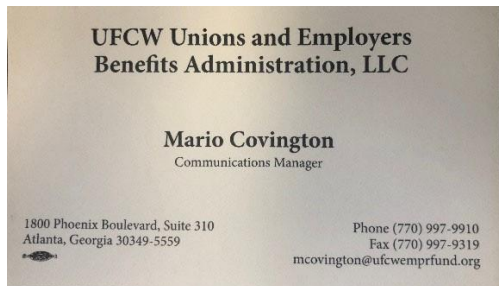


LOGO AND BRANDING CREATION



Designed the inaugural logo for the Fund Office after more than 40 years of operating without one.



Old Business Card

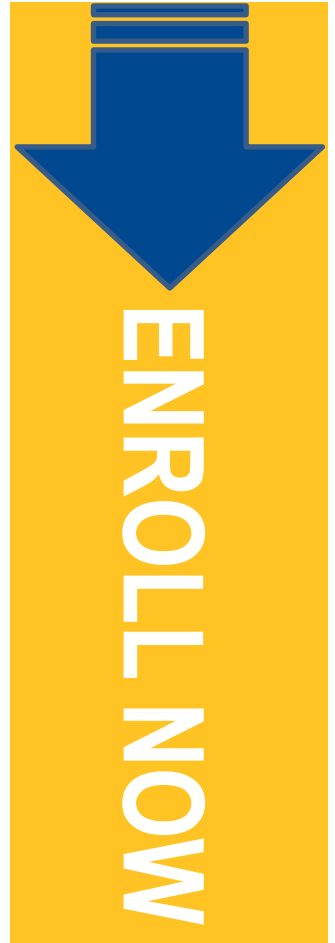


New Business Card

Created a new business card incorporating the newly developed branding for The Fund Office.

FLYERS AND POSTCARD DEVELOPMENT

2019 Open Enrollment



IMPORTANT REMINDER

Don't get caught without coverage!
¡No te atrapen sin cobertura!

If you do not have access to the Internet or have difficulty with the online enrollment, please contact the Fund Office at 1-800-241-2136.

Si no tiene acceso a Internet o tiene dificultades con la inscripción en línea, comuníquese con la Oficina del Fondo al 1-800-241-2136.

Our records indicate that you have not yet completed your annual enrollment for 2019 benefits. Please complete your enrollment **immediately**, by either:

Going to <https://secure.healthx.com/ATLANTA.asp>

OR calling the Fund Office @ 1.800.241.2136

OR completing and returning the enclosed enrollment form.

If you do not enroll by **December 15, 2018**, you will not have medical coverage for the 2019 calendar year.

Ir a <https://secure.healthx.com/ATLANTA.asp>

O llamando a la Oficina del Fondo al 1.800.241.2136

O completar y devolver el formulario de inscripción adjunto.

Si no se inscribe antes **del 15 de diciembre de 2018**, no tendrá cobertura médica para el año calendario 2019.



2019

Open Enrollment

COMING SOON!

November 1 - December 15, 2018



- ✓ Benefits enrollment online.
- ✓ Inscripción de beneficios en línea.
- ✓ Benefits enrollment over the phone.
- ✓ Beneficios de inscripción por teléfono!.
- ✓ Request enrollment form by calling the Fund Office.
- ✓ Solicite el formulario de inscripción llamando a la Oficina del Fondo.

Be sure to update your mailing address and keep a lookout for your open enrollment materials.
Asegúrese de actualizar su dirección postal con su empleador y vigile sus materiales de inscripción abierta.

2019

Open Enrollment

COMING SOON!

November 1 - December 15, 2018



- ✓ Benefits enrollment online.
- ✓ Inscripción de beneficios en línea.
- ✓ Benefits enrollment over the phone.
- ✓ Beneficios de inscripción por teléfono!
- ✓ Request enrollment form by calling the Fund Office.
- ✓ Solicite el formulario de inscripción llamando a la Oficina del Fondo.

Be sure to update your mailing address and keep a lookout for your open enrollment materials.
Asegúrese de actualizar su dirección postal con su empleador y vigile sus materiales de inscripción abierta.

**UNITED FOOD AND COMMERCIAL WORKERS UNIONS
AND EMPLOYERS HEALTH & WELFARE FUND - ATLANTA**
1800 Phoenix Boulevard, Suite 310
Atlanta, GA 30349-5559

PRST-STD
U.S. POSTAGE
PAID
CITY, ST
PERMIT NO. XXX

EXTENDED HOURS

- 8 am – 6 pm Eastern time Mon – Fri
- 9 am – 4 pm Eastern time for the following Saturdays; December 1st, 8th, and 15th!

NEED HELP ENROLLING? No Problem. Call the Fund Office at 770.997.9910 or 1.800.241.2136
¿NECESITA AYUDA PARA INSCRIBIRSE? No hay problema. Llame a la Oficina del Fondo al 770.997.9910 o 1.800.241.2136

**UNITED FOOD AND COMMERCIAL WORKERS UNIONS
AND EMPLOYERS HEALTH & WELFARE FUND - ATLANTA**
1800 Phoenix Boulevard, Suite 310
Atlanta, GA 30349-5559

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COMING SOON

BIOMETRIC SCREENING IN

2019 FOR 2020 BENEFITS

Keep a lookout for upcoming
Biometric Screening Mailing!



Screening: **September 30, 2019**
Results of Biometric Screening Must be
Received By: **October 7, 2019**

Your Health and Welfare Fund is dedicated to providing you with tools and resources to help you get healthy and stay healthy. Be sure to participate in the upcoming Biometric Screening campaign.

Su Fondo de Salud y Bienestar está dedicado a proporcionarle herramientas y recursos para ayudarlo a estar saludable y mantenerse saludable. Asegúrese de participar en la próxima campaña de Detección Biométrica.

COMING SOON

BIOMETRIC SCREENING IN

2019 FOR 2020 BENEFITS

Keep a lookout for upcoming
Biometric Screening Packet!



**Deadline to Complete Biometric
Screening: September 30, 2019**
Results of Biometric Screening Must be
Received By: **October 7, 2019**

Your Health and Welfare Fund is dedicated to providing you with tools and resources to help you get healthy and stay healthy. Be sure to participate in the upcoming Biometric Screening campaign.

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**UNITED FOOD AND COMMERCIAL WORKERS UNIONS
AND EMPLOYERS HEALTH & WELFARE FUND - ATLANTA**

The Fund Office
1740 Phoenix Parkway
Atlanta, GA 30349-5559

Got Questions? Call the Fund Office at
770.997.9910 or 1.800.241.2136.

Tienes preguntas? Llame a la Oficina del Fondo
al 770.997.9910 o 1.800.241.2136.

PRST STD
U.S. POSTAGE
PAID
CITY, ST
PERMIT NO. XXX

**UNITED FOOD AND COMMERCIAL WORKERS UNIONS
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PRST-STD
U.S. POSTAGE
PAID
CITY, ST
PERMIT NO. XXX

2019 Open Enrollment



Enrollment will begin November 1, 2018. The **DEADLINE** is December 15, 2018.

Enrolling in benefits is as easy as 1, 2, 3.....



1. Enroll Online! Go to:

- <https://secure.healthx.com/atlanta.asp>
- The online system will guide you through the enrollment process.
- Once you have made your benefit elections, you will see a summary of your choices and a confirmation number. **You will know you have completed the process when you receive a confirmation number. Please keep your confirmation number in a safe place.**

2. Enroll over the phone by calling the Fund Office at 770.997.9910 or 1.800.241.2136.

3. Request an enrollment form by calling the Fund Office!

YOU MUST ENROLL DURING ANNUAL ENROLLMENT EVERY YEAR TO HAVE HEALTH BENEFITS FOR THE NEXT YEAR.

Now offering:

- ✓ Benefits enrollment over the phone
- ✓ Extended Open Enrollment Customer Service hours beginning October 29th
 - 8 am - 6 pm Eastern time Mon - Fri
 - 9 am - 4 pm Eastern time for the following Saturdays; December 1st, 8th, and 15th!

Biometric Screening Time!



**Deadline to Complete Biometric Screening:
September 30, 2019
Results Must be Received by the Fund By:
October 7, 2019**

Store Hourly Associates

TO AVOID \$15/WEEK WELLNESS PROGRAM SURCHARGE

All Associates who are eligible for and will enroll in medical coverage through the Health and Welfare Fund are required to get a Biometric Screening by September 30, 2019. Results of the Biometric Screening must be received by the Fund by October 7, 2019, or pay a \$15/week wellness program surcharge for medical coverage in 2020.

If you have a medical condition that prohibits you from taking a Biometric Screening, please contact the Fund Office at 770-997-9910 or toll-free at 1-800-241-3473 to obtain a waiver form to be completed by your physician. Completed waivers must be received by the Fund Office by September 30, 2019.

If you have already had a routine physical in 2019 that includes the screening for blood pressure, cholesterol, blood glucose, and body mass index, and you don't want to repeat the screenings, contact the Fund Office at 770-997-9910 or 1-800-241-3473 about how to submit the results of the physical. If you have not completed a routine physical, please schedule a biometric screening as soon as possible.

NOTE: IF YOU BECOME ELIGIBLE FOR THE ANCILLARY PLAN ONLY, OR IF YOU WILL ENROLL IN THE ANCILLARY PLAN, YOU WILL NOT BE CHARGED AN ADDITIONAL \$15.00 PER WEEK IN 2020 IF YOU CHOOSE TO NOT COMPLETE A BIOMETRIC SCREENING.

WHERE TO SCHEDULE A BIOMETRIC SCREENING

- **At a Kroger Pharmacy or a Little Clinic located in a Kroger store.** To schedule your screening at a Kroger Pharmacy call 1-877-444-9689 or go to www.krogerscreenings.com. To find a Little Clinic near you visit www.thelittleclinic.com.
- **In the Kaiser Mobile Health Vehicle.** Kaiser will bring the Mobile Health Vehicle to certain Kroger store locations in the Kaiser service area. If you are currently enrolled in Kaiser, you can schedule your visit online. More information will be provided on locations, dates and times.
- **With an in-network primary care provider.** If you choose to have your screening with an in-network primary care provider, you may be charged for an office visit if you obtain your screening during a visit for an unrelated reason.

Your Screening results must be received by the Health & Welfare Fund by October 7, 2019. You may submit a printout of the Screening results, or you can bring a copy of the Biometric Screening form to your appointment. You are responsible for making sure that all necessary Screening information is sent to the Fund Office. Contact the Fund Office at 770.997.9910 or 1.800.241.3473 if you need a copy of the Screening form.

UFCW UNIONS & EMPLOYERS HEALTH & WELFARE FUND - ATLANTA



1740 Phoenix Parkway
Atlanta, Ga. 30349
770.997.9910 or 1.800.241.2136



LETTERS, BROCHURES AND DOCUMENTS



UFCW UNIONS & EMPLOYERS HEALTH & WELFARE FUND - ATLANTA

2019 Open Enrollment Notice



Enrollment will be November 1, 2018 - December 15, 2018.

Benefits for Today.

Security for Tomorrow.

Welcome to 2019 Annual Open Enrollment

Open Enrollment Info

2019 Open Enrollment begins November 1, 2018, and ends on December 15, 2018. This enrollment period will cover all eligible benefits provided by the Fund. All eligible participants, whether actively working or not, must enroll to receive coverage for 2019. During this time, you will also be allowed to waive coverage. If you do not enroll for benefits or waive coverage during Open Enrollment, you cannot enroll unless you experience a Qualifying Life Event (QLE). Please refer to the "How to Make Changes" section of this notice for more information about QLEs.

Compliance Documents

You can find the following documents by logging into <https://secure.healthx.com/Atlanta.asp>. Once logged in, as you go through the enrollment process, the Benefits Schedules and Summaries of Benefits and Coverage (SBC) can be found on the Benefit Plan Election page. You can request a copy of enrollment materials by contacting the Fund Office.

Documents Needed for Enrollment

To assure greater accuracy in enrollment, the Fund will take an additional step and verify the eligibility of all enrolled dependents. If you have questions about the list outlined below, please contact the Fund Office or visit the website at www.ufcwemprfund.org.

- If you are eligible for dependent coverage, the Fund provides coverage for the dependent child(ren) to age 26. The Fund provides coverage for your natural/adopted children, a child placed with you for adoption, your stepchildren, your foster children or a child whose custody has been awarded to you by a court of competent jurisdiction. If you are eligible for Plan 1 or Plan 2, the Plan provides coverage for your legal spouse.
- You will need names, social security numbers, and dates of birth for spouse and child(ren). **SOCIAL SECURITY NUMBERS OR Individual Taxpayer Identification Number (ITIN) FOR ALL DEPENDENTS (IF ELIGIBLE) ARE NOW REQUIRED.** If you have applied for a Social Security number for a dependent, but have not yet received it, please use 100-10-1000, and notify the Fund Office immediately once a Social Security number is obtained.
- If your child(ren) have other health coverage:
 - ✓ Name of Insurance Carrier
 - ✓ Name of Policy Holder
- If your spouse is employed:
 - ✓ Name and telephone number of Spouse's Employer
- If your Spouse's employer offers Medical, Dental or Prescription Drug:
 - ✓ Name of Insurance Carrier
 - ✓ Whether or not your Spouse has enrolled in these coverages
- If Spouse is not yet eligible for his/her employer's coverage but will be enrolling:
 - ✓ The date that coverage will become effective
- Medicare Information (if you, your spouse or dependent child(ren) are eligible for Medicare):
 - ✓ Effective dates for Medicare Parts A, B & D
 - ✓ Medicare Identification Number/HICN

What's New for 2019?

Telephonic Enrollment

Beginning November 1, 2018 through December 15, 2018, you also will have the option to enroll in benefits via telephonic enrollment by calling the Fund Office at 1.800.241.2136 and speaking with a customer service representative. You will be able to discuss your benefit options one-on-one and have your enrollments processed over the phone by a customer service representative. **BE PREPARED in ADVANCE!**

The information requested during the telephonic enrollment session will include the following (See [Documents Needed for Enrollment](#) on the previous page):

- Participant's information
- Dependent information
- Enrollment options
- Beneficiary information

The customer service representative will enter this information for you. Following the close of open enrollment, you will be mailed a confirmation statement to verify your elections. Each telephonic enrollment session is expected to take 10 minutes from start to finish on a recorded line. To speed up the process, you should have all your documentation ready when you call the Fund Office. If you do not have their documentation available, we will arrange a callback after you have gathered the required documents.

Extended Hours

The Fund Office will extend the call center hours during Open Enrollment beginning October 29, 2018. The call center hours will be Monday - Friday 8 am-6 pm Eastern time and on the following Saturdays: December 1st, 8th, and 15th from 9am-4pm Eastern time. Also, there will be both English and Spanish-speaking representatives to assist you.

Important Reminders



When to Enroll?

The open enrollment period runs from November 1, 2018, through December 15, 2018. The benefits you elect during open enrollment will be effective from January 1, 2019, through December 31, 2019, provided you continue to meet the eligibility requirements. If you do not complete the enrollment process or waive coverage, you and any eligible dependents will not be covered under the Fund until the next open enrollment period or upon experiencing a Qualifying Life Event (QLE).

How to Enroll?

Enrolling in benefits is as easy as 1, 2, 3...

- 1) Enroll Online @ <https://secure.healthx.com/Atlanta.asp> **OR**
- 2) Enroll over the phone by calling the Fund Office @ 770.997.9910 or 1.800.241.2136 **OR**
- 3) Request an enrollment form by calling the Fund Office.





How to Make Changes?

After you have completed your enrollment, you will not be able to change your benefits or add coverage for a dependent until the next open enrollment period unless you have a QLE. Please see below for more information on QLEs. You may request a copy of the Notice of Special Enrollment Rights by contacting the Fund Office.

You must report a Qualified Life Event within 60 days of the event noted below:

- The birth, adoption, or placement for adoption of a child (Allowing you to add a dependent, if eligible for dependent coverage) (**Report no later than 60 days**)
- Your and/or your eligible dependent's coverage under another health plan ended because of (a) loss of eligibility, (b) termination of the covered individual's employer's contribution toward such other coverage, (c) exhaustion of coverage under COBRA, (d) if coverage was provided by an HMO, you and/or your dependent are no longer residing, living or working in the service area of the HMO and the HMO does not provide coverage for that reason (**Report no later than 30 days**)
- Marriage or Divorce (Allowing you to change your dependent coverage, if eligible for dependent coverage) (**Report no later than 60 days**)
- Loss of eligibility under Medicaid or State Children's Health Insurance Program (CHIP) (Allowing you to obtain coverage or add a dependent, if eligible for dependent coverage.) (**Report no later than 60 days**)
- Eligibility for financial assistance under Medicaid or CHIP (Allowing you to obtain coverage or add a dependent, if eligible for dependent coverage) (**Report no later than 60 days**)

Qualified Life Events and the subsequent changes in coverage for your benefits caused by the life events will be coordinated through the Fund Office.



NEED HELP ENROLLING? No Problem. Call the Fund Office at 770.997.9910 or 1.800.241.2136
¿NECESITA AYUDA PARA INSCRIBIRSE? No hay problema. Llame a la Oficina del Fondo al 770.997.9910 o 1.800.241.2136



November 30, 2018

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]

We are moving! Thank you for your continued support working with UFCW Unions and Employers Benefits Administration, LLC. This letter is to inform you of a change in our business address. Our new location is:

UFCW Unions and Employers Benefits Administration, LLC
1740 Phoenix Parkway
Atlanta, Georgia 30349

Please make a note of this new information in your records to reflect our new contact information and direct all future correspondence to the new address found above. Our telephone number will remain the same. Thank you for your prompt attention to this matter.

Sincerely,
Joe Cool
Executive Director

Date: December 29, 2016
To: All Agency Heads and Chief Fiscal Officers
From: Alan Skelton, State Accounting Officer
Re: Mileage Rate Decrease for Calendar Year 2017

This memo is to communicate changes to State mileage reimbursement rates for calendar year 2017. These changes apply to the use of privately owned automobiles (POA), authorized State Government-owned automobiles, and motorcycles used for official State purposes.

Please make sure the information in this memo is conveyed to appropriate staff in your agency/department.

The Official Code of Georgia Annotated (OCGA) Section 50-19-7 requires use of the United States General Services Administration (GSA) rates for mileage when State employees are reimbursed for use of a privately owned vehicle on official State travel.

The GSA recently announced revised rates for calendar year 2017. The following rates are applicable to travel that occurs on or after January 1, 2017:

| | | | |
|----------------------|------------|----------|----------|
| Tier 1 Rates: | Automobile | \$ 0.535 | per mile |
| | Motorcycle | \$ 0.505 | per mile |
| | Airplane | \$ 1.15 | per mile |

Tier 2 Rate: \$0.17 per mile

The mileage reimbursement rate policy has been updated on [SAO's website](#) to reflect the 2017 rates. Any agency not using the TeamWorks Travel & Expense System will be responsible for updating the manual travel expense form. The manual travel expense form template is provided on [SAO's website](#).

Any reimbursement of mileage claims paid to an employee in excess of rates published in the mileage reimbursement policy must be refunded to the State or characterized as taxable compensation to the employee.

Any questions concerning the contents of this memorandum or questions related to the statewide travel regulations should be directed to the following email address: SAO_travel@sao.ga.gov.

cc Governor's Office of Planning & Budget
DOAS State Purchasing Division



Nathan Deal
Governor

Thomas Alan Skelton, CPA
State Accounting Officer

DATE: October 17, 2014
TO: Chief Financial Officers
FROM: Alan Skelton, State Accounting Officer *TAS*
RE: Spending Order Policy

The spending order policy that was announced by OPB at the FMC Conference last month is posted to the SAO website at the following location: [Home](#) » [Policies and Procedures](#) » [Business Process Policies](#) » [Selected Budget](#).

The policy is effective as of **10/1/2014** and requires agencies to spend federal and other funds prior to state funds and also requires a reserve request letter to be submitted for any funds, other than federal, which the agency does not intend to remit to the state treasury. Please read to policy for specific language and context. Please direct any questions via email to sao_reporting@sao.ga.gov.

BLOG AND SOCIAL MEDIA POSTS



Weekend FN & HCM Availability ALERT

IBM has scheduled maintenance to the servers running Enterprise TeamWorks (PeopleSoft) Financials 9.1 (including Supplier Portal) and HCM 9.1 applications during the weekend of Feb 20 & 21, 2016.

During this maintenance, both applications will be down and NOT available for access for 24 hours between 8 AM Saturday, 20th Feb and Sunday, 21st Feb. The application will be back online at 8 AM on Sunday, February 21, 2016.

QUESTIONS: SAO Customer Service Center (CSC) - Financials
404-657-3956
888-896-7771
fscm@sao.ga.gov

sao.georgia.gov | [Forward to a Friend](#)

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MailChimp

If you have questions or concerns please send an email to sao_communications@sao.ga.gov

[unsubscribe from this list](#) | [update subscription preferences](#)



TeamWorks Financials People Tools Upgrade Preview

Take a peek of the new look and feel, menu navigation, log in page, and new page headings that users will experience next week by reviewing the [Financial People Tool Menu changes](#).

As previously communicated, the TeamWorks Financials application will be upgraded to People Tools 8.53, between Friday, April 29, 2016 at 7:00PM and Monday, May 02, 2016 at 7:00AM. During this time the TW Financials application will **NOT** be available from Friday, April 29, 2016 at 7:00PM through Monday, May 02, 2016 at 7:00AM. Share this important information with the relevant staff in your agency.

These changes will NOT impact the way you enter transactions - This upgrade brings some new features and functionality which can be reviewed on the <http://sao.georgia.gov/teamworks>.

What does my Agency need to do?

Please submit your budget requests by 3:00PM TODAY Friday, April 29th. Any requests submitted after this date will not be processed until after the TW Financials System is back on line. Share with relevant staff in your agency and stay tuned for more updates and information coming soon.

QUESTION \$: SAO Customer Service Center - Financials

404-657-3956

888-896-7771

FSCM@sao.ga.gov

sao.georgia.gov | [Forward to a Friend](#)

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Hartsfield-Jackson Atlanta International Airport ALERT

The Hartsfield-Jackson Atlanta International Airport's Terminal South security checkpoint is currently closed. The security checkpoint has been closed in order to re-engineer two lanes with a new system that is aimed at speeding the Transportation Security Administration screening process. The South checkpoint isn't expected to reopen until **May 24, 2016**.

In the interim, more passengers will be sent to the busy main security checkpoint. The Transportation Security Administration has announced they will be opening more security lanes in other domestic screening areas to decrease wait time. Staff from the closed checkpoint will be added to the main security checkpoint. **TSA officials still recommend travelers get to the airport terminal a minimum of two hours before their flight.**

Travelers can check security wait times by accessing the following airport web-site:
<http://www.atlanta-airport.com/Passenger/waittimes/>.

[forward to a friend](#)

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MailChimp

If you have questions or concerns please send an email to sao_communications@sao.ga.gov



State of Georgia Travel News

Your Opinion Counts!

TeamWorks Travel & Expense Booking Survey

The State Accounting Office (SAO) wants to determine how satisfied you are with the *TeamWorks Travel & Expense* (TTE) travel booking tool.

This is an excellent opportunity for you to provide valuable feedback regarding *your* business travel needs and experiences so that we can gain an understanding and make improvements in the future! Your participation in the survey below is *completely* anonymous and voluntary, and should require only 5 - 10 minutes to complete.

Click here to access the first [TTE Travel Booking Survey](#) which is available to you from **June 26 – July 10, 2013**.

Thank you, in advance, for participating and providing us with your insights!
Your SAO Travel Team

[forward to a friend](#)

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MailChimp

If you have questions or concerns please send an email to sao_communications@sao.ga.gov

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[Home](#) » [Press Releases](#) » [Year-End Business \(1099 Tax Reporting\)](#)

Year-End Business (1099 Tax Reporting)

December 15, 2014

The tax year 2014 1099 - MISC Processing web page can be located on the SAO website through the following navigation: [Home](#) > [TeamWorks](#) > [Financials](#) > [Accounts Payable](#) > [Special Processing](#) > [1099 Processing](#) or <http://sao.georgia.gov/1099-processing>

The 1099 - MISC Processing web page has been updated for 2014. On the webpage, you will find:

- [The 1099 Verification List](#)
- [The 1099-MISC Processing Schedule](#)
- [1099 IRS Frequently Asked Questions](#)
- [Year End 1099 MISC Instructions to Agencies](#)
- [1099 Job Aids](#)

Please make sure to review the 1099-MISC Processing Schedule for important deadlines. These deadlines are critical for the correct printing of the 1099 - MISC forms. The first deadline is January 02, 2015 - the verification list needs to be reviewed and all updates need to be submitted to SAO.

 [Print this](#)

Prevent identity theft while traveling

November 30, 2016



Business travelers bring their phones, laptops, and tablets everywhere they go. Many business travelers and executives are becoming targets of highly skilled criminals because they have a lot of valuable and desirable information.

Companies have learned how to secure laptops of those traveling, but many are forgetting that cell phones and tablets are also being used when traveling. A

frightening fact about most smart phones is that carrier level updates are permitted by default. And in some countries, that means eavesdropping malware may be loaded onto phones.

Here are some key security facts to remember when traveling:

- Limit devices and data to those specifically needed for a trip.
- For foreign travel, carry a "sanitized" computer with minimal or no data.
- On public computers, do not input or provide access to PINs, financial information or sensitive data.
- When leaving your hotel room, store electronics in the safe.
- Be suspicious of generically named hot spots.
- Avoid the use of public Wi Fi networks when possible.

Hurricane Travel

October 6, 2016



As Hurricane Matthew barreled up the Caribbean Wednesday, people along the Atlantic coast from Florida to South Carolina prepared to move to safer ground, as officials warned that hundreds of thousands of people would have to evacuate.

If you're currently scheduled to travel to any part of Florida or South Carolina please check the statuses of flights. More than likely you will need to re-schedule.

Flights can be re scheduled in Concur. However, if you have questions about credits and or re-scheduling please contact sao_travel@sao.ga.gov

Hotels can also be cancelled in Concur and the employee would also need to contact the hotel directly for cancellations.

Travel Inc. is available 24 hours a day however, most reservations can be modified in Concur. The following is contact information for any concerns.

Remember safety first!

SAO Travel Contact your Concur Expense Administrator at 404.657.3956 or 1.888.896.7771 (option 3) or send email to sao_travel@sao.ga.gov

Travel Inc. 770.291.5190

Fitness Tips for the Business Traveler

May 17, 2016



No Gym, No Problem: Cardio is relatively easy to fit in because you can run, walk or jog anywhere. Strength training can be harder. You may be lucky enough to be in an area with a child's playground which is great for body weight exercises. Another option is to bring some resistance bands with you. These are compact and take up a minimal amount of space in your bag and you can use them anywhere.

Watch What you Eat: In order to keep your body in peak condition, nutrition is important. Try to access a kitchen around once a week. You can cook all your meals for the next week and place them into small, compact Tupperware box. Most hotels have microwaves, so you can easily heat it up.

Time is Money: If you have a busy schedule, fitness might be the first thing you decide to push out of your schedule. Ensure that you are spending as much time as possible on fitness and your health. Remember a little can go a long way.

Counting Sheep: Sleep is a very important factor to being healthy. Sleep is necessary to help your body recover. The only way you can grow muscle or burn fat is to make sure you get the right amount of sleep. Create a set time for when you will sleep. Make sure you are getting between 7 and 9 hours a night.

Source: [Huffington Post](#)

References

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