

Anniversary & New Employees

We have one multiple-of-five work anniversary this month. **Travis Ketterling** of Mandan celebrated five years on December 2. Congratulations, Travis!

We also have two new employees. Please welcome them.

RICHARD AMES – Richard is new on delivery for our Mandan store. Originally from Devils Lake, ND, he has two brothers and one sister. Richard enjoys working outside, camping, and other outdoor activities.

RICHARD MORRIS – Dick is new in sales at our Dickinson store. Originally from Roosevelt, UT, he has five daughters and six grandchildren. Dick enjoys sports, especially football and baseball.

December 2009

Volume 18

Number 3

Headahls Headlines

EMPLOYEE NEWSLETTER



*Don't
Open
'Til
Christmas*



VIN Look-Up

Recently I had one of our counter people tell me that the VIN look-up in our computer doesn't work. I checked into it by trying the VIN from my personal vehicle, and sure as heck, it didn't work. So I registered my complaint with Paul Barth, and he checked it out, and here's the deal—the VIN code look-up in our computer does work. But when typing in a VIN code, you need to remember this: The letters O, Q and I are never valid VIN code characters. So I tried my VIN code again, using a zero instead of an O, and it worked. Thanks, Dale

Connecting to Uni-Select USA

We have multiple ways to connect to Uni-Select USA. One is the **Nextpart** website that most of our stores are currently using. Another way is through our **Ultimate Computer** using **AI**. Some of the advantages of using the **AI** program are these:

- You do not have to leave the Invoice to order a part from Uni-Select
- When you do order the part, the Ultimate will create a purchase order for your store, so it will be easier to receive the parts the next day in our computer. All the parts ordered for the day thru AI are on one purchase order.

Here are instructions on how to use **AI**. Give it a try. You will like how seamlessly this process works!

Ordering in an Invoice

- In the Customers invoice, Display the part number.
- Go to the "ACT?" field and enter "AI" and press "ENTER."
- In the next screen, our Line Code is automatically changed to Uni-Select's Line Code.
- Press "A" and "ENTER."
- When connected to Uni-Select, the screen will display how many they have available under the "STK" column. Cost is our store's cost, List is Jobber price.
- The default QTY to order is 1, but you can change this or press "ENTER" to continue.
- At the bottom of the screen, you can press "O" to order, "END" (F1) to end.

- If you order the Part, enter an Order Message, (Counterperson's Name or customer's name) and then press "ENTER."
- Press "Enter" two more times.
- Enter cost with the decimal point, and then press "ENTER," and then you will be back to the invoice to finish billing the customer.
- The part is now ordered. If you go to the P1 inventory screen, you will see that the part shows a quantity On-PO.

Ordering Multiple Parts

- At the Store Menu Screen, enter "AI" and press "ENTER."
- Enter your authorization code and press "ENTER."
- Enter the part numbers you want to order and the quantities, then press "F1."
- Press "A" and "ENTER."
- When connected to Uni-Select, the screen will display how many they have available under the "STK" column. Cost is our store's cost, List is Jobber price.
- Press "ENTER" to continue or "F1" to go to bottom of screen.
- Press "O" to order the parts or "F1" to end.
- Parts are now ordered. If you go to the P1 Inventory screen, you will see that the parts show a quantity On-PO.
- All parts ordered that day will be on one purchase order.

Renewing MyHealthCenter

Our Enhanced Wellness Program requires you to perform an annual Health Risk Assessment (HRA). On January 1, each of us will be able to renew our www.MyHealthCenter.com registration. This Blue Cross/Blue Shield of ND program is a part of our Enhanced Wellness Program that we began in 2008.

You can then go online and take the Health Risk Assessment. Everyone who was a participant in 2009 has a login name and number that was established last year. If you are a new employee since January 2009, you will be sent a sign-up packet from Lori at Headquarters with your January 8 paycheck. The packet will contain a letter from BCBSND along with informative brochures regarding [MyHealthCenter](http://MyHealthCenter.com) on the NDWellnessCenter.com website and how to get started with the online HRA.

If you have forgotten your username and password, you can find it by clicking on the **Forgot My Username** tab and fill in the asked for info. Or you can call the Support Line at: 1-866-300-6949

A drawing will be held again this year among all those taking their HRA for 2010. You will have until Monday, **March 1** to complete your Assessment which then also qualifies you in the drawing for a **42" Flat Panel HDTV** or a **Nintendo Wii Fit**. Your qualification is free and requires nothing additional on your part to get signed up. Your name will automatically be included in the drawing when you have completed your HRA.

Call Dick Hedahl or me at Headquarters if you have questions. Lori Alfstad



Return Sign-up Forms

By now, you should have received sign-up forms for our Employee Stock Ownership Plan (ESOP). All employees (fulltime, part-time, and temporary) must complete one of these forms. You should indicate one of three choices:

Enrollment in the plan if you are eligible.

Re-enrollment "as is" if you want no change, or

Re-enrollment with a change in the amount you are investing.

Even if you do not qualify for the ESOP or if you are not interested in investing, you are to fill out the form with your employee number and store or division, and mark the appropriate choice. These forms need to be returned to Darlene Birney at Headquarters by December 28.

Investment Adjustments

For those of you with ESOP/401(k) investments, December is one of two times during the year when you can change the amount you are investing (June is the other time). Simply contact Darlene at Headquarters before the close of business on December 28, and let her know what you want changed. There will be forms to fill out, so give yourself time to get the forms back to Headquarters. Fax is OK.



Fourth of July in December

Just a reminder that if you haven't used your 4th of July holiday day yet, you'll want to use it by the end of year. Schedule it with your manager or supervisor, and be sure to mark it as holiday not vacation.



Holiday Hours

Christmas and New Year's Day are both on Friday this year, and all stores and divisions of Hedahls will be closed. Christmas Eve and New Year's Eve are both business days for us. Each manager will determine the times his or her store or department will be open and schedule the staff accordingly. Anyone who wants to have a vacation day on either of those days should arrange it with his or her manager or supervisor. Closing times for each day will be designated by the store manager, since each community will have its own needs. Most of our locations will be open on Saturday, December 26 and January 2. Check with your manager about your schedule.

Regional Holiday Parties

- Aberdeen-Redfield-Webster – Jan. 9 at 6:00 p.m. – The Flame
- Dickinson – Dec. 21 at 6:30 p.m. – The Elks Club
- Hettinger – Dec. 11 at 6:30 p.m. – The Pastime Steak House
- Sidney – Dec. 19 at 6:00 p.m. – The Ranger Bar & Lounge
- Sisseton – Dec. 19 at 7:00 p.m. – Hippen Steak House
- Watertown – Dec. 23 at 5:00 p.m. – at the store

*You and your spouse or guest are welcome
at any of our holiday parties.
Just let us know.*

