It’s All About Timing

This month, we’d like to bring to your attention an issue that has become increasingly challenging for the payroll office. The payroll staff has found that they are spending more and more time on Monday mornings of pay weeks tracking down employees who have not started or submitted their timesheets and/or supervisors who haven’t approved time-sheets. Contacting employees individually to resolve timesheet issues is inefficient and thus costly. Bottom line: the amount of time spent in tracking people down has gotten out of control; the payroll staff needs your help!

Employees paid bi-weekly should start or open their timesheet on the first workday of a new pay cycle and have all of their hours entered and submitted by the last day of their pay period. Monthly paid employees should open their timesheets early in the month and have their leave time recorded by the last day of each month. The last day of the pay period is the deadline. Consider using whatever calendaring system you have to remind yourself. Please, don’t use the call from payroll as your reminder!

Those who approve employee and student timesheets have responsibilities, too. Have you checked during the pay period to make sure that all of your direct reports have started their timesheets? Do you have a reminder to yourself on your calendar to do so or do you wait for that automatic message that gets sent out and then ignore it anyway? Your employees are depending on you to approve their timesheets so that they get paid on time and correctly. Are you looking at the timesheets to make sure they are correct? Time sheets are a legal document and your approval may be reviewed in a court of law. If you are going to be away from the office, have you made arrangements with another person to approve the timesheets? Have you informed your “proxy” that they will need to do this task? Please don’t leave this responsibility to the Payroll Office.

The payroll process operates best when everyone does their part. Please help us maintain compliance and keep costs down by opening, submitting and approving timesheets on time! Thank you in advance for assisting us in resolving this issue.

Staff Enrichment Week

Staff Enrichment Week is June 14th–18th

The Staff Development Committee is busy planning lots of terrific workshops and just like last year, there will be a variety of workshops to choose from. Workshops planned for this year include:

- Diversity Film Series
- Digital Photography
- The Wonders of Google
- Hiking the Appalachian Trail
- Retirement Investment Strategies
- Basic Home Carpentry
- Window Box Planting
- The Amazing Race – Season Two

Save the Dates!
Watch Your Back!

How about those back injuries? Can they be prevented? After all, your back is a weak link in our anatomical being, so how can back injuries be prevented?

By keeping your back healthy through exercise, learning how to lift safely and using your knowledge to lift safely, you can be safe every time you lift. It's not enough to know how to lift safely; you have to practice it every time you lift. Knowledge of how your back works can help you make the right decision about safe lifting even when you can't bend your legs to do so. Think about your back and don't take chances on any day with any job!

Frequent causes of back pain:
- Standing or sitting too long, especially without changing position
- Lifting or carrying something that is too heavy and/or awkward
- Lifting things using an incorrect technique, with your back in the wrong position
- Sleeping in the wrong position or on a bad mattress
- There are some symptoms that can warn you that your back is injured. See a doctor if you notice:
  - Sore or stiff muscles
  - Numbness
  - Tingling or burning sensations
  - Not being able to move your head, arms or legs as much as you used to.

The key word for work shoes: practical. They should be comfortable, stable and supportive. If you have to stand on steel or concrete, consider using a cushioned insole or getting rubber and/or padded matting to stand on.

Start a program of exercise and stretching to strengthen you back and to keep you limber. As few as a half-dozen exercises and an investment of just 10 minutes a day can work wonders. Eight out of ten adults will have problems with their lower backs. You can increase your odds of being one of the twenty percent who escape these pains by paying attention to the following tips:
- Injuries usually occur for two reasons. First, when back muscles are weak; second, because of poor techniques for lifting and carrying.
- Take a few minutes each day to strengthen and stretch your back muscles.
- Wear shoes that offer good support and good traction.
- Keep a wide stance and make sure of your footing.
- Keep the load close to your body.
- Lift steadily with your legs, not your back. Keep your head up and your back straight.
- Point your feet in the direction you plan to move. Don't twist.
- Put down the load by squatting down, not by bending over.
- If you are using a cart or dolly to move a heavy load, push it, don't pull it. Take care of you back, and it will carry you far!

New Staff—February 2010

Amanda Berard, *Office Coordinator*, Multifaith Chaplaincy
Daphne Comeau, *Administrative Assistant II*, Office of College Advancement
Christopher Streifel, *Clerk of the Works*, Physical Plant
Kristopher Whitmore, *2nd Cook*, Dining Services

Dates of Interest in March

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>4th</td>
<td>Bi-Weekly Payroll Date</td>
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<tr>
<td>11th</td>
<td>Monthly Payroll Date</td>
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<tr>
<td>12th</td>
<td>Class of 1997 Scholarship Applications Due</td>
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<tr>
<td>18th</td>
<td>Bi-Weekly Payroll Date</td>
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How Much H2O?

Staying hydrated is essential to everyday wellness. A lack of fluids can lead to greater fatigue, less physical strength and stamina. Years ago, experts were suggesting that everyone consume 8 cups of water per day, but is that an accurate rule? The answer is probably not, according to what new research suggests. The reason is because while 8 cups of water may be the right amount for one individual, it does not take into account that we are all unique and have our own hydration requirements. Here is a better rule of thumb: You should be drinking about ½ of your body weight (in lbs) in fluid ounces. For example, if you weigh 180 lbs, you should be drinking roughly 90 ounces of water over the course of the day. In addition to that, if you participate in moderate to intense exercise during that day, you should add another 16 ounces per half hour of activity. If you have a tendency to sweat a lot during exercise, you may need to drink more than that. If this is the case, weigh yourself before and after an exercise bout and for each pound that you lose, replace 16 ounces of fluids. Some people can lose several pounds (all water weight) in a single session of moderate to intense activity. The important thing is to pay attention to your thirst and keep the fluids coming!

Portland-Lewiston Vanpool Seeks Riders

Do you live in Greater Portland and commute to Bates? Are you tired of the expense, stress and time commitment of the daily haul? Are you suffering from “carbon guilt” as you rack up 70 miles in your car each day?

Help is at hand! Take the GO MAINE vanpool between Portland and Lewiston — a convenient, fun and economical way to get to work.

Connecting downtown Portland and Bates, with a Falmouth stop, the vanpool is accepting new riders. And you can try out the program for free.

A cross between a carpool and a regular bus line, the vanpool is administered by the people who ride it. It’s operated by GO MAINE, the state/regional commuter services program.

The van leaves Portland at 7 a.m. Monday through Friday, departing from the Marginal Way park-and-ride lot. It stops for riders at Maine Turnpike Exit 53 in Falmouth at 7:15 and arrives at Alumni Gym just before 8.

Departure from Bates is at 5 p.m., with occasional 4:30 departures by rider consensus.

The monthly fee for the program is $120, with van fuel and turnpike tolls included. It’s a real bargain. Save money, cut your carbon emissions, and reduce wear and tear on your car — to say nothing of your nerves! In addition, Go Maine offers registered participants a free emergency-ride-home service in case there’s a ride-share problem. And you’ll join a great group of people on the van, too.

To learn more, contact Bates sustainability coordinator Julie Rosenbach at 207-786-8367 or jrosenba@bates.edu.

More on the Web:
A vanpool rider raves about the program: www.bates.edu/x176960.xml
A map and schedule for the van: bit.ly/Portland-Lewiston-van

GO MAINE: gomaine.org/

Retiring in 2010?

The Employee Recognition Luncheon will be held on Thursday, June 17th. If you plan to retire in 2010, please contact Amie Parker at x6956 or via e-mail at aparker2@bates.edu no later than March 15, 2010 so that we may recognize your dedication and years of service at this much-anticipated event!
This month, we are going to use our “Everybody Has a Story” space to welcome and introduce the college’s new vice president, Nancy Cable. Nancy comes to us from Charlottesville, Virginia, where she worked in executive fundraising roles at the University of Virginia and with its academic partner, Semester at Sea. She has served as Virginia Engineering Foundation vice president for development and associate dean for development of the School of Engineering and Applied Science. In these roles, she secured funding for a nanotechnology science facility, numerous scholarships, the Desmond Tutu Program in Global Understanding and for the inauguration of a faculty lectureship and student scholarship program in China-U.S. relations for Semester at Sea.

Between 1992 and 2005, Cable served Davidson College as vice president and dean of admission and financial aid. She led a college-wide effort to advance selectivity, diversity and faculty involvement in the admission and financial aid process, and provided a tangible link between student recruitment and fundraising through the inauguration of several national scholarship programs.

Cable previously served as a vice president at Guilford College and held several administrative and faculty positions at Denison University.

A native of Ohio, Cable holds a bachelor’s degree with Phi Beta Kappa honors from Marietta College, a master’s in education from the University of Vermont and a doctorate in educational history from the University of Virginia.

Cable has two daughters, Katie, who graduated from Bowdoin in 2008, and Gretchen who graduated from Denison in 2009. Katie will graduate from UVa in May with her Master’s degree in teaching, and Gretchen is working in New York City pursuing theatre opportunities. Also joining the Bates College Community is Cable’s golden retriever, Barney, whose favorite walk is around “The Puddle” every morning around 6 am! He’s also looking forward to his first doggie day Thursday on campus.

She joined us in late February and is settling into her new office on the third floor of Lane Hall. Please join me in welcoming Nancy to Bates and to her new home—Maine!

Reimbursement Account Deadlines Approaching

March 15, 2010 – last day you can incur an expense that can be reimbursed using calendar year 2009 contributions
March 31, 2010 – Last day you can submit an expense to be reimbursed from calendar year 2009 contributions. These deadlines apply to both the Healthcare and Dependent Care Reimbursement Accounts.