

**Must Know Topics:**

1. W-2s and 1095s
2. January HSA Contributions
3. PTO year end payouts

**Audience:**

- Everyone
- Employees in the High Deductible Plan
- Everyone

**Nice to Know Topics:**

1. Injury/ Violence Prevention Program
2. Employee Recognition Program
3. Life Works: Health Resource Portal
4. National Wear Red Day
5. Decoding the Clark County Pay Stub

**Audience:**

- Everyone
- Everyone
- Everyone
- Everyone
- Everyone

**Distribution Plan:** The following bulletin will be emailed to all county employees whom have a Clark County email account. It is asked that department heads and supervisors of employees without an account please assist in disseminating. This bulletin and attachments will also be made available on the Personnel Offices Website:  
<http://www.co.clark.wi.us/index.aspx?nid=317>

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**W-2 and 1095c:**

W-2 and 1095c's have been released to Clark County Employees. The IRS 1095-C Form is a verification of your health insurance eligibility/participation status with Clark County. You will need to submit the 1095-C along with your W-2 when filing your federal income tax return. Please review these forms immediately and inform the Clark County Office of Finance and Personnel if there are any discrepancies. Please contact Clint at 715.743.5298 or via e-mail at [Clinton.Langreck@co.clark.wi.us](mailto:Clinton.Langreck@co.clark.wi.us)

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**January HSA Contributions:**

An error was recognized on many employees 01/22/2016 payroll checks. For all employees participating in the County's high-deductible health plan, the benefit portion of \$76.92 (family) or \$38.46 (single) still was deposited into your HSA account however it was deducted from your payroll check in error. Unfortunately the error was not identified early enough to correct prior to the electronic transfers. Therefore, the correction will be made on employees 02/05/2016 payroll check. We apologize for any inconveniences this may have caused.

For more information please contact Brandon Heglund @ 715-743-5296 or [Brandon.Heglund@co.clark.wi.us](mailto:Brandon.Heglund@co.clark.wi.us)

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**PTO Year End Payouts:**

As a follow-up to the December changes in our PTO payouts, the Personnel Committee discussed the current policy at their January 13<sup>th</sup> meeting. After much discussion on the topic, the motion was made by Jerome Krempasky, seconded by Mark Renderman to keep Resolution 66-12-15 in place.

This means that in 2016 employees can bank up to 270 hours and, *“Employees will receive year-end payouts of accrued PTO (Paid Time Off) in excess of 210 hours as found on the employee’s balance on their last paycheck in December. The payout for these hours will be made on the first payroll check in the following January (Approved at County Board 12/9/2015).”* (Employee handbook section 6.11.1)

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**Injury/ Violence Prevention Program:**

The Clark County Health Department, along with their interagency coalitions, will be having a presentation discussing, “Injury/Violence Prevention Program” presented by Susan LaFlash on Friday, February 19 in Loyal, WI. Susan will be presenting on Adverse Childhood Experiences (ACE) and Trauma Informed Care.

The presentation will be at the Loyal City Hall on Friday, February 19, 2016 from 9-11am. All agencies and partners are welcome to attend.

Please RSVP with Brittany Mews no later than February 8<sup>th</sup>.

**Brittany Mews, RN BSN**  
**Lead Public Health Nurse**  
Clark County Health Department  
517 Court Street Room 105  
Neillsville, WI 54456  
Phone: 715-743-5106  
Fax: 715-743-5115  
Email: [brittany.mews@co.clark.wi.us](mailto:brittany.mews@co.clark.wi.us)

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**Employee Recognition Program:**

The Wellness Committee is pleased to announce the start of the Employee Recognition Program! Please read below for more information and instructions on how to nominate your fellow employees! Due date for the first round of nominations is Wednesday, March 9<sup>th</sup> with the winning being announced on Thursday, March 10<sup>th</sup>!

**Purpose:** To give the employees of Clark County an opportunity to acknowledge and celebrate the great work ethic of fellow employees. Designed to recognize Wellness, Leadership, Customer Service, Attitude, Team Work and Dedication.

**Process:** This program will award four (4) individuals per year, with nomination periods being open in the first month of each quarter (January, April, July, and October). Wellness Committee members will review the nominations for eligibility and winners will be chosen by the luck of the draw. The employee selected will be announced by the end of the quarter in which the nomination was made. At the end of each year, all those nominated will have the opportunity to win a large prize. Nominations may be made by anyone by completing the attached form and submitting it to Kelly Mathis, Personnel Administrative Assistant.

**Eligibility:** Those nominated must meet the following criteria:

- Employed for at least 6 months
- No written disciplinary actions in personnel file during the previous 6 months of nomination date.
- No formal disciplinary action taken within the previous 12 months of nomination date.
- Not a previous recipient of recognition in the previous 12 months of nomination date.

**Recognition:** Employees recognized will receive: a certificate of achievement, county-wide acknowledgement via email, their photo posted on the Wellness Bulletin Board in the Coffee Shop, press release in the local paper and a small gift.

[Please utilize the attached application sheet to nominate a fellow employee!]

**CLARK COUNTY OFFICES OF FIANCE AND PERSONNEL**  
**Informational Bulletin: February 02, 2016**

Clint Langreck, Personnel Manager  
715.743.5298  
Clinton.langreck@co.clark.wi.us

**Employee Recognition Program- Nomination Form**

**Purpose:** To give the employees of Clark County an opportunity to acknowledge and celebrate the great work ethic of fellow employees. Designed to recognize Wellness, Leadership, Customer Service, Attitude, Team Work and Dedication.

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Name \_\_\_\_\_

Department \_\_\_\_\_

Contact # \_\_\_\_\_

Nomination Category (Please only choose one):

- |                                     |   |                                   |
|-------------------------------------|---|-----------------------------------|
| <input type="checkbox"/> LEADERSHIP | <input type="checkbox"/> CUSTOMER SERVICE | <input type="checkbox"/> ATTITUDE |
| <input type="checkbox"/> TEAMWORK   | <input type="checkbox"/> DEDICATION       | <input type="checkbox"/> WELLNESS |

Comments: (If additional space is needed, please use the back side of this form.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Contact # \_\_\_\_\_

**Life Works: Health Resource Portal:**

All Clark County employees, spouses and dependents are invited to utilize the Life Works Portal as made available to us through our health-risk-assessment vendor, Healics. The portal offers a wide variety of health information, health planning and health tracking features.

To access Life Works, please follow the instructions below:



**HEALICS LIFEWORKS WELLNESS**

GO TO [WWW.HEALICS.COM](http://WWW.HEALICS.COM), CLICK **PARTICIPANT LOGIN/LIFEWORKS**

User ID: *healicshealth*/Password: *wellness*

When you visit the LifeWorks website, you'll find countless easy-to-use online tools that will help you achieve your wellness goals. All employees, spouses/domestic partners and dependents are invited to use the website, regardless of participation in the annual Healics Health Risk Assessment. LifeWorks is completely confidential and is provided at no cost to you.

Click *Open Wellness Tools* to register for or sign in to your personal account. Once you login, you will have access to information on quitting smoking, managing weight, managing stress, emotional health and preventive health. You can access the health library offering explanations for thousands of medical conditions, symptoms, tests and treatments. Other features of the site include:

- Veggie and Water Trackers
- HealthyNow Mobile Companion App
- Nutrition, Exercise and Health Tools
- Blogs and Daily Tips

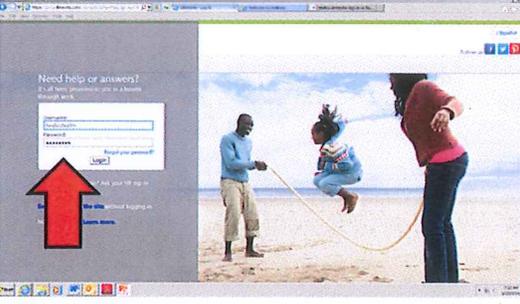
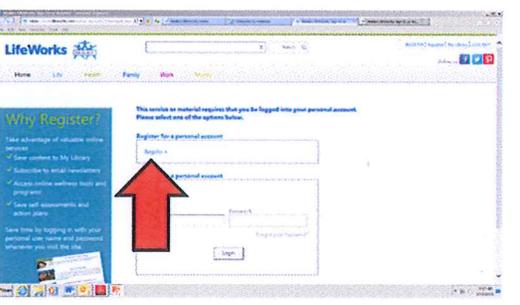
In addition, you can choose from a variety of Wellness Workshops to sign-up for. You'll work at your own pace - there are no meetings, no weigh-ins, and no deadlines. The program is free and it's completely confidential!

Wellness Workshops include:

- ❖ *Quit tobacco* – gives you the tools you need to help you quit smoking or using tobacco for good. We take a proven approach that uses long-term lifestyle management to help you quit, fight off cravings, and stay tobacco-free for life.
- ❖ *Manage your weight* - takes a long-term approach to weight management that focuses on lifestyle changes and maintaining an exercise regimen and healthy diet to reach your weight goals. There are no weigh-ins or classes to attend.
- ❖ *Manage stress* - a flexible program designed to help you reduce the negative effects of stress, customized to your preferences and goals. By reducing stress you will be improving your health and your ability to focus on what's important.

\*\*LifeWorks is a product of Ceridian Corporation, a NYSE listed company. Healics is partnering with Ceridian to manage these online resources on Healics behalf.

Instructions/ Map to access Life Works: Page 1

<p>1. www.Healics.com</p>  <p>1. "Life Works"</p>	<p>2.</p>  <p>2. "Life Works"</p>
<p>3.</p>  <p>3. Username: healicshealth PW:wellness</p>	<p>4.</p>  <p>4. "Open Wellness Tools"</p>
<p>5.</p>  <p>5. "Register"</p>	<p>5.</p>  <p>5. "You made it!"</p> <p>Please utilize these health resources and explore the Health Library.</p>

National Wear Red Day:

# National Wear Red Day

Friday, February 5<sup>th</sup>, 2016



*Show the Special Ladies in Your Life that You Truly Care About Their Hearts!*

**Heart disease is the #1 killer of American women  
In 2013, it was responsible for 22.4% of the total deaths in U.S. women**

Support women's cardiovascular health by participating in *National Wear Red Day*. As part of the American Heart Association's *Go Red for Women Campaign*, *National Wear Red Day* aims to raise awareness for heart disease and stroke risks among women.

- Heart disease and stroke cause 1 in 3 deaths among women each year, killing approximately 1 woman every 80 seconds (*American Heart Association*)
- **8 million** women in the U.S. are currently living with heart disease (*Women's Heart Foundation*)
- **435,000** American women have heart attacks annually (*Women's Heart Foundation*)
  - 83,000 are under age 65
  - 35,000 are under 55
  - The average age: 70.4 years
- **42%** of women who have heart attacks die within 1 year, compared to 24% of men (*Women's Heart Foundation*)
- **80%** of cardiac & stroke events may be prevented through education & action (*University of Louisville*)

Make heart health a priority! Encourage the ladies in your life to schedule their Well-Woman Visit, a prevention check-up that reviews a woman's overall health (blood pressure; cholesterol levels; signs of heart disease, stroke, or other illness).

### **Risk Reduction**

Some risk factors associated with cardiovascular disease are predetermined and cannot be changed, such as age and family history. Other risk factors are modifiable & can be reduced through healthy lifestyle changes.

- 1) **Not Smoking.** Smoking is awful for cardiovascular health. It is known to raise triglyceride levels, lower good cholesterol, promote plaque buildup in arteries, damage blood vessel cells, and cause blood vessels to thicken & narrow.
- 2) **Eating for Heart Health.** Having a balanced diet can help lower cholesterol levels. Choose a diet low in fat, sodium, and cholesterol that includes whole grains and at least 5 servings of fruits and vegetables per day.
- 3) **Aim for a Healthy Weight.** Being overweight or obese puts extra stress on the heart, causing it to have to work harder.
- 4) **Get Moving!** Make a commitment to be more physically active. Physical activity strengthens the heart, lowers blood pressure, improves cholesterol levels, & reduces inflammation. Try to get 30 minutes of moderately intense activity 4 or more days of the week.
- 5) **Know Your Numbers.** Ask your health care provider to check your blood pressure, cholesterol, and blood sugar levels. Work with your health care provider to improve any numbers that are not normal.
- 6) **Know the Warning Signs of a Heart Attack & Stroke!**

### **Heart Attack Warning Signs**

Some heart attacks are sudden and intense, but most start slowly, with mild pain and/or discomfort. Oftentimes, individuals are not sure what's wrong and wait too long before getting help. Common signs that may indicate a heart attack is occurring include:

- Chest discomfort
- Discomfort in other areas of the upper body including the jaw, back, neck, or arms
- Shortness of breath
- Lightheadedness
- Nausea &/or vomiting

Like men, the most common heart attack symptom for women is *chest pain* or *discomfort*. However, women are more likely to experience other symptoms such as shortness of breath, nausea/vomiting, and back or jaw pain.

### **Stroke Warning Signs**

The warning signs of a stroke can be remembered using the acronym **F.A.S.T**, standing for **Face**, **Arm**, **Speech**, and **Time**:

- 1) Sudden numbness or weakness in the face, arm, or leg, especially on one side of the body
- 2) Sudden confusion, trouble speaking, or understanding
- 3) Sudden trouble seeing in one or both eyes
- 4) Sudden trouble walking, dizziness, loss of balance, or coordination
- 5) Sudden severe headache with no known cause

If you or someone around you has one or more of these signs, don't delay! **Immediately call 911**. If given within 3 hours of symptom onset, a clot busting drug can reduce the likelihood for long term disability.

For more information about heart disease, stroke, and related risk factors (and ways to reduce them), please visit:

- <https://www.goredforwomen.org/home/about-heart-disease-in-women/>
- <http://www.dhs.wisconsin.gov/Health/cardiovascular/index.htm>
- [http://www.womensheart.org/content/HeartDisease/heart\\_disease.asp](http://www.womensheart.org/content/HeartDisease/heart_disease.asp)

You can also talk to your health care provider or call the Clark County Health Department at 715-743-5105

8. Decoding the Clark County Pay Stub:



Understanding your Clark County check stub

Q: Why does my check stub look like this?

A: Because the computer system that prints the check-stubs is formatted to this layout.

WAYNE HENDRICKSON N12040 OCEAN BREEZE BLVD. UNITY WI 55448		12/23/2015	42358	-XXXXXXXX-	VOID VOID VOID VOID VOID VOID VOID VOID VOID VOID VOID VOID
REGULAR HOURLY RATE: \$28.2100		0001	42358		
HENDRICKSON/ WAYNE L		12/12/2015	12/23/2015	1,664.63	
ADMIN ED LEAV	1.25	35.96		100.00	2,600.00
AUTO PAY	78.75	2,121.54		129.39	3,035.84
DISABILITY PR		388.44	MEDICARE 2015	29.87	772.99
DISABIL PAY		32.37	SOC SEC 2015	127.71	3,305.32
HSA TO ACCT-B		105.77	WL RETIRE GEN	155.66	4,008.39
HOLIDAY PAID		100.00	FEDERAL W/H	154.37	3,982.92
ENDD SICK USE			STATE W/H	100.94	2,609.11
PTO REDUCTION			HSA TO EMPLEE	105.77	2,750.00
FUNERAL TAKEN			WORK COMP9413	100.04	2,575.98
			MEDICARE-MICH	29.87	772.99
			SS 2015 - BEN	127.71	3,305.32
			W/F EMPLE GEN	155.66	4,008.39
			I F W HD REG	733.20	17,203.42
			I F HD SAV	9.90	232.32
GROSS PAY		2,256.80		58558.45	
PTO		270.00			
CLARK COUNTY					
DEPOSITED TO PRIMARY CHECKING CITIZENS ST ENK					\$1,458.86
DEPOSITED TO SAVING CITIZENS STATE BANK					\$100.00
DEPOSITED TO SAVING CITIZENS STATE BANK					\$105.77

NOT PAYABLE UNTIL COUNTERSIGNED BY THE TREASURER  
THIS CHECK VOID AFTER 60 DAYS FROM DATE OF ISSUE

CLARK COUNTY  
STATE OF WISCONSIN  
NELLISVILLE, WISCONSIN 54456

CITIZENS STATE BANK OF LOWA  
NELLISVILLE, WI

DATE: \_\_\_\_\_ CHECK NO: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

PAY TO THE ORDER OF: \_\_\_\_\_

EMPLOYEE NUMBER: \_\_\_\_\_ CHECK DATE: \_\_\_\_\_ CHECK NO: \_\_\_\_\_ CHECK AMOUNT: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ PERIOD ENDING: \_\_\_\_\_ DESCRIPTION: \_\_\_\_\_ HOURS: \_\_\_\_\_

NAME: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_ PERIOD ENDING: \_\_\_\_\_ DESCRIPTION: \_\_\_\_\_ HOURS: \_\_\_\_\_

CLARK COUNTY - NELLISVILLE, WI 54456

Because payroll checks are electronically deposited and the formatted check and stub stationary is expensive, our payroll check stubs are printed on blank 8.5"x11" to reduce expenditures.

For more information please contact Brandon Heglund @ 715-743-5296 or [Brandon.Heglund@co.clark.wi.us](mailto:Brandon.Heglund@co.clark.wi.us)



# Decoding your Clark County check stub

**Payroll Compensations:**  
[Common codes:]

- ADMINISTRATIVE EXEMPT DEPT HEAD LEAVE HOLIDAY PAID**
- AUTO PAY** = Standard pay for hours worked
- BANKED SICK USED**
- BANKED VACATION USED**
- CLOTHING ALLOWANCE**
- CT COMPENSATORY TIME TAKEN**
- C1 COMPENSATORY TIME AT** = @ time and half
- C2 COMPENSATORY TIME AT** = @ straight time
- DISABILITY PR** = Long-term/ Short-Term Disability premiums shown in payroll because employees are responsible for taxes
- DISABIL PAY** = County paying premium
- EXEMPT MANAGER COMPENSATION TIME AT**
- STRAIGHT TIME**
- FLOATING HOLIDAY**
- FUNERAL TIME TAKEN** = Bereavement Leave
- HSA TO ACCOUNT -B** = County contribution
- HSA TO ACCOUNT** = Employee contribution
- JAIL RESERVE**
- ON CALL WAGE**
- OVERTIME**
- TIME AT 1.5 x PAY PER HOUR**
- TIME AT 0.5 x PAY PER HOUR**
- ROCKDAM PATROL**
- MEADLAKE PATROL**
- PARK PATROL**
- PTO REDUCTION** = Paid Time Off used
- REGULAR HOURS**
- SNOWMOBILE PATROL**
- SPECIAL PAY**
- SHERIFF RESERVE**
- LE HOL STR PAY** = Legal Holiday Straight Pay
- TRAIN OVERTIME**
- TRAINING HOURS**

\* Accrued Benefit Times based on years in service  
**VACATION TIME ACCRUED**  
**SICK TIME ACCRUED**  
**PAID TIME OFF ACCRUED**

"Period Ending," =Ending date of the pay period that you are being compensated

WAYNE HENDRICKSON N12040 OCEAN BREEZE BLVD. UNITY WI 55448		REGULAR HOURLY RATE: \$28.2100	
HENDRICKSON/ WAYNE I		12/12/2015 12/23/2015 1,664.63	
ADMIN ED LEAV	1.25	676.17	HSA EXTRA \$
AUTO PAY	2,221.54	52032.03	I F HD REG
DISABILITY PR	32.37	388.44	MEDICARE 2015
HSA TO ACCT-B	105.77	-388.44	SOC SEC 2015
HOLIDAY PAID	100.00	2600.00	WI RETIRE GEN
BKND SICK USE		2023.92	FEDERAL W/H
PTO REDUCTION		450.09	STATE W/H
FUNERAL TAKEN		2926.16	WORK COMP9413
		450.08	MEDICARE-MTCH
		29.87	SS 2015 -BEN
		127.71	WRF EMPL GEN
		155.66	I FAM HD REG
		733.20	I F HD SAV
		9.90	
GROSS PAY		58558.45	
PTO	270.00		
CLARK COUNTY			
DEPOSITED TO PRIMARY CHECKING CITIZENS ST BNK			
DEPOSITED TO SAVING CITIZENS STATE BANK			
DEPOSITED TO SAVING CITIZENS STATE BANK			

Check Number

Check Amount = Total deposited compensation into your accounts, including HSA contributions

**Adjustments Before Taxes + Deductions:**  
[Common codes:]

- NACO = Contribution into Deferred Compensation on family plan
- HCC U INS FAM= Living Center Employee premium on single plan
- HCCU INS SGL= Living Center Employee premium on single plan
- HSA EXTRA \$ = Employee's HSA Contribution for those on HDHP (high-deductible plan)
- I F HD REG = Employee premium for the Family HDHP plan at Incentive Rate
- I S HD REG= Employee premium for the Single HDHP plan at Incentive Rate
- I F MID REG= Employee premium for the Family Mid plan at Incentive Rate
- I S MID REG = Employee premium for the Single Mid plan at Incentive Rate
- MEDICARE 2016 = Medicare Withholdings
- SOC SEC 2016 = Social Security Withholdings
- WI RETIREMENT = Employee's portion into your Wisconsin Retirement account (WRS)
- FEDERAL W/H=Federal Income Tax Withholdings
- STATE W/H= State Income Tax Withholdings
- HSA FM EMPL=County's HSA contribution For employee on family HDHP
- HAS SG EMPL= County's HSA contribution For employee on single HDHP
- WORK COMP9413= Workmen's Comp Ins. premium paid by employee
- MEDICARE-MTCH = County's Match on Medicare SS 2016 -BEN =County's match on Social Security WRF EMPL GEN= County's portion on WRS I FAM HD REG = County Premium for Family HDHP at incentive rate
- I F HD SAV = County's Medicare and Social Security savings for wellness fund
- 125K MEDLMRE= Contrib. into Flex Spending

Dollar amounts for year-to-date adjustments before taxes and deductions

Dollar amounts for current adjustments before taxes and deductions

Dollar amounts for year-to-date payroll compensations

Dollar amounts for current pay period gross earnings

Remaining balance of hours in your Paid Time Off account, as of the "Period Ending" on this check