

Weakley County B.E.A.T

Bringing • Employees • Answers • Today

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Well-Being Assessment Due*

MARCH 15, 2014

Don't delay - Complete it today:

www.partnersforhealthtn.gov



* For all members and covered spouses enrolled in the ParTNers for Health Partnership Plan PPO. Dependent children are not required to fulfill the Partnership Promise.

Partnership Promise Biometric Screening Due July 15, 2014



All employees and covered spouses enrolled in the ParTNers for Health Group Health Insurance Partnership PPO Plan must complete a Biometric Screening on or before July 15, 2014. Employees and covered spouses can choose between two options: **1.** to have an onsite screening or **2.** to have a screening administered in a physician's office.

1. At an onsite screening:

Screening sites will be available across the state. To find an onsite screening: www.weakleycountyttn.gov and click on "Screening Locations" on the home page.

Next, register on the OHD website <https://my.onsitehd.com/restricted/signup/tn> and select "Onsite Screening" option to schedule your screening at any of the Screening Locations across the state. (Weakley County has already held their onsite screenings. You must find another location.)

2. From your healthcare provider:

Healthways will accept results from a doctor's visit (annual physical) between July 16, 2013, and July 15, 2014. There are two ways to get your Physician Screening Form to take to your doctor:

1. Online: To download your Physician Screening Form, visit the Onsite Health Diagnostic (OHD) website: <https://my.onsitehd.com/restricted/signup/tn>. First, register and then select "Physician Screening Form" option. Return the completed form to OHD by July 15, 2014.

2. By Phone: Call 888.741.3390 and select option 1 to order your Physician Screening Form with the automated system. If you choose this option, your Physician Screening Form will be mailed to you. Notes: Only the Onsite Health Diagnostic (OHD) Screening Form will be accepted. Make sure you measure and write your waist circumference on your Physician Screening Form.

* The doctor will need to complete your form.

* Both you and your physician must sign/date it.

* Forms will be processed by Onsite Health Diagnostics (OHD). You can fax or mail your form to OHD using the contact information on the physician screening form.

* You or your doctor must fax (or mail) it to OHD by the July 15, 2014, deadline.

Fax the form to 214. 203.0395

Mail to:

Onsite Health Diagnostics,

Attn: Results Dept.,

7801 Mesquite Bend, Suite106, Irving, TX 75063



Weakley County Government 2014 Holidays

Friday, April 18	Good Friday
Monday, May 26	Memorial Day
Friday, July 4	Independence Day
Monday, September 1	Labor Day
Tuesday, November 11	Veteran's Day
Thursday, November 27	Thanksgiving
Friday, November 28	"
Wednesday, December 24	Christmas
Thursday, December 25	"
Friday, December 26	"
Thursday, January 1, 2015	New Year's Day



Make the Most of 2014 with EAP Webinar Workshops

Access your Employee Assistance Program Webinar Workshops to be empowered, learn ways to enjoy life more, and identify opportunities for improvements at home and work. Register for any FREE webinar by visiting: www.here4tn.com, clicking on Enter Now, click on Webinars Recordings under the Tools section, and then click on 2014 Live Webinars.

2014 Spring/Summer - All Webinars from 1 - 2 p.m.

March 12 - Money Habits: budgeting, children and money, big wins with big savings

April 9 - Stress: Managing stress with teens & children, impacts on a relationship

June 11 - Healthy Aging: Healthy at any age, focus on future, you and your family

July 9 - Resiliency: Making Adjustments, coping skills, change management

August 13 - Work-life Balance: Finding a balance, Dealing with life transitions

September 10 - Addiction: Warning signs, workplace impact, family impact



Access Pay Stubs Exclusively on My E-Stub Beginning March 1, 2014



The Weakley County Department of Finance will no longer be printing or distributing direct deposit pay stubs after February 28, 2014. All employees will access pay stubs online in the paperless pay system called "My E-Stub". Read on for some My E-Stub FAQs.

Q1: I haven't set up My E-Stub account yet. How do I do it?

A: Full instructions are available at: <http://www.weakleycountyttn.gov/estub.html>

Q2: Why are we changing over to paperless pay?

A: This system was implemented for the convenience and ease of employees in retrieving payment information, with 24/7 access. Employees can also receive pertinent information and notifications from their supervisors and department heads through the My E-Stub system.

Q3: I don't have internet access at home. How can I view my pay stub?

A: All of the libraries in Weakley County have public computers with access to the internet. Ask the librarian about signing in and the rules of computer use. You may choose to have your pay stub e-mailed directly to you. Save your pay stubs to a jump drive, or store them in a folder. E-Stub web address: <https://my-estub.com/>

Q4: Will the Finance Office print me a copy of my stub if I request it?

A: **NO. The Finance Office no longer distributes hard copies of pay stubs.** All employees must access their pay stubs online through the My E-Stub System.

SPRING FORWARD!

Daylight Saving - March 9, 2014

W-4 Changes? Notify the Finance Office

Need to make some changes to your W-4? Make them today at the Weakley County Department of Finance. You can have more, less, or no extra money withheld from your pay each pay period.



Access the most updated version of the W-4 form at the IRS website: <http://www.irs.gov/pub/irs-pdf/fw4.pdf>, fill out the form with your new changes, and drop it by the Weakley County Department of Finance. Questions? 731.364.5429

Need Help Understanding Your Great-West Plan?



Understanding investments can be confusing. If you have questions about your Great-West 401K or 457B plan(s), schedule a consultation with Weakley County's Great-West Retirement Plan Counselor, Alese Pewitt. Contact her by e-mail: alese.pewitt@gwrs.com or by phone: 615.244.1030 extn. 47002