HOSTING BENEFITS FAIR - SEPTEMBER 28TH

Human Resources is hosting its annual Benefits Fair on September 28th from 10:00 am to 1:00 pm in the schools Physical Education Center.

This year two new vendors will offer information to permanent employees.
- Carolina Advanced Health from Blue Cross and Blue Shield will offer free blood pressure checks.
- The new Employee Assistance Program, ComPsych, will offer information concerning assistance provided to all permanent employees.

Regular attending vendors will represent AAA, AFLAC, AIG-Valic, AXA, BJ’s, Colonial, Costco, ING, MetLife, NC Flex, NC College Savings Plan, NC Prepaid Legal, Prudential, Sam’s Club, SEANC, State Health Plan, Verity, WeSave. The representative from NC Flex will be available to respond to questions concerning the upcoming open enrollment that will be held in October 2012.

The Benefits Fair provides an opportunity for employees to ask specific and personal questions concerning their current benefits and available benefits. Please plan to attend.

2012-2013 SPECIAL LEAVE – HOW TO CODE & VIEW
The 2012 General Assembly awarded a one-time five day (40 hours) of special vacation leave on July 1, 2012 to eligible permanent State employees to be used during the Fiscal year 2012-2013. If the special leave is not used between July 1, 2012, and June 30, 2013, it shall expire.

How to code the 2012-2013 special leave in BEACON:
- Go into your ESS (Employee Self Service)
- Click on to My Working Time
- Click on to My Time Sheet
- Select code 9711 (FY 2012-2013 Special Leave)

How to view special leave balances in BEACON:
- Go to My Time Statement
  - Scroll down to bottom to find the title FY 2012-2013 Special Leave (code 9711)
  - The description will include the following:
    - Monthly Amount Used:
    - Total Amount Used:
    - Remaining balance:

For additional information concerning the FY 2012-2013 Specials Leave, view the complete policy on e-Central/HR/Benefits.

NCFlex ANNUAL ENROLLMENT – OCTOBER 2012

NCFlex is administered through the Office of State Personnel and offers an annual enrollment each year. This year the NCFlex Annual Enrollment dates are October 1 through October 26, 2012. Beginning October 1st you will be able to enroll or make changes to your current plan through your Beacon ESS account. Once you enter your ESS account, you can click “Annual Enrollment for NC Flex” to enroll or make adjustments. The enrollment begins on January 1, 2013.

What NCFlex has in store for 2013:
- Flexible Spending Account (FSA):
  - Health FSA maximum annual contribution limit is $2,500 per Federal Regulations.
  - Health FSA minimum annual contribution is $120.
- NCFlex Convenience Card:
  - The Health FSA cards are available at no cost to you.
  - No Dependent Day care FSA cards. Paper claims only.
- Reminders:
  - FSAs allow you a 2 ½ month extension to claim benefits. Amounts in this year’s accounts can be used to pay expenses incurred between January 1 and March 15 of 2013. Claims must be received by April 30, 2014.
  - Under health care reform, over-the-counter medications cannot be reimbursed through the HCFSA unless you have a doctor’s prescription. It’s not our rule, it’s the law.

During annual enrollment take advantage of:
- No EIO (Evidence of Insurability) to enroll in the Critical Illness Plan. Gives you the chance to enroll in coverage with no questions asked.
- If you do not participate in the Group term Life, you may purchase $20,000 of coverage with no EOI (if you were not previously denied coverage).
- If you are currently enrolled in Group Term Life, you may add $10,000 of additional coverage if your coverage amount does not exceed $100,000
- Save with pre-tax savings! Contributions for NCFlex benefits are made through payroll deductions before taxes are withheld.

The following information will guide you on what to do:
- If you currently have NCFlex, Health Care Flexible Spending Account (FSA) or the Dependent Day Care Flexible Spending Account (DDCFSA), you must re-enroll in these plans each year.
- If you have and elect to keep other benefits offered under NCFlex, you do not have to submit anything. Your benefits will automatically continue.
TUITION WAIVER PROGRAM REMINDER

Just a reminder! Don’t forget to take advantage of State Employees’ benefit of our Tuition Waiver Program. All full time faculty/staff may enroll in 2 courses per academic year. Please keep this in mind when planning your educational goals for the future. If you would like to participate in the benefit please contact Linwood Stewart at 416-2664.

NC STATE EMPLOYEES COMBINED CAMPAIGN

September 10 thru October 30, 2013

It’s that time of year again for State Employees’ to have the opportunity to give to their specific charities.

In the next week you will be receiving the North Carolina State Employees’ Combined Campaigned packet in your campus mailboxes. Please take time to look over the needs in your communities and consider helping others by giving to the State Employees Combined Campaign for 2013. If you have questions please feel free to contact Linwood Stewart at 416-2664.

UPCOMING EVENTS

DATE IS SET FOR FLU SHOT CLINIC

The date has been set to host the annual NCSSM Flu Shot Clinic which is offered through Blue Cross and Blue Shield of North Carolina and the North Carolina Teachers’ and State Employees’ Comprehensive Major Medical Plan. The Flu Shot Clinics is offered across the State of North Carolina annually for permanent employees and their covered dependents. This year the NCSSM Flu Shot Clinic will be:

- **Date:** October 12, 2012
- **Time:** 8:30 a.m. to 12:00 p.m.
- **Location:** PEC Classroom

As in the past, flu shots will be free of charge for State Health Plan members and covered dependents. A covered dependent means anyone, regardless of age, who is covered under your health insurance plan. Non-covered employees and their dependents will be charged for flu shots. Please bring your BCBS membership card with you as proof of coverage to avoid a charge.

Participants will be required to present proper identification and sign a consent form before receiving the flu shot. Please note: Children between the age of 9 and 17 must have parents with them to receive the flu shot. Children under the age of 9 must go to a physician for their flu shot.

The School's Clinic will also offer flu shots to students first and then offer the flu shot to employees at a cost. The School’s Clinic will notify students and staff of the date shots will be available through the clinic.

NCSSM

**Employee Appreciation Luncheon & Service Awards Presentation**

**October 23, 2012**

11:30 A.M. – 1:30 P.M.

*Charles Eilber Physical Education Center*

WHO IS YOUR DEPARTMENT FACILITATOR?

Each Department has a designated Department Facilitator who is the first point of contact for information concerning department and NCSSM policies and procedures, budget issues, human resources issues, and campus resources issues.

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Facilitator’s Name</th>
<th>Phone #</th>
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<tbody>
<tr>
<td>Academic Programs</td>
<td>Kathy Mueller</td>
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<td>Admissions</td>
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<td>Business Office</td>
<td>Don Lewis</td>
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<td>Campus Resources</td>
<td>Rick Hess</td>
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<td>Counseling</td>
<td>Pam Oxendine</td>
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<td>Anna Shepherd</td>
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<td>Distance Education</td>
<td>Crystal Davis</td>
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<td>Extended Programs</td>
<td>Kathy Jackson</td>
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<td>Human Resources</td>
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<td>Vicky Tripp</td>
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<td>Deann Cooke</td>
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<td>Student Life</td>
<td>Lorna Lester</td>
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