



# Employee Newsletter

## January 2019



### JANUARY BIRTHDAYS

Cherie Ryon	1
Janelle Offner	2
Chelsea Moss	3
Candace Baldwin	4
Cal Stiles	9
Jessica Avett	10
Amanda Holden	10
Monty Ward	10
Kathy Hinzman	11
Chris Moral	12
Hoyt Raper	13
Vonie Dockery	14
Terry Parker	14
Woody Courtney	15
PeeWee Davis	15
Eddie Hardin	15
Delenna Stiles	15
Justin Hamby	16
John Giddens	19
Ruth Limon	19
Ed Holloway	20
Binky Reed	20
Donna Smith	20
Joe Mariano	21
Pam Johnson	22
Dan Bourscheid	23
Betsy Messer	23
Valerie Morrow	23
Andy Williams	27
Paul Wilson	27
Tracy Stewart	28

Ages 24 to 71

Congratulations to Dan Bourscheid who is retiring from the Tax Office after over 17 years. Best Wishes!

### Board Meetings

Mon, Jan 7th, 6:30 PM  
Tues., Jan 22nd, 6:30 PM

### Vacation balances

The first pay day in January is when any vacation balance in excess of 240 for regular folks or 252 for EMS/dispatch/detention/deputies roll into sick leave. Because of the way this is handled in MUNIS it always looks like we've made a mistake on vacation and sick balances for the first couple of pay days in the year. Please wait until the first pay day in February before you panic and see if your hours don't look correct by then. If you still think your balances are incorrect, call after the Feb. 8th pay day and we'll see if anything needs to be corrected.

The payroll for pay period ending Jan 5th (pay date January 11th) will be processed and any vacation or sick you have used is deducted and amounts updated. Then after the update and printing of deposit notices and pay checks, the vacation hours in excess of 240 and 252 are transferred to sick leave. Then the accrual for the first pay period in January is done. The 25th pay date (period end January 19th) will show you used all your vacation and sick and will show your new balances and should show a double accrual. You should be able to check your balances in MUNIS self service on February 8th and those should be correct and look more normal by then.

### Taxable Life Fringe

Some of you will see a new pay type called TAXLIFRFRN on your direct deposit notice. That stands for a taxable benefit that according to the IRS is taxable. This is where the County provides the \$15,000 life insurance policy for full time employees, plus a death benefit of up to \$50,000. According to IRS guidelines, any life insurance paid by the employer in excess of \$50,000 is a taxable benefit for the employee so anybody who earned in excess of \$35,000 that was subject to retirement has this added taxable pay added to their pay checks and it also shows up on your W2 as a taxable benefit. Those of you who have already been seeing the pay type may notice a change in the amount this year due to earning more than you did in 2016—a few of you will see a decrease because you earned a little less. And a few folks will see no change at all in the amount. Those are people who were paying the maximum last year and who have not entered into a new age bracket. If you're interested in reading about this, the information may be found in IRS Publication 15-B.

If you would like anything published in the newsletter, please contact Melody Johnson at melody.johnson@cherokeecounty-nc.gov. I'm always looking for new ideas and appreciate your input.

### W2s and 1095-Cs

Please check the information on your W2 and 1095-C (the Affordable Care Act Form) when you get them, **ESPECIALLY THE SOCIAL SECURITY NUMBER.** If your name or social security number are **incorrect**, please let me know as soon as possible so it can be corrected. If you covered dependents on our health insurance, check and make sure their socials are correct and notify me ASAP if they are not so I can correct those before the file is submitted to the IRS.

The amount on your W2 in box 1 represents your year to date gross from your last pay stub minus all 125 deductions (EE Med 125, EE Dent 12, cancer 125, vision, flex 125, Critcareprot, Liberty 125 and accident 1), your retirement contributions, 401k pre-tax contributions, and VALIC457 contributions. The amount in box 3 is equal to your year to date gross minus all 125 deductions (see above). If you have any questions, please let me know.

As in the past few years, you will see the cost of health insurance in box 12 with Code DD. This amount includes what the County pays for employees, what employees pay to cover dependents and any Cancer premiums. This is part of the requirement of the Affordable Care Act passed in 2010 and is for information only.

I hope to have W2s out pretty early this year because the IRS is requiring us to have them filed with them no later than January 31st where the deadline used to be quite a bit later for electronic filers.

If you have given permission, you will be receiving your W2 and ACA form by email, otherwise, you will receive a print copy. The password to open your W2 is the last four of your social.

**Again, it is VERY important that you check social security numbers for accuracy, please.** Thank you!

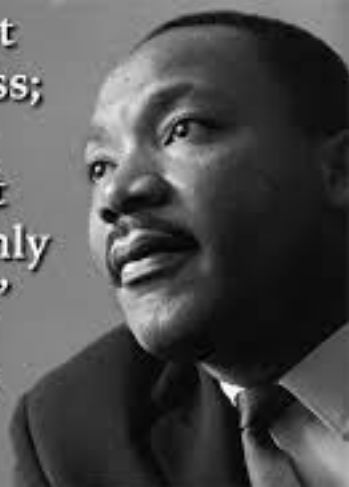
## EIGHT TOP WORK RELATED SAFETY TIPS

1. Maintain a clean work area. Not only will you remove many hazards from a work area by keeping it clean, but you will also provide a more productive work environment.
2. Use guards and engineering solutions wherever possible instead of relying on personal protective equipment (PPE). Find a way to prevent the exposure in the first place. You will be much more productive if you are comfortable.
3. Get clear work instructions. Make sure you know the right way to do what is expected of you. Read all safety instructions and procedures.
4. Don't dwell on worst-case scenarios but focus on what is most likely to occur. Start by focusing your energy on preventing your most common incidents.
5. If a machine is becoming unsafe, shut it down before someone gets hurt.
6. Maintain the machinery in good working order. Many times employees get into dangerous situations by having to compensate for a machine defect or wear. In the case of wear, it may have occurred so gradually that people start to think it is normal. A strong preventive maintenance program makes for a strong safety program.
7. Avoid unnecessary hazards. Look for new materials or equipment that can eliminate the hazards you are exposed to.
8. Maintain a clean work area. See workplace safety tip number one above. Potential exposures to hazardous material and conditions can be dramatically reduced simply by keeping the work area clean. And the benefit in productivity and morale is worth the effort.

### Updating Beneficiaries

January is a good time to look at your retirement account and your life insurance policy(ies) and make sure you have the beneficiary listed that you would like to receive any death benefit due should you die. I know that's a morbid thought, but still something you should consider, especially if your family situation has changed in any way in the past year...such as you got married or separated or divorced or had some other type of change that would cause you to want to change who you had previously named as a beneficiary.

I have forms for Retirement and for the Hartford. The retirement beneficiary can be changed online unless you've been here a while—you might have to do a paper form. But if you go to the retirement system's website, it will let you know if you aren't allowed to do that online. The Hartford form goes in your personnel file and I would have to submit a copy should something happen to you.



“Darkness cannot drive out darkness; only light can do that. Hate cannot drive out hate; only love can do that.”

— Martin Luther King, Jr.  
*Strength to Love*

### 2019 Holiday Schedule—Again

New Year's Day	Tuesday, January 1st
Martin Luther King, Jr. Birthday	Mon., January 21st
Good Friday	Friday, April 19th
Memorial Day	Monday, May 27th
Independence Day	Thursday, July 4th
Labor Day	Monday, September 2nd
Veteran's Day	Monday, November 11th
Thanksgiving	Thurs. & Fri., November 28th & 29th
Christmas	Tues, Wed, Thurs. Dec. 24th, 25th & 26th

# **NEW YEAR, NEW YOU!**

**My New Year's resolutions:**



**Lose Weight**



**Save Money**



**QUIT SMOKING!**

**Don't let your goals go unchecked, call us today to schedule an appointment with our Tobacco Treatment Specialist.**

***We can help you kick the habit  
TODAY!***

**Nicotine Replacement Therapy available at  
no cost to you!**

**828-837-7486**

**Cherokee County Health Department  
Tobacco Treatment Program**

BE STRONG ENOUGH  
TO STAND ALONE,  
SMART ENOUGH TO  
KNOW WHEN YOU  
NEED HELP, AND  
BRAVE ENOUGH TO  
ASK FOR IT.



"PEOPLE WILL FORGET  
WHAT YOU SAID,  
PEOPLE WILL FORGET  
WHAT YOU DID,  
BUT PEOPLE WILL  
NEVER FORGET HOW  
YOU MADE THEM FEEL."  
- MAYA ANGELOU

Service to others  
is the rent you pay  
for your room here  
on Earth.  
Muhammad Ali



"Obstacles don't have to  
stop you. If you run into a  
wall, don't turn around  
and give up. Figure out  
how to climb it, go  
through it, or work  
around it."

"Stop looking for  
happiness in the  
same place you  
lost it."

A great attitude becomes a great  
day which becomes a great month  
which becomes a great year which  
becomes a great life.

*Ability*  
is what you're capable of doing  
*Motivation*  
determines what you do.  
*Attitude*  
determines how well you do it.

Ships don't sink because of  
the water around them.

Ships sink because of  
the water that gets in them.

Don't let what's happening around  
you get inside you and  
weigh you down.

The most difficult thing is  
the decision to act,  
the rest is merely tenacity.

*Amelia Earhart*

In order to be irreplaceable, one must always be different.

....Coco Chanel

The sign of a beautiful person is that they always see beauty  
in others.

....BK Shivani

DON'T  
CHASE PEOPLE.  
BE AN EXAMPLE.  
ATTRACT THEM.  
WORK HARD  
AND BE YOURSELF.  
THE PEOPLE  
WHO BELONG  
IN YOUR LIFE  
WILL COME FIND  
YOU AND STAY.  
JUST DO YOUR THING.

"You cannot Always Control  
what goes on Outside,  
But You can Always Control  
what goes on Inside..."

*The flower  
doesn't dream  
of the bee. It  
blossoms and  
the bee comes.*  
-Mark Nepo