



# KEY PEOPLE IN OUR STORE:

#### Store Manager.....Ted Mills

Front End.....Holly Lawson Fuel.....Elizabeth Brakebill Starbucks.....Tampa Newport Pharmacy.....Kristie Hutchinson Floral.....Kim Jones Produce......Mike Beckham Nutrition......Chris Coning Deli.....John Pugh Cheese Shop.....Belinda Brackett Bakery.....Debbie Moody Seafood.....Alex Kandilakis Meat.....Chuck Breeden Drug G.M.....Karen Lindsay Grocery.....Ray Caldwell Frozen Food......Gordon Smith Dairy.....Jeff Trentham



### TAX Time Is Coming!

As the year's end draws closer, now is the time to think about preparing for the upcoming tax year. You can get access to your W-2 and tax statements online at <a href="https://www.w2express.com">www.w2express.com</a>. Here are some FAQ's to help you prepare:

How can you obtain your 2009 W-2 form?

- You have two options to obtain you 2009 W-2 form.
- Mailed to your home address that is on file.
- Receive it electronically via email if you enroll by Jan. 15<sup>th</sup>.

When will I receive my form if I choose to have it mailed to my home?

- All W-2 forms will be mailed out by Jan. 30<sup>th</sup> by TALX. Allow 7-10 business days for postal delivery.
- If you have moved, your W-2 will be forwarded if you have submitted an address change with the US Post Office.
   Reprints will only be available after Feb. 1<sup>st</sup>.

Is there an easier faster way to obtain your W-2 form?

- Enroll by Jan. 15<sup>th</sup> to receive it electronically via email.
- To request your W-2 form online, visit <u>www.w2express.com</u> and log in using the following information:
  - Use Employer Code for Kroger: 10575
  - o Your Social Security Number
  - Your pin number: An 8 digit code you made up of the last 4 digits of your social security number and your 4 digit year of birth
- You will receive an email notification when your W-2 is available with instruction on how to retrieve it.
- If you choose this option, you will not receive a paper copy of you W-2 in the mail.

#### **December Anniversaries**

<u>Name</u>	<b>Date</b>
Tanza Leatherwood	12/02/85
Brandi Lawhorn	12/11/07
Gerry Anders	12/18/07
Randy Clark	12/18/80
Steve Nelson	12/19/73
Randy York	12/31/06



#### **December Birthdays**

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<u>Name</u>	<u>Date</u>
Betty Noe	12/11
Sharif Ahmaed	12/11
Janice Allen	12/11
Brandon Hollifield	12/12
Steven Russell	12/12
Kim Jones	12/17
Tampa Newport	12/20
Charles Hamilton	12/24
Trish Stinnett	12/25
Lynnette Draine	12/29
Sonya Kron	12/31

# **Great People Kiosk**



The Express HR kiosk in our store's break room is premiering with new links and need-to-know information. The expanded kiosk, called Great People, gives you access to division and company news, Express HR, career opportunities, Chairman and CEO Dave

Dillon's Open Door blog and more. These new Great People kiosks are your link to the applications and information you need – all from the break room in our store. Visit your kiosk today to:

- Update your ExpressHR account
- Search Job Openings Company wide
- Look up your last paystub
- Read and post a comment on the Open Door blog

More division info and links will be added regularly.

### Your Newsletter is on the Web

Don't forget to visit Your525Newsletter online, with a Brand New Look, at

http://your525newsletter.yolasite.com.

Be sure to check it out and drop me a line to share your comments and suggestions with me about how to improve the site or what you would like to see. I would love to hear from you!







As Part Of Kroger's Core Values, We Have Created An Inclusion Council Help Make Our Store The Best That It Can Be For Both Our Associates And Our Customers. Here Is The Goal Of The Kroger Inclusion Council: Your Voice Matters, Working Together Works, Encouraging Everyone's Involvement, Being The Best Person You Can Be. The Council Includes 12 Associates Throughout Store That Would Like To Hear Your Comments, Suggestions, Concerns and Ideas So That You Have A "Voice" In The Store.

### KROGER 525 INCLUSION COUNCIL MEMBERS

Alex Kandilakis......Meat/Seafood
Alice Pinckard......Front End
Betty Noe.....Front End
Danielle Allen....Management
David Lemelin....Grocery
Debbie Moody....Bakery
Doug Flynn...Accounting
John Ingram...Fuel
Mechelle Hawkins....Deli
Mitchell Honey....Deli
Sherri Breeden...Drug G/M
Tampa Newport...Starbucks



From the Vault items are specially priced online items for <u>Associates only</u> and reflect a savings greater than the everyday Associate 20% discount.

# Citrine Pendant in Yellow Gold

The name Citrine comes from an old French word, "citrin", meaning lemon. This gemstone ranges in color from the palest yellow to dark amber named Madeira because of its resemblance to red wine.

Advertised Price \$148

#### From the Vault Price \$59.99\*

(\*includes free 2nd day shipping \$5.95 value)

### **Available online only**

Use online discount code: 9KREPN79
Offer valid 11/1/09 - 11/30/09
Cannot be combined with
any other offer or discount
While supplies last



Positive Color on a Normal Slate Day
By: Timothy Sorsdahl

### December Happenings

Dec. 1, 1955: Rosa Parks Is Jailed In Montgomery

Dec 7, 1941: Japan Bombs Pearl Harbor

Dec. 16, 1773: The Boston Tea Party

Dec. 18, 1787: New Jersey Became The 3<sup>rd</sup> State

Dec. 25: Christmas Day



Employee Assistance Program Visit www.MagellanHealth.com/member or call 1-800-547-1442 for information, referrals and support on topics such as:

- Family
- Work-Life Balance
- Stress
- Health and Wellness
- Relationship Issues
- Grief and Loss
- Depression and Anxiety
- Alcohol or Drug Concerns



### Convenient, Easy & Secure

With Express HR you can update your Personal Information, add or update Direct Deposit, view and print your pay stub and update your Federal Taxes (W-4). You can update this information through Express HR in three different ways:

- Log in using the kiosk Express HR kiosk in our store
- Log in from any computer by going to <u>www.myemployeeinfo.com/atlanta</u> and clicking on the link for Express HR.
- Call 1-800-952-8889, keyword
   Express HR

### Check Out Your Total Associate Discounts

Don't forget all the discounts available to you as an associate, especially now during the holiday season. From jewelry to computer products to cell phone service to flowers, CDs, DVDs and more, there's plenty to pick from and save money. Check out this list:

### <u>Fred Meyer Jewelers and Littman Jewelers</u>



Every month, there is a special associate-only offer from Fred Meyer Jewelers. Also, visit <a href="www.fredmeyerjewelers.com">www.fredmeyerjewelers.com</a> or <a href="www.littmanjewelers.com">www.littmanjewelers.com</a> to save **20 percent off our everyday low, online prices** with promotion code **910KRE20**. DISCOUNT DOES NOT INCLUDE: SWISS WATCHES, DIVING WATCHES, UNMOUNTED DIAMONDS AND GIFT CARDS.



#### Microsoft Associate Purchase Program

Purchase some of Microsoft's most popular software and hardware at discounted prices!



#### Hewlett Packard/Compag/dell/sarcom Computer Equipment

As part of the Kroger team, you can enjoy the benefits of reduced cost, easy procurement and great support from HP/Compaq and Dell. Purchases can be made online or by telephone.



#### i-wireless

i-wireless and Kroger partnered together to launch a new reward program for associates and customers. i-wireless offers associates 30 free minutes for every \$100 spent.



#### FM Store 24/7: Associate-Only Savings on CDs, DVDs & Video Games

Save an **extra 10 percent off** low Fred Meyer online prices on CDs, DVDs and games, which include more than 300,000 titles. FREE shipping on orders over \$25. **Use promo code "KR112008" at checkout.** 



#### Kroger Flowers - Online Discount

Receive 10 percent off all flowers, plants and gifts on online purchases from the floral section of <a href="www.kroger.com">www.kroger.com</a>. Enter EMP11 at checkout.



#### Ford Vehicle Purchase Program

Through the Partner Recognition Program, the Ford Motor Company extends special pricing to associates, both active and retired, and their spouses (CHILDREN ARE NOT ELIGIBLE) who purchase or lease eligible Ford vehicles. **Enter partner code XD810.** 



#### Cell Phone Plans and Service Providers

Kroger has negotiated national accounts with **Cingular**, **Nextel** (**from Sprint**) **and Verizon** to offer associates discounted cell phone plans. Coverage and calling plans vary based on your location.



#### **Dream Seats**

All Kroger associates can enjoy a **5 percent discount** with Dream Seats, a preferred seating provider for concerts, sports and theater events nationwide.



### The Shrink Topic For The 11th Period Is... **Order Accuracy**



## **Period 11 Safety Topic: Equipment Safety**

Step Stools & Ladders

"Working together, we can develop a culture that will reduce accidents to zero." Safety Creed

Ensure all associates use the proper step stool or ladder.

#### Make sure you are:

- Only use approved step stools and ladders, inspect them prior to use, and report damage or broken parts.
- Use ladders to stock product on top shelves and to reach high storage.
- Climb down and move ladders and step stools to reach comfortably, never overreaching.
- Store ladders and step stools in the appropriate place and never leave them unattended on the sales floor.

#### THINK SHRINK: SHRINK SMARTS

#### Period 11 Shrink Topic: Order Accuracy

As the holidays approach, it's more important than ever to order the proper products and quantities for our customers. There are steps you can take to ensure an accurate order. Prior to releasing an order, you need to:

- Review the suggested quantities to ensure that the proper amount of product is coming to the store.
- Review product going on or off ad. Review Item Movement to determine proper ordering quantities.
- Utilize inventory/order guides to ensure having the right items at the
- Scan out known loss daily, using the appropriate reason codes, to ensure the balance-on-hand is accurate in CAO.
- A key to success during the holidays is organization. Having a "place for everything and everything in its place" is crucial to efficiency and associate satisfaction.

# NOBODY LIKES SI



### PERIOD 11 Order Accuracy

Controlling shrink by getting what we need, when we need it.



#### You can't reason with shrink

- When scanning out loss or updating the BOH, the appropriate Reason Code must be used.
- The Reason Codes include: TH, DR, CB, MP, QD, OD, WR, DN,
- Use your order guide to document current inventory and order quantities.

Pop Quiz Circle the correct answer for each of the following

- Which of the following is not one of the ten valid Reason Codes available when scanning out losses?
  - A. TH-Theft.
  - B. OD-Outdated.
  - C.DR- Damage Reclaim.
  - D. DI-Data Integrity.
- Which of the following scenarios would best ensure an accurate pharmacy order?
  - A. Balance-on-hands and Minimums are set correctly in the RX computer
  - B. Balance-on-hands in the RX computer are somewhat accurate.
  - C. Minimums are low and balance-on-hands are high in RX computer system.
  - D. Walking the RX shelves with the order printout each week.
- To view daily item movement, press\_\_\_\_on the RF handheld.
  - A. F4.
  - B. F10
  - C. F3.
  - D. CTL O.

Fill out this quiz for your chance to Win a \$5 In-Store Gift Card

NAME

DEPARTMENT

TALK TO US 1-800-689-4609

www.ethicspoint.com

If you have concerns or questions about losses at our store, talk with your manager. If you'd rather report your concerns confidentially, call the help line. It's confidential and available 24 hours a





# Get On Track!

Our Customers expect us to be our very best every time they shop!



### Our People Are <u>Great!</u>

- Friendly Cashiers & Courtesy Clerks
- Friendly Associates throughout the store
- Associates who offer assistance and are thankful



#### I Get the Products I Want, Plus a Little:

- Fresh perishables throughout the store
- In stock on items Customers want when they shop
- Variety and selection of items throughout the store



#### Our Prices Are Good:

- In stock on all ad items
- Displays on items that are priced with a value to the customer
- Good variety of store branded products
- Engaging with customers on our great prices. Weekly specials, Yellow Tags, Double Coupons, Senior Citizen Discounts, Gas Awards, Plus Card Rewards, etc.



# Shopping Experience that makes me want to return:

- Friendly and efficient checkout
- Clean and uncluttered store
- Convenient to shop-ease of getting in and out of the store
- Worth the time and moneyhelping customer feel good about their shopping experience

### ONE DAY ONLY SALE!







This Thursday, Dec. 3, 2009 Kroger will have a 50% Off Sale on Kellogg's, Keebler and Kashi products. There will be over 130 products on sale. This is a One Day Sale Only so be sure to stock up! In addition to this Great Sale, did you know that Ray Caldwell and his team of grocery employees had the Highest Sales in the entire KMA (The Entire Atlanta Division, over 200 stores). Also Zone D finished Number 1 with the highest average sales per store with the last Kellogg's 50% Off Sale. Congratulations to:

# The Entire Store 525 Grocery Team!



You Guys Are Number 1!

Attention All Associates,

December 12 and 13 will be the last time before Christmas to take advantage of the extra 10% off of Fred Meyer purchases. This is on top of your everyday employee 20% off discount. Come by and see the Fred Meyers team for more information. If you plan to make any jewelry purchases for Christmas, this would be the perfect opportunity do so.

