

# News & Updates from the Office of Human Resources



## RECENT JOB OPENINGS:

- Administrative Assistant
- Campus Assistant (NATL)
- Electrician
- Research Assistant/Office Manager

Visit the HR website for a complete list of job openings at <https://brenau.applicantstack.com/x/openings>.

## ACCOUNTS PAYABLE:

The last day to submit a check request to be paid in 2013 is December 11th (by noon).

## PAYROLL REMINDER:

Employees who are paid weekly should submit 4 timesheets (check dates: December 14, 21, 28 and January 4) on or before December 10th to the Payroll Office.

## LESS \$ IN YOUR DEC. CHECK? DON'T PANIC:

If you are a 3/4-time or full-time employee, one of the many benefits of working at Brenau is the life insurance policy worth 2.5 times your annual salary. IRS regulations require that the employer tax you on the premium amount that exceeds \$50,000. Many of you will see a decrease in the amount of the final check for the year which covers the Social Security and Medicare taxes on this premium. Questions should be directed to the Controller, Holly Reynolds at x3134.

## HOLIDAY DINNER:

Ed and Myra Schrader invite you and a guest to the annual Brenau University Holiday Party on Monday, December 16th from 6:00 - 8:00 p.m. in Hopkins Dining Hall. Please R.S.V.P. to Brenda Hamrick at [bcurodeau1@brenau.edu](mailto:bcurodeau1@brenau.edu) by **December 9th**. The Hagerman-Thompson Staff Award will be announced at 6:45 p.m. A silent auction sponsored by the Staff Development Committee will begin at 5:30 p.m. in Wilkes Board Room adjacent to Hopkins Dining Hall. Please enter through Lockett-Mitchell Parlor.



## WEIGHT LOSS CONTEST:

Need a New-Year's Resolution? Brenau's annual weight loss contest will begin January 2014! Each participant will contribute \$10 to participate. At the end of challenge, the employee who lost the most weight (%) will win the entire pot! In addition, Brenau will match that figure up to \$250.00! (i.e. if 20 employees participate at \$10 each, the winner would be taking home \$400.00!) Visit the Center for Health & Wellbeing on January 3rd from 1-4pm for the initial weigh in (with \$10 cash or check). Weekly weigh-ins are available, but not mandatory. All information is kept confidential.

**Beginning weigh in date** (with initial payment due): January 3rd, 1-4 pm.

**Final weigh in date:** April 2nd

**PAYOUT to winner:** April 25th

## HOLIDAY PAY:

During times that the university is scheduled to be closed and hourly employees are required to work (either on a skeleton crew or when necessary due to events/emergencies on campus) those employees will be paid their regular pay plus holiday pay in lieu of overtime or comp time. Employees should refer to their individual department handbook (if any) for additional information. (Refer to FSG 4-01 E for entire policy).

## UPCOMING DATES TO REMEMBER:

*Happy Holidays!*



**December 16th:**  
Holiday Dinner hosted by President Schrader  
6-8 pm; Hopkins Dining Hall  
(Silent auction will begin at 5:30 pm)

**December 18th:**  
Child Dev. Center  
Holiday Program  
3:00 pm; Hosch Theatre

**December 19-31:**  
Brenau Holidays;  
Refer to holiday schedule below:

**December 19-25:**  
All offices closed

*Employees should check with their supervisor regarding the need to report to work during break as each office is handled differently.*

Offices reopen  
January 2, 2014

Campus Campaign Days \*  
**Dec. 6, 13**

*\* Employees who have donated \$250 or more to the campus campaign are permitted to wear jeans with a Brenau embroidered shirt.*