



## Be Well

Need new inspirations when it comes to meals? The month of November we have 4 new Lunch and Learns to offer. They will all take place at Noon in the Alford Center. If you are interested in signing up for any of them below please RSVP to

[wellness@sjcme.edu](mailto:wellness@sjcme.edu)

CIGNA members will earn 10 points for each session.

November 2<sup>nd</sup> will be

### Cooking Up Family Fun.

Cooking together is a great way to teach your kids about healthy eating habits. Our hands-on approach is a recipe for good times together in the kitchen!

November 9<sup>th</sup> will be **Healthy Substitutes**. Are you reluctant to give up those favorite dishes? Learn creative solutions for making your favorites healthier and more nutritious.

November 16<sup>th</sup> will be **10 Foods you ought to eat**. Which 10 foods can lead to a healthier you? Come and find out how to incorporate them into your everyday meals.

November 30<sup>th</sup> will be **What's for dinner?** Are you out of inspiration for dinner tonight? We'll help you come up with healthy and tasty alternatives that your whole family will love.

## VALIC Enhancement: Retirement Manager

We are pleased to introduce a new Web-based tool called Retirement Manager! Retirement Manager is a convenient, secure, Web-based access point from which you can request and manage your retirement plan distributions anytime and anywhere, 24 hours a day, seven days a week. Simply go to <https://www.myretirementmanager.com/MYRM/?sic>.

You can use the Retirement Manager site to:

- Request a Distribution Eligibility Certificate for the following transactions:
  - Loan
  - Hardship Withdrawal
  - In-Service Exchange
- View aggregate TIAA-CREF and VALIC account balance information
- Read educational articles on a range of financial planning topics

We are also pleased to introduce a new support line for assistance with the Retirement Manager application! Effective November 2, 2015 the Retirement Manager Support line is available to take calls from all Saint Joseph's College employees with current TIAA-CREF and VALIC investments who wish to take an account distribution. Each distribution request form will need to be accompanied with an Eligibility Certificate from Retirement Manager before authorized by the Plan Administrator. The support line is staffed with a dedicated group of Client Service Professionals that are available to provide guidance on the login process, general navigation questions, and how to use the transaction screens. *Please note that account specific questions should still be addressed directly by either TIAA-CREF or VALIC.*

The participant support line is available Monday through Friday (excluding holidays) from 7:00AM to 6:00PM Central time.

### Retirement Manager Support Line: 1-866-294-7950

We are confident you will benefit from this valuable new enhancement to your retirement planning tools. If you have any questions, please contact Heidi Jacques at x7756.

## More VALIC One-on-One Meetings Available

Your VALIC financial advisors are here to help! Whether you have a few questions about the transition process or are new to the idea of retirement planning, Rick Esten will be available to meet with you one-on-one. To schedule an appointment with your financial advisor, [click here](#).

**Appointments with Rick are available on the following dates: November 4, 10, 18, 23, 30.**

## Payroll Reminder to Managers:

1. If you are going to be away from Campus when timesheets are due you will either need VPN access or to delegate to a colleague. This is important for timely and accurate payroll processing.
2. Timesheet approval is Monday @ noon of the payroll week. If you are unsure of the pay dates, you can contact Michelle Scribner @ ext. 7738 for a payroll calendar.
3. Please make sure when you are approving hours for student workers, that the hours worked are for your department. If the student has hours on the timecard for another department, the other department supervisor will approve accordingly.

## Our Core Values

are at the heart of our core existence and should be visible in our daily interactions.

- **Excellence** - As a Catholic liberal arts college, we seek to combine faith with reason in the pursuit of academic excellence. We call all members of the College community to excel as individuals and as professionals within their specific roles.

## FY15 Annual Performance Review Update

One month has passed since Human Resources launched the electronic FY15 Annual Performance Assessment Tool through the Performance Management feature in ADP WorkforceNow for all staff reviews. Managers and Employees have been documenting job performance for the time period of July 1, 2014 – June 30, 2015. Since October 1, 2015, 282 assessments have been launched, of the 282 there are 111 employees that have not begun the process. *Please note that the annual review period will only be in effect for another 30 days through November 30, 2015.*

As a reminder, a “How-To Guide” for both Managers and Employees can be found on the Quick Links page of mySJC in the Human Resources group. These guides are also available within the ADP Workforce Now system on the Home Page.

*HR has compiled a few “How To” Tips that should make the process smoother:*

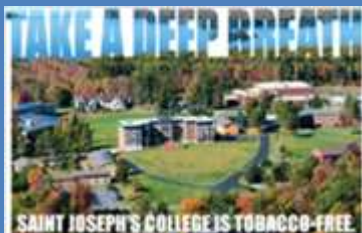
- 1) *Google Chrome is the recommended internet browser*
- 2) *Look for a scroll bar within the performance screen in the non-rated questions in addition to the one on the browser window to ensure all answers are completed*
- 3) *It is recommended that employees and managers save often while completing the review questions.*
- 4) *Managers need to wait until the employee self-assessment is completed before starting their portion*
- 5) *Ensure only the **Job Purpose** section from the job description is copied into the first question, then add comments on performance below it*
- 6) *Managers must wait for Human Resources to complete the approval step before scheduling one-on-one review meetings with employees.*

## HSA Bank from JP Morgan Transition

CIGNA has completed the transition from JP Morgan to HSA Bank for all those who are participating in the Open Access/HSA health plan. You should all have received new debit cards in the mail. If you experience any problems as a result of this transition, please contact Heidi Jacques at x7756.

## Be Well

November is COPD and Diabetes awareness month. Did you know on the mycigna website you can participate in online programs to learn how to reduce your risk for heart-disease and diabetes-related complications as well as manage Chronic Obstructive Pulmonary Disease. Learn more about these free programs by visiting [www.mycigna.com](http://www.mycigna.com)



## Employee Assistance Program:

The Employee Assistance Program offered through CIGNA provides a multitude of options. You can take advantage of their Face-to-Face Assistance or their Full-Service Work/Life Support. For more information, please visit our website: <http://www.sjcme.edu/hr/EmployeeAssistance>

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## State of Maine Sales Tax

Saint Joseph's College is a 501(c)(3) nonprofit organization exempt from federal and state income tax. In addition, the College is also exempt from paying State of Maine sales tax on all tangible personal property. To avoid incurring a sales tax charge on a purchase for the College, a State of Maine Permanent Exemption Certificate must be submitted to the vendor prior to or at the time of purchase. These certificates are available upon request in the Treasurer's Office.

### **Please make every effort to ensure that purchases do not include sales tax.**

In the event an exemption certificate is not provided and sales tax is charged, an employee will not be reimbursed for this expense if submitted on a Travel & Expense Reimbursement Form or Credit Card Expense Report.

## Safety First

With the changing of the seasons here at Saint Joseph's, I would like to take this moment to reflect on some helpful tips as we start to dip into Maine's favorite season: WINTER. With the chilling of the air and the extended dark hours, new circumstances may arise that can cause safety risks, and we would like our community to be aware of them to better keep us all safe while on campus.

- Many individuals utilize personal, or space heaters in their workplaces to help with the drafty and wet weather that we will be having this season. While this is not permitted for students, we do allow faculty and staff to utilize these. Please be sure that there are no obstructions near these units that can cause fire while they are in use. Also please be sure to not leave them on and unattended. If you are to leave the area the heater is in, please turn it off to avoid fire.
- Campus Safety prides itself on successfully maintaining a safe environment on the campus. As the nights come sooner and stay longer, remember to make sure that if you feel it necessary, Campus Safety offers escort services to and from your vehicle and even around campus at any time, 24/7.
- The days may still prove quite warm with the sun about, but the nights can bring quite a chill. Remember to have proper attire to keep yourself warm in the colder times to avoid illness. In the event of illness, if possible, please refrain from coming to campus until you feel better. Give yourself time to recuperate and avoid spreading colds to your coworkers.

Remember, Saint Joseph's College will always do anything possible to obtain the safest environment for its people, but safety starts with the individual. If you see anything that appears unsafe or feel that you would like a specific subject broached, please feel free to contact me via email at [zchopchinski@sjcme.edu](mailto:zchopchinski@sjcme.edu)