

Over the past couple of years, the College has been closed for regular business operations between Dec 25 and Jan 1st to allow our faculty/staff the time to enjoy the holiday season with their family. This is a unique benefit to the College (to have holiday time vs. vacation time). We trust you had an enjoyable holiday season and the "gift" of time!

## Payroll Notice:

W2s are now available online through the ADP Portal and they have been mailed home to the address on file within ADP. To access your W2 on ADP, login to the **Portal** and go to **Myself>Pay>Annual Statements**

## Have Questions About Retirement Planning?

Your VALIC financial advisors are here to help! Whether you have a few questions about the 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:  
February 4<sup>th</sup> and 22<sup>nd</sup>.



**With Jessica Noonan – Getting to Know Our New Director of HR**



### What brought you to SJC?

There are many reasons; the highlights include: 1) The opportunity to return to my HR Generalist roots and be involved in all aspects of HR. 2) I've spent a great deal of time on college campuses in recruitment efforts and I love the environment and the energy that the college campus provides. I also have members of my immediate family that choose careers in education, therefore, it's familiar to me. 3) The Core Values and Mission of SJC. 4) The opportunity to work with Kris Avery. Kris is regarded as a leader in the HR community and I'm thrilled to be a member of her team!

### What is your favorite aspect of your job?

Being 2.5 weeks in, my favorite aspect has been learning. Learning the HR team, the population I am going to support and the SJC community. It's been a lot of fun so far!

### Why did you get involved in Human Resources?

My first career was in social work and I enjoyed that career path but wanted to become more engaged in corporate and business and understand how businesses function. I made the transition from interviewing clients for programs to interviewing candidates for positions and my career grew from there.

### Who is your favorite celebrity?

Eric Clapton. Hands down. Had I been born in a different decade I likely would have been a groupie!

### Do you have a favorite hobby outside of work?

I enjoy anything athletic: going to games, shooting hoops with my daughter or running around with our new puppy outside.

### What is your favorite sport?

It is a toss-up between baseball and football. I'm a New England sports fan! And I enjoy basketball because my daughter plays and I like watching her games. Very entertaining!

### What is your favorite color?

Gray – any shade because you can add a pop of bright color!

## Our Core Values

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

- **Excellence**
- **Integrity**
- **Community -**
- **Compassion -** Inspired by the example of Catherine McAuley, foundress of the Sisters of Mercy, we open our hearts to those among us in physical, psychological, or spiritual need. We consciously reach out beyond our college boundaries to serve the needs of others with compassion and mercy.
- **Justice**
- **Respect**
- **Faith**

Imagine  
with all  
your mind.  
Believe  
with all  
your heart.  
Achieve  
with all  
your might.

### Questions and Answers about Health Care Information Forms for Individuals

Because of the health care law, you might receive some new forms this winter providing you with information about the health coverage you had or were offered in 2015. The information below is intended to help individuals understand these new forms, including who should expect to receive them and what to do with them.

#### Will I receive any new health care tax forms in 2016 to help me complete my tax return?

Starting early in 2016, you may receive one or more forms providing information about the health care coverage that you had or were offered during the previous year. Much like Form W-2 and Form 1099, which include information about the income you received, these new health care forms provide information that you may need when you file your individual income tax return. Also like Forms W-2 and 1099, these new forms will be provided to the IRS by the entity that provides the form to you. The new forms are:

- [Form 1095-A](#), *Health Insurance Marketplace Statement*. The Health Insurance Marketplace (Marketplace) sends this form to individuals who enrolled in coverage there, with information about the coverage, who was covered, and when.
- [Form 1095-B](#), *Health Coverage*. Health insurance providers (for example, health insurance companies) send this form to individuals they cover, with information about who was covered and when.
- [Form 1095-C](#), *Employer-Provided Health Insurance Offer and Coverage*. Certain employers send this form to certain employees, with information about what coverage the employer offered. Employers that offer health coverage referred to as “self-insured coverage” send this form to individuals they cover, with information about who was covered and when.

#### When will I receive these health care tax forms?

The deadline for the Marketplace to provide Form 1095-A is February 1, 2016. The deadline for insurers, other coverage providers and certain employers to provide Forms 1095-B and 1095-C has been **extended to March 31, 2016**. Individual taxpayers will generally not be affected by this extension and should file their returns as they normally would.

#### Must I wait to file until I receive these forms?

If you are expecting to receive a Form 1095-A, you should wait to file your 2015 income tax return until you receive that form. However, it is not necessary to wait for Forms 1095-B or 1095-C in order to file.

Some taxpayers may not receive a Form 1095-B or Form 1095-C by the time they are ready to file their 2015 tax return. While the information on these forms may assist in preparing a return, they are not required. Individual taxpayers will generally not be affected by this extension and should file their returns as they normally would.

#### How the Forms Relate to Your Tax Return

##### Can I file my tax return if I have not received any or all of these forms?

If you enrolled in coverage through the Marketplace you will need the information on Form 1095-A to complete Form 8962 to reconcile any advance payments of the premium tax credit or claim the premium tax credit, and to file a complete and accurate tax return. If you need a copy of your Form 1095-A, you should go to [HealthCare.gov](http://HealthCare.gov) or your state Marketplace website and log into your Marketplace account, or call your Marketplace call center. Although information from the Form 1095-C – information about an offer of employer provided coverage - can assist you in determining eligibility for the premium tax credit, it is not necessary to have Form 1095-C to file your return. See [Publication 974](#) for additional information on claiming the premium tax credit.

You do not have to wait for either Form 1095-B or 1095-C from your coverage provider or employer to file your individual income tax return. You can use other forms of documentation, in lieu of the Form 1095 information returns to prepare your tax return.

## 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>

Kristine A. Avery SPHR  
AVP & Chief Human Resources Officer  
PHONE 207-893-7755  
[kavery@sjcme.edu](mailto:kavery@sjcme.edu)

Jessica Noonan SPHR  
Director of Human Resources  
PHONE 207-893-7752  
[jnoonan@sjcme.edu](mailto:jnoonan@sjcme.edu)

Heidi Jacques  
Assistant Director of Human Resources  
PHONE 207-893-7756  
[hjacobes@sjcme.edu](mailto:hjacques@sjcme.edu)

Jackie Cattabriga  
HRIS Analyst  
PHONE 207-893-7758  
[jcattabriga@sjcme.edu](mailto:jcattabriga@sjcme.edu)

Samantha Smith  
HR Representative  
PHONE 207-893-7753  
[ssmith@sjcme.edu](mailto:ssmith@sjcme.edu)

Linda Quigley  
Data Entry Assistant  
PHONE 207-893-7780  
[lquigley@sjcme.edu](mailto:lquigley@sjcme.edu)

Other forms of documentation that would provide proof of your insurance coverage include:

- insurance cards,
- explanation of benefits
- statements from your insurer,
- W-2 or payroll statements reflecting health insurance deductions,
- records of advance payments of the premium tax credit and
- other statements indicating that you, or a member of your family, had health care coverage.

If you and your entire family were covered for the entire year, you may check the full-year coverage box on your return. If you or your family members did not have coverage for one or more months of the calendar year, you may claim an exemption or make an individual shared responsibility payment.

You will not need to send the IRS proof of your health coverage. However, you should keep any documentation with your other tax records. This includes records of your family's employer-provided coverage, premiums paid, and type of coverage.

For more information from the IRS, please click on this link to the IRS Q & A: <https://www.irs.gov/Affordable-Care-Act/Questions-and-Answers-about-Health-Care-Information-Forms-for-Individuals>

## New Faculty/Staff Discount at Aroma Joe's!

Aroma Joe's has notified us that they are now offering SJC employees discounts at their Windham location. Check with them for the discount of the day. Please visit mySJC under Human Resources for a complete list of discounts including cell phone providers, Smitty's, Rental Cars and Sullivan Tire. As always, you must show your SJC ID to get the discounts.

## Be Well

We will be hosting a Biometric Screening on Tuesday, February 9<sup>th</sup> in the Hall of Fame room. Come find out what your numbers are for **FREE**. In this screening you will learn your height, weight, BMI, cholesterol, glucose and blood pressure readings. This is a simple non-fasting test that involves a small finger prick. After receiving your instant results you will have a few minutes to sit privately with a health coach to go over what your numbers mean to you.

All faculty and staff are eligible to participate as well as spouses. You do not need to be a member of CIGNA to learn your numbers! Everyone who attends will be entered into a drawing for a gift card to Hannaford.

Appointments are held every 15 minutes from 5:30am-3:30pm (excluding 11:00am-Noon). An appointment is required and is set up first come, first served.

To schedule your appointment email [wellness@sjcme.edu](mailto:wellness@sjcme.edu)  
CIGNA members are eligible to earn up to 175 points for this screening.

## FAQ About FSAs

**What if the Eligible Medical Expenses I incur during the Plan Year are less than the annual amount I have elected for Medical Care Reimbursement?**

You will not be entitled to receive any direct or indirect payment of any amount that represents the difference between the actual Eligible Medical Expenses you have incurred and the annual coverage level you have elected. Any amount allocated to a Medical Care Account will be forfeited by the Participant and restored to the Employer.

Unless, you have submitted a request for reimbursement for those expenses incurred during the 2015 Plan Year within the Run Out period (January 1, 2016 through March 31, 2016). Amounts so forfeited shall be used to offset administrative expenses and future costs, and/or applied in a manner that is consistent with applicable rules and regulations (per the Plan Administrator's sole discretion).