

She will bear a son, and you are to name him Jesus,  
for he will save his people from their sins.

**December 13, 2007**

—MATTHEW 1:21 (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

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

Thanks so much for the support of all in the Messiah College community as my family has dealt with the unexpected passing of my mother last week. The prayers, notes, and words of support from many faculty, staff, and students have greatly encouraged us. Indeed, God is good.

— *Jerry Chaplin, director of athletics*

### ***Campus people***

The office of enrollment management is pleased to announce that **Meg Jones** has agreed to serve as admissions coordinator of telecounseling, effective Dec. 10. Her combined experiences in admissions and residence life have equipped her to provide excellent leadership with our student phone staff and recruitment programming. Let's celebrate with her as she begins her new responsibilities.

### ***Presentations scheduled for senior research symposium***

The School of Health and Natural Sciences invites you to attend the seventh annual Fall Senior Research Symposium that will be held in the Kline Hall of Science and Jordan Science Center on Thursday, Dec. 13 beginning at 4:30 p.m. Seniors will present talks and/or posters summarizing the results of advanced research projects. The students will deliver formal oral platform presentations in Kline 120 or Kline 106 and will subsequently attend posters displayed in the lobby of the Jordan Science Center. Refreshments will be provided for participants and guests. For a complete schedule of events, go to [www.messiah.edu/departments/bioscience/alumni/documents/F07\\_ResearchSymposium.pdf](http://www.messiah.edu/departments/bioscience/alumni/documents/F07_ResearchSymposium.pdf).

### ***Doctorate Tea set for Dec. 17***

A come-and-go Doctorate Tea will be held in the Howe Atrium of Boyer Hall on Monday, Dec. 17 from 3:30 to 4:30 p.m. We will be honoring the individuals who have received their terminal degrees during 2007. Please drop by to congratulate your colleagues. Refreshments will be served.

**Michael Harcrow**, assistant professor of music

**Christopher Simmons**, assistant professor of communication and film

**Brian Smith**, senior lecturer in biblical and religious studies

### ***The Museum Studies class presents three exhibitions***

The Museum Studies class (ARTH 308) presents three exhibitions showcasing the material culture of Messiah College:

“The Restoration House: Disappearing Treasure,” upstairs in the Larsen Student Union, celebrates the history and legacy of Musser Farm.

“This Is Not a Drill,” upstairs in the Larsen Student Union, documents the prized possessions of Messiah students.

“The Professor Collects,” Library lobby, reveals the interests and hobbies of Messiah faculty members outside the classroom.

All will open by Thursday, Dec. 13 (closing dates vary). Come take a look and enjoy!

### ***Reminders from accounts payable***

The last check run of the calendar year 2007 will be Wednesday, Dec. 19. The first check run of the calendar year 2008 will be on Friday, Jan. 4, due in our office by 5 p.m. on Wednesday, Jan. 2 by 5 p.m. The check run will resume to normal the week of Jan. 7, due at 5 p.m. Monday for a Thursday check. Any payments for honorariums or services provided to the college must be paid in the calendar year in which they were provided; this is an IRS regulation. Please be sure to have those type of payments submitted by Monday, Dec. 17. Happy Holidays!

### ***Business office to adjust hours on Dec. 17***

The office of purchasing, the business offices, including payroll, and the business office counter will close at 11:30 a.m. on Monday, Dec. 17 for a department Christmas gathering lunch. The offices will reopen at 2:30 p.m. and maintain their normal schedules.

### ***Murray Library announces Special Projects Fund recipients***

The Murray Library and the Library committee are pleased to announce this year’s recipients of the Special Projects Fund. This fund was established to provide monies to enhance the library collection for selected projects through a request for proposals process. The individuals selected for funding this fiscal year are:

**Katie Keith**, lecturer in sociology

**Pat Olcott**, administrative assistant for the Agapè Center

**Gene VanDyke**, associate professor of visual art

**Lawrence Burnley**, associate dean of multicultural studies

The Special Projects Fund is available annually. Requests for proposals for the next funding cycle will be accepted beginning Fall 2008.

### ***Alumni video profiles now available***

The Career Center is pleased to announce the latest addition to the “Snapshots of Vocation,” Alumni Profiles Project, funded through the Lilly Endowment. In addition to approximately 50 written profiles, the project now features 12 video profiles of Messiah alumni living out their vocation in a variety of contexts. These stories are intended to showcase the ways in which our alumni are serving the world and their communities in many unique and exciting ways. Additionally, a primary goal of the project is to provide students with wisdom and insight into the process of career exploration and decision-making. The video clips can be accessed through the Career Center’s website

[www.messiah.edu/offices/career/profiles/videos/index.html](http://www.messiah.edu/offices/career/profiles/videos/index.html).

### ***Dining services posts Christmas break hours of operation***

#### **Lottie Nelson Dining Room**

**Thursday, Dec. 20**, closing at 7:30 p.m. and will be closed until Friday, Jan. 7.

**Monday, Jan. 7**, 7 to 8 a.m., 12 to 1 p.m., and 5 to 6 p.m.

**Tuesday, Jan. 8**, normal hours of operation resume (7 a.m. to 7:30 p.m.)

#### **Falcon Express**

**Friday, Dec. 21**, 7 to 10:30 a.m.

**Saturday, Dec. 22 thru Tuesday, Jan. 1**, Closed

**Wednesday, Jan. 2 through Friday, Jan. 4**, 7:30 a.m. to 2 p.m.

**Monday, Jan. 7 and Tuesday, Jan. 8**, 7:30 a.m. to 2 p.m.

**Wednesday, Jan. 9**, normal hours of operation resume (7 a.m. to 3:30 p.m.)

## Union Café

Thursday, Dec. 20, close at 2 p.m. on and will reopen on Tuesday, Jan. 8 at 9 p.m.

## C-Store

Wednesday, Dec. 19, close at midnight and will reopen on Tuesday, Jan. 8 at 9 p.m.

## **Save on Christmas flowers with employee discount program**

If you are looking for just the perfect flower to complete your holiday decorating or the perfect bouquet to give to that special someone over the holidays, check out the Blossom Shop Florist in Dillsburg where Messiah College employees receive a 10 percent discount on all in-shop purchases or local deliveries. Check out the website, [www.messiah.edu/discount](http://www.messiah.edu/discount), for a complete list of retail, food, and other businesses that offer discounts to Messiah employees. And as always, feel free to contact John Cooker, director of purchasing, at [cooker@messiah.edu](mailto:cooker@messiah.edu) or Melissa Rotz at [climengahomestead@messiah.edu](mailto:climengahomestead@messiah.edu) with any questions you might have about the employee discount program. Tell us what you like, what you don't like, and how we can make our program even better!

## **Payroll announces new local services tax in 2008**

The current Emergency Municipal Services Tax will be replaced in 2008 with a Local Services Tax. All employees will be affected by this change. Please take a few minutes to read the FAQ sheet that is included at the end of this issue of the "Intercom."

— Don Lerew, HRIS and compensation manager

## **Reminder about fire safety**

Fire and safety inspections are performed on a regular basis and focusing on different areas of campus each month. The Upper Allen Township fire marshall will be performing re-inspections on a continual basis. One of the violations noted during the most recent inspections was the height of storage in offices and storage rooms. The 2006 ICC International Fire Code 315.2.1 states that storage shall be maintained two feet or more below the ceiling in non-sprinklered areas of buildings or a minimum of 18 in. below sprinkler head deflectors in sprinklered areas of buildings. If you have any items stored above these height limits, please remove the items. It may be helpful to place a sign or tape to mark the height limit. Fines can be assessed up to \$1,000 per day per occurrence. We appreciate everyone's help in complying with the regulations. See complete details in attachment at the end of this "Intercom." If you have any questions, please call Hilary Kreider at ext. 3560 or e-mail [hkreider@messiah.edu](mailto:hkreider@messiah.edu).



## **HUMAN RESOURCES**

### ► **Positions available**

Campus Events Worker I (Custodial, Third Shift, Part-Time)  
Cook II

### ► **Birthdays**

**Campus Events Worker I (Custodial, Third Shift, Part-Time)** — The department of campus events currently has an opening for a campus events worker I. This is a part-time (25 hours-per-week, third shift, somewhat flexible within the hours of 9:30 p.m. and 6 a.m.), band 7A, custodial position. Job responsibilities include the cleaning of offices, and classrooms, public spaces as well as cleaning of the food prep, serving, and dining areas. Some set up of special events and supervision of student employees. Candidates should have a high school diploma or equivalent, have the ability to lift up to 50 lbs., share the enthusiasm of being a part of a college community, and have the ability to interact professionally with students and conference guests. Cleaning experience is preferred, but is not required. To apply, please submit a resumé and cover letter to Messiah College, Human Resources, Box 3015, Grantham, PA 17027 or e-mail [humanres@messiah.edu](mailto:humanres@messiah.edu). (Applications are preferred via e-mail.) A job description is available in human resources or on the College 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 Scott Zeigler, manager of campus events, at ext. 2940. Application deadline is Wednesday, Jan. 2.

**Cook II** — The department of dining services currently has an opening for the position of cook II. This is a full-time, 12-month, band 7C position. This position is responsible for meal preparation, ensuring that both quality and quantity are maintained by following standardized recipes. This position has varied shifts to include evenings and some weekends. This position requires considerable knowledge of the materials and methods used in food preparation. Must have a high school diploma or equivalent with two years of culinary training. Four years of experience in volume restaurant or hotel/institution foodservice is required. To apply, please submit a letter of application and a résumé to Messiah College, Human Resources, Box 3015, Grantham, PA 17027 or e-mail [humanres@messiah.edu](mailto:humanres@messiah.edu). (Applications are preferred via e-mail.) Job-related questions should be directed to Mark Wirtz, director of dining services, at ext. 6008. A job description is available in human resources or on the College website at [www.messiah.edu/offices/hr/job\\_opportunities/admin.html](http://www.messiah.edu/offices/hr/job_opportunities/admin.html). Application deadline is Wednesday, Jan. 2.

**Happy birthday!** 

**12/16:** Anastasia Hojnicky, Su Pottiger, Fred Winey, Gerry Zeigler  
**12/17:** Dana Champion, Leonard Dye, Lew Gladfelter, Vaughn Miller  
**12/18:** Cindy Barrick, Melissa Hepfer, Bernie Manning  
**12/19:** Terry Brensinger  
**12/20:** Deb Danielson, Patricia Falgoust, Reta Finger  
**12/21:** Mary Ann Hollinger

## **Announcements**

### **Free:**

**10 ft. × 12 ft. burgundy carpet and pad** — Excellent condition, but will need to be cleaned. You must transport. Call ext. 2490.

### **For sale:**

**Harrisburg Symphony tickets** — Two tickets for sale to the Harrisburg Symphony Orchestra concert on Saturday, Jan. 12 at 8 p.m. The featured piano soloist is the winner of the Rodney and Lorna Sawatsky Rising Stars Concerto competition. Excellent seats in section 305. Face value is \$44 each, but available at subscription price. Please call Gary at ext. 3390 or 697-8134.

**1988 Honda Accord LXI**— Manual transmission, 192,000 miles, well kept, many new maintenance parts, CD player, like new interior. First \$925 takes it. Call (717) 574-6179.

## **Reflection**

*Christmas is the day that holds all time together.*

**ALEXANDER SMITH**

*English poet and essayist*

**Scroll down for attachments**



PAYROLL OFFICE

To: All Employees  
From: Payroll Office  
Date: December 12, 2007  
Re: Local Services Tax → Guide to 2008 Tax Changes

**Overview**

Messiah College currently withholds from all employees an Emergency Municipal Services Tax in the amount of \$52.00 per year. Prior to the EMS Tax, many employees knew the tax as the Occupational Privilege Tax (OPT), which was in the amount of \$10.00.

Starting on January 1, 2008, the EMS Tax will be revised to a new Local Services Tax (LST). Below are some 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.

**Q: What is the name of the tax?**

The name will be changed from the Emergency Municipal Services Tax (EMST) to the Local Services Tax (LST).

**Q: When will this tax become effective?**

The Local Services Tax will become effective January 1, 2008.

**Q: Why was the name changed?**

To alleviate confusion on how the tax is to be used by the municipalities. Some individuals assumed the tax was used to fund emergency medical service providers, so voluntary donations to those providers were declining.

**Q: So how is the tax to be used by municipalities and school districts?**

A minimum of 25% of the tax revenues is to be used for emergency services, such as police, fire, and ambulance protection. Municipalities, but not school districts, are also permitted to use LST to reduce property taxes. Road construction and maintenance is also an acceptable use of LST tax revenues.

**Q: So does everyone have to pay the tax?**

Messiah College is located in Upper Allen Township, Cumberland County. Upper Allen Township currently has an EMS tax rate of \$52.00. Therefore, unless an employee applies for an exemption of this tax, the employee will have the \$52.00 withheld.

Employees at our Philadelphia Campus will continue to be exempt from this tax, as local taxes are all compiled into the Philadelphia Resident and Philadelphia Non-Resident Tax for those employees.

**Q: How is the tax collected from paychecks?**

Since Upper Allen Township collects \$52.00/year, employers in this municipality must collect the \$52.00 in per-pay installments based on the *maximum* number of scheduled payroll periods for a given employee group in the calendar year (regardless of the number of pay periods actually worked during the year). For example, if an employee group is paid weekly by the employer, the tax must be withheld weekly. The new regulations do not allow a \$52.00/year lump withholding or a \$13.00/pay withholding over an employee's first four pays of the calendar year.

When calculating an employee's LST per-pay withholding, the Payroll Office will review the number of scheduled pays for the employee group (e.g., 24 pays for semi-monthly; 26 pays for bi-weekly; 16 pays for students {school year}, and 8 pays for students {summer}). The withholding rate will be based on the *maximum scheduled* number of pays for a full year. The calculation is  $\$52.00 / [\text{number of pays}]$  and is rounded down to the nearest penny. Some common examples include:

- Semi-monthly employees:  $\$52.00 / 24 \text{ pays} = \$2.16/\text{pay}$ 
  - o Includes adjunct faculty who work less than 24 pays
- Bi-weekly, 26-pay employees:  $\$52.00 / 26 \text{ pays} = \$2.00/\text{pay}$ 
  - o Includes bi-weekly employees working less than 26 pays as the pro-rata amount must still be calculated on a bi-weekly pay schedule based on 26 pays
  - o Includes temporary employees and sports camp employees as well, regardless of number of pays actually worked
- Student, academic year employees:  $\$52.00 / 16 \text{ pays} = \$3.25/\text{pay}$
- Student, summer employees:  $\$52.00 / 8 \text{ pays} = \$6.50/\text{pay}$

**Q: What if I have multiple jobs in one or more jurisdictions? Do I pay \$52.00 to each?**

No, the \$52.00 withholding is limited to an annual limit of \$52.00 regardless of the number of employers or political subdivisions in which the employee is employed.

Employees with concurrent employment in one or more jurisdictions are required to submit an exemption certificate to indicate the principal employer. The employee is also required to submit a copy of a current pay statement from the principal employer indicating the name of the employer, the length of the payroll period, and the amount of LST withheld.

**Q: What if I am newly hired at Messiah during the tax year?**

Messiah is responsible for withholding any remaining LST tax upon an employee's hire. If the employee has had all, or part, of the LST withheld by another employer during the tax year, it is the employee's responsibility to furnish documentation (i.e., paystub from the withholding employer) to avoid having the tax withheld. The only other method for being exempted from the LST is to supply the Payroll Office with an exemption certificate.

**Q: What if I resign or am terminated from Messiah during the tax year?**

The tax law no longer requires Messiah to have withheld an employee's full \$52.00 annual deduction by time of termination. Instead, employers are only required to withhold LST for those payroll periods in which the taxpayer is employed. The law now requires subsequent employers to complete any remaining withholding. It is the employee's responsibility to notify subsequent employers if all, or part, of the LST tax was already withheld.

### **Q: Can I be exempted from the Local Services Tax?**

Yes, an employee can be exempted in a number of ways. An employee can be exempted if: (1) they are employed by multiple employers (only the “primary” employer must withhold the tax); (2) an employee will earn less than the \$12,000 annual wage limit in Upper Allen Township (known as the mandatory low-income exemption); (3) the employee is on active military duty; or (4) the employee has a military disability exemption.

For each of these exemptions, the employee is required to complete the *Local Services Tax – Exemption Certificate* form which is available in the Payroll Office, on the Payroll website at <http://www.messiah.edu/offices/business/payroll/>, and also at <http://www.newpa.com/default.aspx?id=257>. A copy of the employee’s last pay stubs or W-2 forms for the year prior to the calendar year for which the employee is requesting an exemption must be attached to the exemption certificate.

Employees completing the exemption form are required to submit a completed copy of the form, with appropriate attachments, to the Messiah College Payroll Office as well as to Upper Allen Township’s tax collection agency—the West Shore Tax Bureau (<http://www.westab.org/>).

The exemption will be in effect for the remainder of the calendar year (i.e., from the point of submission for the exemption). Any tax already paid during the calendar year will need to be processed as a refund through the West Shore Tax Bureau (<http://www.westab.org/>).

### **Q: Can my exemption be revoked or terminated?**

Yes, an exemption can be revoked for a given tax year in any of three ways: (1) Upper Allen Township instructs Messiah to withhold the tax; (2) the employee notifies the Payroll Office that they are no longer eligible for the exemption; or (3) the employer pays the employee more than \$12,000 in wages during the calendar year.

### **Q: What happens if I exceed the \$12,000 earnings limit?**

The Payroll Office will be monitoring employee earnings when an exemption is requested. Should an employee exceed the \$12,000 earnings limit, Messiah will withhold a “catch-up” lump sum for the period originally covered by the exemption and will then begin withholding at the standard per-pay withholding rate.

### **Q: What if I overpay my Local Services Tax? Can I get a refund?**

Tax refunds are requested via the *Local Services Tax – Refund Application* form that is available on the Payroll website at <http://www.messiah.edu/offices/business/payroll/> and also online at <http://www.newpa.com/default.aspx?id=257>. The completed form should be submitted to the West Shore Tax Bureau (<http://www.westab.org/>) for processing.

### **Q: What if I underpay my Local Services Tax? Will I get a bill?**

Employers are required to withhold the Local Services Tax based on the maximum number of pay periods available for a given employee (e.g., temporary employees can work 26 bi-weekly pays). If an employee does not work the maximum number of pay periods, and the employee does not have the remainder of the tax withheld by another employer, the municipality will send the employee a bill requesting payment for the underwithheld amount.

### **Q: Do I need to re-apply for tax exemption annually?**

Yes, the exemption is good only for one year. Exemption requests for subsequent years must be submitted following the exemption process described previously. Failure to provide a new exemption certificate will result in the initiation of tax withholding for the new year.

## Fire Marshall Fire and Safety Inspections –Storage Height

Fire and safety inspections are performed on a regular basis and focusing on different areas on campus each month. The Upper Allen Township Fire Marshall will be performing re-inspections on a continual basis. One of the violations noted during the most recent inspections was the height of storage in offices and storage rooms. The 2006 ICC International Fire Code 315.2.1 states that storage shall be maintained 2 feet or more below the ceiling in non-sprinklered areas of buildings or a minimum of 18 inches below sprinkler head deflectors in sprinklered areas of buildings. If you have any items stored above these height limits, please remove the items. It may be helpful to place a sign or tape to mark the height limit. Fines can be assessed up to \$1,000 per day per occurrence. We appreciate everyone's help in complying with the regulations. In the picture below, the double stacked box is too high.



If you have any questions, please call Hilary at extension 3560 or e-mail: [HKreider@messiah.edu](mailto:HKreider@messiah.edu).