



HR NEWSLETTER

APRIL 2012

Athens State University Human Resources
300 North Beaty Street, Founders Hall
Athens, AL 35611
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- [WELLNESS SCREENINGS](#)
- [ETHICS FORMS FOR 2011](#)
- [E-VERIFY](#)
- [PERFORMANCE EVALUATIONS](#)
- [W2 FORMS](#)
- [BIRTHDAYS](#)
- [NEW EMPLOYEE](#)
- [STATE BOARD POLICY](#)
- [RETIREMENT ADVISING](#)
- [AUTISM AWARENESS](#)
- [PEEPS TRIVIA](#)
- [FLASHBACK](#)
- [TRIVIA ANSWERS](#)
- [ABOUT THE NEWSLETTER](#)



VOLUNTARY WELLNESS SCREENING

Wednesday, April 4th, in the Ballroom of the Student Center for employees who have PEEHIP coverage (Blue Cross or Southland). 8:00 a.m. – 1:00 p.m.

- All family members 18 and older who are listed on the health coverage are eligible.
- Employees who have the Southland coverages and/or Supplementary coverages are also eligible.
- If you are transferring your allocation to your spouse's school system, you are eligible.
- Retirees are eligible.
- Bring your PEEHIP Identification Card with you. You must have proof of eligibility!
- There will also be glucose checks, cholesterol screenings, and osteoporosis screenings available.



ETHICS FORMS FOR 2011

Employees who received an email to complete the Statement of Economic Interests are reminded that those are due April 30, 2012. Please access the form at www.ethics.alabama.gov. The Statement of Economics Interests form should be sent directly to Montgomery.



E-VERIFY

Athens State University now participates in E-Verify. The Beason-Hammon Act (Immigration Act) - requires that all hiring entities are enrolled in E-Verify before April 1, 2012. E-Verify has to be completed within 3 days of all new hires. E-Verify employers provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.



STAFF PERFORMANCE EVALUATIONS

Staff Performance Evaluations will be due April 15th for review period January 1, 2011 through December 31, 2011. An updated Performance Evaluation will be introduced upon its approval to use in subsequent review periods.

A current Job Description **must** be on file for each employee. Employees and Supervisors should review their job description together and attach a copy of the current description even if there have been no changes from last year's review.



W2 TAX FORMS

W2 forms were mailed to your home address. Also, you are now able to access your W2 via "ASU Online". Instructions were emailed to all employees. Contact Jerrie Smith at ext. 302 with questions.



APRIL BIRTHDAYS

Penny Pitts	8	Howard Swanner	19
Nate Mitchell	9	Andryna Kuzmicic	20
Gail Bergeron	12	Lynn Frank	22
Malcolm Cort	14	Sarah McAbee	27
Jo Huffman	14	Jim Kerner	30
Mike Essary	15		



WELCOME NEW EMPLOYEE



Nancy Croomes
Secretary, College of
Education Field Office
February 20, 2012



STATE BOARD POLICY FEATURE

606.07

POLICY NAME:	606.07: Issuance of Badge and Pistol of Retiring Campus Police
EFFECTIVE:	03-24-05
SUPERSEDES:	606.07 issued 06-27-02
SOURCE:	Act Number 2002-519
CROSS REFERENCE:	

All POST certified campus police at System institutions shall receive their pistol and badge without cost upon retirement from service in accordance with Act Number 2002-519 and Teachers' Retirement System provisions.



RETIREMENT ADVISING AVAILABLE

Control Your Money Game - Mid-career Seminars

Half-day seminars for TRS members who have between 1 and 19 years of service.

Retirement Preparation Seminars

Full-day seminars for TRS members who are within 5 years of retirement eligibility.

Individual Counseling Appointments

20-minute appointments for TRS members who are within 3 years of retirement eligibility. All appointments are outside the Montgomery area.

Visit www.rsa-al.gov for the seminar schedule or contact the ASU Office of Human Resources.



AUTISM AWARENESS



Join Autism Speaks in celebrating World Autism Awareness Day on April 2 and Light It Up Blue to help shine a light on autism. Whether it's your front porch or your local city hall, an office party or a banquet, **(or our beautiful Founders Hall!)** the whole world is going blue to increase awareness about autism. Iconic landmarks around the world will Light It Up Blue to show their support.

PEEPS TRIVIA

- 1) Which holidays have PEEPS characters?
*Easter, Halloween
*Valentine's Day, Easter, Halloween, Christmas
*Easter, Fourth of July, Halloween, Christmas
*Valentine's Day, Easter, Christmas
- 2) Which is the best-selling PEEPS chicks and bunnies color in the US?
*Yellow
*Lavender
*Pink
*Blue
- 3) How many PEEPS are produced in one year?
*Enough to circle the Earth twice
*Enough to reach from New York City to Tokyo
*Enough to reach the Sun from Earth
*Enough to circle the Moon twice
- 4) How many colors do PEEPS chicks and bunnies come in?
*7
*9
*2
*5
- 5) How many calories are in each PEEPS chick?
*32
*0
*12
*121
- 6) How long does it take to create one PEEPS chick?
*30 minutes
*1 hour
*4 hours
*6 minutes
- 7) In the early 1950s, how long did it take to make one PEEPS chick?
*1 hour
*12 minutes
*16 hours
*27 hours



FLASHBACK

Who is this Flashback? ☺ The answer will be in the next newsletter.



Answer to last month's Flashback: Nate Mitchell, College of Education



PEEPS TRIVIA ANSWERS

- 1) Valentine's Day, Easter, Halloween, Christmas
- 2) Yellow
- 3) Enough to circle the Earth twice
- 4) 5 – yellow, pink, lavender, blue, & white
- 5) 32 calories
- 6) 6 minutes
- 7) 27 hours



ABOUT THE NEWSLETTER

Your ideas and suggestions are welcome! Contact Suzanne at suzanne.sims@athens.edu or at ext. 314 for your suggestions and your ideas. The newsletter can be found at [ASU Newsletters](#) and you will be sent an email when a new edition is put on the web.

**The Office of Human Resources is open Monday through Friday, 8:00 a.m. – 4:30 p.m. Central Time
(except holidays)**

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www.athens.edu

