes at <http://web.cscs.edu/is/employeeettraining/courses-category.asp?C=23>.

The Next Big Thing a Big Success

HCD in partnership with Instructional Technology Distance Learning and Diversity and Study Abroad Programs sponsored "The Next Big Thing" (TNBT) for Martin Luther King week. Inspired by events such as Pecha Kucha and TED Talks, TNBT challenges presenters to share a compelling idea within the constraints of 20 slides lasting 15 seconds. Several people presented ideas and local poets contributed their spoken word art for an energizing and inspiring event. Go to <http://cscs.edu/tnbt> to view recordings of the event. Look for another TNBT to happen this spring. Contact Rich James at rjames01@cscs.edu (ext. 2175) for info.

Payroll

Update Your Information for the 2012 Tax Season

Be sure to check the Update for information on how to obtain your W-2 statement online for convenience and same day use.

The new 2012 W-4 forms are available in the Human Resources Office to all employees. We encourage you to check your income tax withholding for 2012 if you are unsure of your current withholdings. Also, the Federal tax rates have changed, so examine your pay checks to see how you may have been affected. For questions related to taxes, please contact Jason Love at jlove8@cscs.edu (ext. 5972).

Important Dates to Remember

January 31: Employer must send out W-2, Wage and Tax Statement to their employees

February 1: All payroll actions, substitute pays, meeting pays, and payroll changes are due for February 15, 2012 pay

February 1: Employee Deadline to submit Web-Time Entry is 11:59 P.M. for February 15, 2012 pay

February 2: Supervisor Deadline to submit Web-Time Entry is 5:00 P.M. for February 15, 2012 pay

February 15: Payday

February 15: If you are exempt from 2011 Income Tax Withholding, you must complete and submit a new W-4 form by February 15, 2012 to continue Exempt status for the new 2012 tax year

February 16: All payroll actions, substitute pays, meeting pays, and payroll changes are due for February 29, 2012 pay

February 16: Employee Deadline to submit Web-Time Entry is 11:59 P.M. for February 29, 2012 pay

February 17: Supervisor Deadline to submit Web-Time Entry is 5:00 P.M. for February 29, 2012 pay

February 24: Campus Closed. Full-Time Non-Exempt Employees who submit their time online should remember to place 8 hours of time under "Other Time Hours" with the drop down box reading "Holiday Hours."

February 29: Payday

Please Welcome January's Newest Full-Time Employees to
Columbus State Community College!

Steve Levin—Instructor, Automotive and Applied Technologies
Karen Gray—Administrator, Academic Affairs
Arnold Shinn—Annually Contracted Faculty, Automotive and Applied Technologies
Mohammed Alam—Annually Contracted Faculty, Biological Sciences
David Ruth—Annually Contracted Faculty, Construction Sciences and Engineering Technologies
Wenonah Latham—Advisor, Diversity, Study Abroad, and TRIO Programs
Deborah Hoffman—Annually Contracted Faculty, Justice and Safety Programs
Diane Souza—Annually Contracted Faculty, Hospitality Management
Drew Mosley—Annually Contracted Faculty, Construction Sciences and Engineering Technologies
Amy Ng—Instructor, Justice and Safety Programs
Daniel Hare—Instructor, Justice and Safety Programs
Melvin Stewart—Coordinator, Public Safety
Adam Hugar—Teaching Assistant, Hospitality Management
Ariana Ulloa—Representative, Community Education and Workforce Development
Donna Dixon—Annually Contracted Faculty, Modern Languages
Susan Ward—Office Associate, Modern Languages
Kelly Woods—Technician I, Public Safety

Have an HR-Related Question You Want Answered in the Next Newsletter?
Contact One of Our Authors & We'll Feature the Answer Next Month!



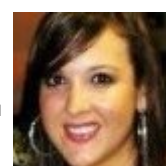
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