

**Volume XXX, No. 24**

For our sake he made him to be sin who knew no sin,  
so that in him we might become the righteousness of  
God.

**June 26, 2008**

—II CORINTHIANS 5:21 (NRSV)

### ***Intercom deadline***

The deadline for each issue of the *Intercom* is 4 P.M. Tuesday. To help us ensure the speed and accuracy of production, please use the *Intercom* e-mail address, [intercom@messiah.edu](mailto:intercom@messiah.edu), or the user-friendly submission form on the *Intercom* website at [www.messiah.edu/intercom/submit.html](http://www.messiah.edu/intercom/submit.html) to send in information. If you have questions, please call the office of marketing and public relations at ext. 7342.

### ***Remembering one another***

Mildred Lower, the mother of **Jonathan Lauer**, director of Murray Library, passed away the evening of June 17 after suffering a stroke on June 12. A memorial service was held in Wheaton, Ill. Jonathan, his wife, Cathleen, and the Lauer family appreciate your prayers as they mourn Millie's passing.

### ***Campus people***

Messiah College welcomes the following new employees: **Helena Y. Cicero**, education coordinator, Oakes Museum; **Steven S. Funck**, manager, natural sciences laboratory program; **Susan S. Hasseler**, dean of the School of Education and Social Sciences, professor of education; **Dorca Kisare-Ressler**, director of international student programs; **Nancy S. Luley**, head men's and women's swim coach/aquatics director; **William O. Mullen**, safety dispatcher; **Bradford M. Newell**, safety officer I; and **Ellen Urbatch**, campus events worker I. Welcome to the community!

**Bryanna Boone**, assistant director of admissions for transfer recruitment, presented two sessions for this year's North American Coalition for Christian Admissions Professionals (NACCAP) Conference held at Gordon College, June 1 to 4. The sessions were titled, "What About Me? Scholarship and Financial Aid for Transfer Students," and "Transfer Trends," which looked at transfer demographics at various NACCAP institutions.

In Princeton, N.J., on June 8 to 11, several people from Messiah attended "Envision2008: The Gospel, Politics, and the Future," a conference emerging from the "Emerging Church" movement. **Reta Finger**, from the biblical and religious studies department, taught one of the "Learning Tracks," four-part seminars on various topics. Hers was "Women Created in God's Image," mostly on Genesis 1-3, biblical interpretation, and women in the New Testament.

**Mary Ann Hollinger**, dean of external programs, will be stepping down from this role. Mary Ann came to Messiah College in August 1997 to provide oversight to the newly formed external programs unit which now includes the Career Center, Internship Center, Latino Partnership, EpiCenter, Agapé Center, and the Philadelphia Campus. Under Mary Ann's leadership this area of the College has thrived and has developed nationally recognized programming. Beyond her role as dean of external programs, Mary Ann served as director of international programming, taught in the department of human development and family studies, and remained professionally active in her discipline. Mary Ann's impact on the Messiah College community has been significant; her creativity, organizational skills, work ethic, and gentle spirit will certainly be missed. Mary Ann's husband, Dennis Hollinger,

who served as College Pastor at Messiah from July 1997 to May 2004, has recently been appointed the sixth president of Gordon-Conwell Theological Seminary. Mary Ann and Dennis will be relocating to the Boston area later this summer.

### **Conference schedule for June 28 through July 4**

**Messianic Jewish Alliance** will be on campus from Sunday, June 29 to Sunday, July 6. Their registration will be held throughout the week in Jordan first floor.

**Project Forward Leap Campers** will be held on campus from Monday, June 30 to Saturday, July 2. Their registration will be from 2 to 4 p.m. in Witmer Dorm.

### **The Campus Store to close for inventory on June 26 and 27**

The Campus Store will be closed for business on Thursday, June 26 and Friday, June 27 to conduct the annual physical inventory. Departmental mail that needs to be metered can be taken to the Eisenhower Campus Center Post Office by 2 p.m. to be processed. Postal services for personal mail is available at the Grantham Post Office. UPS and FedEx packages that are ready to ship can be dropped off at the Eisenhower Campus Center Post Office by 2:30 p.m. Monday, June 30, is the last day for purchases, including postal transactions, to be included in the FY08 budget.

### **Payroll Summer Newsletter posted**

The office of marketing and public relation's conference room on the third floor of Old Main, room 330, is relocating to room 302 on the other end of the hallway on Friday, June 27. The web team, including Ramona Fritschi, web services manager; Craig Hise, web content editor; and Scott Trobaugh, graphic designer, will be sharing an office in room 330. If you would like to schedule a meeting in the conference room, please contact Kim Christen at [kchriste@messiah.edu](mailto:kchriste@messiah.edu) or ext. 6027 to check availability.

### **Payroll Summer Newsletter posted**

The Summer 2008 newsletter from the payroll office can be found attached at the end of this "Intercom" as well as on the payroll website at [www.messiah.edu/offices/business/payroll/](http://www.messiah.edu/offices/business/payroll/). Please review the newsletter for important updates and information requests.

### **Postal Services Tip**

Did you know that when you ship UPS packages via UPS Ground Service that they are guaranteed to be delivered by the end of the next business day to Pennsylvania, Maryland, DC, Delaware, and New Jersey? Also included are parts of Ohio, West Virginia, Virginia, and New York. If you need items to be delivered next day, but do not care if it is by the end of the day, you can save up to 70 percent in costs by shipping UPS Ground instead of UPS Next Day Air. Contact Bill Althoff, manager of postal services, at ext. 3904 with any questions.



Letters of Appointment for 2008-2009 to be mailed to employees  
Discount tickets for Six Flags available through human resources

▶ **Positions available**

Assistant Men's and Women's Cross Country Coach

▶ **Birthdays**

### **Letters of Appointment for 2008-2009 to be mailed to employees**

Letters of Appointment for 2008 – 2009 will be mailed to all administrative and staff employees at their home address by the end of June. The letter includes information such as title, salary

or hourly rate, and the date range an employee is expected to work. Benefit and deduction information is no longer displayed on the Letter of Appointment. Instead, employees who wish to review this information may do so via Employee Self Service, which is available through MC Square. If you do not receive your Letter of Appointment, or have any questions about the content, please contact Kathy Castonguay, human resources, at ext. 7086.

### ***Discount tickets for Six Flags available through human resources***

In addition to the discounted Hersheypark tickets available by contacting the purchasing office, there are discount coupons for Six Flags theme parks in the human resources office in Old Main. Present the coupon at any Six Flags America and receive one free general use admission with the purchase of one full price general use admission through Nov. 2. Offer not valid on child, senior, or handicapped admission or in conjunction with any other discount offer. The offer is good for up to six admissions (three paid/three free). Please contact Kathy Castonguay, human resources, at ext. 7086 with any questions.

### ***July is National UV Safety Month***

July is National UV Safety Month. Please visit the following website, [www.familydoctor.org](http://www.familydoctor.org), to learn more about how you can protect yourself from harmful UV radiation, and reduce your risk of skin cancer. This site will provide you with information on ways to reduce your exposure to UV rays (Safe Sun Guidelines) and provide more information on skin self examinations.

### ***Position available***

**Assistant Men's and Women's Cross Country Coach** — The department of athletics currently has an opening for the position of assistant men's and women's cross country coach. This is a part-time, three-month position. This position is responsible for assisting with the cross country program by performing duties as directed by the head coach. Bachelor's degree is required. Must have past cross country running experience; previous coaching experience is preferred. Must have a commitment to the mission and identity of Messiah College. To apply please submit a letter of interest and r sum  to [humanres@messiah.edu](mailto:humanres@messiah.edu). (Applications are preferred via e-mail) or mail to Messiah College, Human Resources, Box 3015, Grantham PA 17027. Applications will be accepted until the position is filled. A job description is available in human resources or on our website at [www.messiah.edu/offices/hr/job\\_opportunities/admin.html](http://www.messiah.edu/offices/hr/job_opportunities/admin.html). Job-related questions should be directed to Dale Fogelsanger, head cross country coach, at ext. 7034

### ***Happy birthday!***

**07/01:** Corrie Gustafson

**07/02:** Don Forsythe, Mark Graybill, Tim Warfield

**07/03:** Debra Heath-Thornton

**07/05:** Sheri Boyce, Stephen Smith

**07/06:** Casey Stone, Tony Wyland

**07/07:** Sandra Holmes, Donald Murk, Lawrence Sassaman

**07/08:** Michelle Blackford, Jon Liebetrau, Brian Smith, Deborah Sweaney

### ***Announcements***

#### ***Wanted:***

**Apartment or house to lease** — Looking for a short-term lease (mid-July to mid-November) for two to three bedroom apartment or house. Transitional move until our new house is complete. Preference is for Mechanicsburg or Dillsburg area. Please contact Lisa at 579-6412.

**Luggage for international student** — An international student is looking for two large suitcases for an upcoming trip. If you have any available, please contact the student at [tv1165@messiah.edu](mailto:tv1165@messiah.edu).

### **For sale:**

**Black Raspberries** — Now ripening, 657 Filey's Road, Dillsburg. Call 432-5760.

**Dark finish bedroom suite** — Good condition: large dresser with mirror, chest of drawers, night stand, head board. \$300 obo. Call 766-4937.

**16 ft. Grumman Bass boat** — With an almost new 40 hp four stroke Honda motor; has pedestal seats; live well; electric front mounted motor; electric anchor; depth finder; wired for radio with speakers installed; plus several mounted rod holders. Asking \$4,000. Boat is white with blue trim. Contact (717) 602-7201 for more information.

**Household items** — Variety of household items/furniture for sale including: queen size bed, \$200 obo; bookshelves, \$25 each; tall square table with two stools, \$50; dresser with four drawers, \$5; tube television, 27 in. apex, \$25; queen-size featherbed cover, \$10. E-mail [avanderwerf@messiah.edu](mailto:avanderwerf@messiah.edu) for pictures and more details.

**Infant's Graco swing** — Two-speed, hardly used, looks and works like new. \$30. Contact [vyoder@messiah.edu](mailto:vyoder@messiah.edu) or call 697-2699.

**House** — Beautiful four-bedroom, 2.5 bath home located in Logan Down Development only 3.5 miles from campus. Five-layer cedar deck over looks level .5 acre lot. Living room and dining room has cathedral ceilings and see-through surround marble fireplace. Call 432-3901 or e-mail [khelm@messiah.edu](mailto:khelm@messiah.edu) for showing.

**National Symphony Orchestra tickets** — Four National Symphony Orchestra tickets for this Saturday, June 28 at 8 p.m. Priced at \$59 each, but will take best offer. All proceeds will benefit Harrisburg BIC church. Call Helena Cicero at 697-1181.

**Outdoor children's items** — Naturally Playful Kangaroo Climber by Step 2, two years old, \$65, sold new for \$129; Endless Adventures Hidden Treasure Sandbox by Little Tikes, two years old, with sand \$30; Endless Adventures Slide and Hide Tower by Little Tikes, two years old, \$125, sold new for \$299. Contact Jeff at [jerikson@messiah.edu](mailto:jerikson@messiah.edu) or 774-5494.

**1994 Honda Accord LX sedan** - Five-speed manual, one owner, 204,000 miles - mostly highway. Nearly new all season performance tires on alloy wheels. Additional set of wheels with winter tires. All weather custom car cover, Alpine passive arming car alarm with remote, beautiful car, very clean in and out - non-smoker, well-maintained., and fantastic gas mileage! Must see! Asking \$2,250. For more information or to schedule an appointment, contact Robin Lauerma at [rlauerma@messiah.edu](mailto:rlauerma@messiah.edu) or 671-8831, or at office ext. 2410.

**1996 GMC Jimmy** — Green with tan interior, this vehicle has been meticulously maintained and in perfect working order. Loaded with options, it has 116,000 miles. This is great on gas and is four-wheel drive. Asking \$3,000 obo. Call Sean 805-9136 or 795-5634.

### **Outside organization announcements:**

**Program director needed for Bridge of Hope** — Bridge of Hope Harrisburg Area seeks a qualified director for 30 hours-per-week. Requirements include a bachelor's degree in social work or a related field or equivalent experience; strong administrative, organizational, and communication skills; experience working with housing, the homeless, or women and children; and a driver's license and vehicle. Applicant should be an active member of a Christian congregation and demonstrate a commitment to the mission of Bridge of Hope. For more information see [www.bridgeofhope-hbg.org](http://www.bridgeofhope-hbg.org). Send resumé to Bridge of Hope Harrisburg Area, PO Box 15212, Harrisburg, PA 17105.

### **Reflection**

*The secret to contentment is knowing how to enjoy what you have,  
and to be able to lose all desire for things beyond your reach.*

**LYN YUTANG**  
*Chinese writer*

**Scroll down for attachment**

## Deadlines for Additional Wage Payments or Adjustments to be Posted in the Current Fiscal Year

Non-regular payroll payments (e.g., additional pay, faculty overloads, etc.) will need to be processed by the following dates: (1) bi-weekly payroll → July 3 pay date; (2) semi-monthly payroll → June 30 pay date.

Deadlines for receipt of Payroll Change Forms in Human Resources and the Payroll Office to meet these deadlines are outlined on the Payroll Office FAQ webpage at:

<http://www.messiah.edu/offices/business/payroll/faq.html>

## Fiscal-Year Cost-of-Living Raises to be Applied

Cost-of-living increases for most new and continuing employees are scheduled to be effective on July 1 for administrative employees and on June 22 for bi-weekly employees. Full-time faculty increases will be effective August 1. These dates represent the *start* of the respective pay period.

New staff and administrative employees who were hired since May 1 should consult their new hire letter to answer any questions as to whether or not they will be receiving the fiscal year cost-of-living increase.

Employees should review their letter of appointment and their first paystub with the new rate/salary to verify agreement with the established rate/salary. Salary-related questions should be directed to Human Resources.

## Fiscal-Year Benefits Changes

Fiscal-year changes to employee benefits, such as medical, dental, flexible spending accounts, etc. will be effective on the July 15 payroll for administrative and full-time faculty employees and on the July 3 payroll for bi-weekly/staff employees. One exception for full-time faculty is that the

medical and dental changes will be effective on the August 15 payroll to correspond to the raise effective date.

Effective dates for benefit changes vary by employee group because withholdings are made so that the *pay date* is in the month of coverage.

Questions on benefit-related deductions for the new fiscal year should be directed to the Benefits Manager in Human Resources.

## Fiscal-Year Leave Accruals

Leave accruals, including end-of-year balances, use-it-or-lose-it calculations, and new year accruals will be calculated and processed for all leave-eligible employees. The timeline for these accruals will be approximately as follows:

*Administrative employees* – approximately 1 pay AFTER the submission of the June leave usage memos. Updates are estimated to be completed by the July 30 payroll. Please be prompt with returning your June leave report.

*Staff employees* – approximately 1 pay AFTER the pay period which ends on June 21, 2008 and is paid on July 3, 2008. Updates are estimated to be completed by the July 17 payroll.

Questions on leave accruals should be directed to the Payroll Office.

## Reviewing Employee Name Against the Social Security Card

The Social Security Administration requires that an employee's name on the W-2 matches the name on the employee's current social security card. Any discrepancies should be resolved prior to the end of the calendar year. Discrepancies during W-2 filing could result in unapplied or misapplied FICA earnings and/or the issuance of a no-match letter to the employer requiring verification.

Any discrepancies remaining at the end of the year will result in Payroll contacting the employee. Unresolved discrepancies will result in W-2 preparation using the name currently on file with the Social Security Administration.

The W-2 name on file is based on your most recent W-4 form. Should you have made a change to your name recently, please submit a new W-4 form with your name listed exactly as it appears on your social security card. Employees whose W-4 name and social security name did not match received a notice from the Payroll Office at the end of 2007. Therefore any employees hired on or before that time that did not receive a notice need not take any further action at this time.

## Reviewing Payroll Mailing Addresses for W-2's

As we are nearing the midpoint of the 2008 tax year, employees are reminded to notify Payroll of any address changes. Address changes affect the W-2 address used at the end of the year as well as your local tax withholdings.

Employees can view their mailing address via their most recent pay stub. The current payroll address is displayed under the employee name.

Employees can also review current address information via Self Service to verify their "Official Payroll Address." Within Self-Service Banner, select "Personal Information | View Addresses and Phones."

In the event that your "Official Payroll Address" is incorrect or your pay stub or in Self-Service, Payroll asks that you submit a new W-4 form and a new Residency Information Form, both available on the Payroll website at: <http://www.messiah.edu/offices/business/payroll/forms/forms.html>.

## Review of Local Tax Election

If you have moved during the current year and are uncertain if you completed and submitted a Residency Information Form for local tax withholding to the Payroll

Office, please review your current election on a recent pay stub or on Self-Service.

*Note that the Payroll Office does not keep track of all possible local school districts. For a complete list of the districts we do track, please see the addendum.*

To review your current school district, view your most recent pay stub, where the currently-elected school district is displayed.

The local tax election is also viewable via Self Service. Proceed by selecting "Employee | Benefits and Deductions | Tax Related" and reviewing the local income tax election.

Please notify the Payroll Office if the listed school district needs updated. You may complete and submit a new Residency Information Form, available from the Payroll website at: <http://www.messiah.edu/offices/business/payroll/forms/forms.html>.

Also, if you are aware that your local tax rate is changing on July 1, please e-mail the Payroll Office at [Payroll@messiah.edu](mailto:Payroll@messiah.edu) to inform us of the change.

## Review of Federal Marital Status & Allowances

Marital status and allowances often change from one tax year to the next—and often during the year as well. Such changes often occur due to marriage, divorce, birth or adoption of a child, a child who can no longer be claimed as a dependent, the purchase, sale, or refinancing of a home, retirement, additional jobs, having a spouse return to work, etc.

Having too little tax withheld may result in a tax penalty being assessed based on the personal income tax return. Therefore, it is important for employees to review their federal withholding elections (from the W-4 form) that are currently used in calculating federal tax withholding.

To review your current marital status and allowances, view your most recent pay stub, where the currently-elected filing status, exemptions, and additional withholding are displayed.

The federal tax elections are also viewable via Self-Service. Proceed by selecting “Employee | Benefits and Deductions | Tax-Related.” Your current elections are listed under “Federal Income Tax.”

If changes to federal elections are needed, a new W-4 form should be submitted to the Payroll Office. This W-4 form is available on the Payroll website at <http://www.messiah.edu/offices/business/payroll/forms/forms.html>.

## Local Services Tax Replaces Emergency Municipal Services Tax for 2008

Starting on January 1, 2008, the Emergency Municipal Services (EMS) tax was replaced with a new Local Services Tax (LST). The amount of this tax remains at \$52.00 per year. Details of the new Local Services Tax, including a description of the tax, how the tax is collected and submitted, who can be exempted and by what process, and how refunds can be requested, can be found via the Payroll FAQ sheet available on the Payroll website at: <http://www.messiah.edu/offices/business/payroll/faq.html>.

## Employees & Supervisors - Reminder of Working Hours & Overtime

FLSA (Fair Labor Standards Act) regulations require that all non-exempt employees report—and be paid for—all time worked. This includes time worked over approved breaks as well as outside of normally-scheduled hours. Both employees and supervisors are responsible for assuring that all work time is reported.

Also, FLSA and Messiah policy requires that overtime be paid when time worked exceeds 40 hours in a given work week (defined as Sunday – Saturday). Additional information on calculating and paying overtime can be found in the Online Policy and Procedure Manual at: <http://www.messiah.edu/offices/hr/manual/>

## Confidentiality of Student Payroll Campus Mailings

FERPA (Family Educational Rights and Privacy Act) regulations require that any student payroll-related mailings sent through campus mail to students need to be in a sealed envelope. This is because our students share mailboxes with other students. Please note that this includes student timesheets and any other employment-related documents.

## Helpful Links

The Payroll Office would like to end this newsletter with some helpful links. While certainly not exhaustive, these links may provide you with an information resource for one or more questions.

IRS → <http://www.irs.gov>

Social Security Administration → <http://www.ssa.gov>

TIAA-CREF → <http://www.tiaa-cref.org>

Paycheck Calculator → <http://www.paycheckcity.com/coapa/netpaycalculator.asp>

Paycheck Calculator → <http://www.payroll-taxes.com/calculators-apa.htm>

Payroll Office → <http://www.messiah.edu/offices/business/payroll/>

Human Resources Office → <http://www.messiah.edu/offices/hr/>

## A Parting Note

A copy of this Payroll newsletter will be available on the Payroll website at: <http://www.messiah.edu/offices/business/payroll/>.

**Addendum:  
Local School Districts Currently Tracked by the Payroll Office**

**The payroll office only keeps track of the following school districts. When a school district is not on this list, a flat tax rate of 1% is withheld.**

Annville-Cleona	Gettysburg Area	Palmyra Area
Avongrove	Greencastle-Antrim	Penn Manor
Bermudian Springs	Greenwood	Pequea Valley
Big Spring	Hanover Public	Red Lion
Camp Hill	Harrisburg	Selinsgrove Area
Carlisle Area	Hempfield	Shippensburg Area
Central Dauphin	Highland Township	Solanco
Central York	Lampeter-Strasburg	South Middleton
Chambersburg Area	Lancaster	Southeastern
Cocalico	Lancaster City	Southern York County
Columbia	Lancaster City Annex Area	Southwestern
Conestoga Valley	Lebanon City and Annex	Spring Grove
Conewago Valley	Lewisburg	Steelton-Highspire
Cornwall-Lebanon	Littlestown Area	Susquehanna Twp.
Council Rock	Londonderry Township	Susquenita
Cumberland Valley	Lower Dauphin	Upper Adams
Dallastown	Manheim Central	Upper Dauphin Area
Danville Area	Manheim Township	Warwick
Derry Township	Mechanicsburg Area	West Lebanon Township
Donegal	Middletown Area	West Perry
Dover Area	Mifflin County	West Sadsbury Township
East Pennsboro	Mifflinburg Area	West Shore
Eastern Lancaster County	Milton Area	West York Area
Eastern Lebanon	Newport	Williamsport
Eastern York	Northeastern York	York City
Elizabethown Area	Northern Lebanon	York Surburban
Ephrata Area	Northern York County	
Fairfield Area	Octorara Area	