

Division of Human Resources HR News and Campus Updates

November 18, 2016

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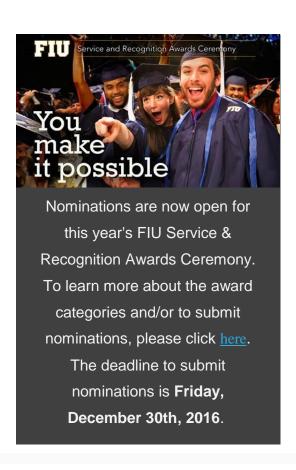
Consent to Receive W-2

Consent to receive your 2016 Electronic W-2 Wage and Tax Statement online! For more information and instructions on how to consent, please click here. For any additional questions, please contact the Human Resources Service Center at (305) 348-2181.

Children's Holiday Celebration

Join us at the 24th annual Children's Holiday Celebration on Thursday, December 8th, 2016 at 11:00 a.m.! For ticket information and more details about this event, please click here. For further information, you may contact Mari Vila, Executive Assistant, Advancement Services, at (305) 348-2009 or by email at vilame@fiu.edu.

Recognition Awards Nominations



Sign up today for the Service Excellence Workshops

Service Excellence



New Service Excellence Workshop dates have been announced! Brush up on your 'inperson', telephone, and written customer service skills for the Spring semester. The workshops will cover:

- FIU's philosophy on Service Excellence
- Professionalism at work
- Effective service over the telephone
- Managing written correspondence
- Techniques for delivering excellent service even in difficult situations

Dates and Times:

Wednesday, November 30, 1:00 p.m.-4:00 p.m. – MMC Wednesday, December 7, 1:00 p.m.-4:00 p.m. – BBC Tuesday, December 13, 9:00 a.m.-12:00 p.m. – MMC Tuesday, January 10, 9:00 a.m.-12:00 p.m. – MMC Thursday, January 26, 1:00 p.m.-4:00 p.m. – MMC

Register Today!



- The Division of Human Resources is excited to present to you FIU's fantastic perks this Holiday Season! Discover savings on housing, car rental, entertainment, and more here.
- Don't miss you chance to enter to WIN a \$100 Visa Gift Card! Visit the <u>FSA Store site</u> before November 30th to find out more!
- Read below for important information related to your Benefits premium deductions:
 - Benefits Premium are paid/deducted one month in advance
 - Deductions corresponding to plan elections made during Open Enrollment will be made effective January 2017 and thus reflected in the 1st paycheck of December 2016 (12/09/2016)
 - Deductions for Flexible Spending Accounts will be Effective 1st check of January 2017 (01/06/2017)



PAWS Fall 2016 Wellness Survey - Please take a brief 5 minutes to complete our anonymous <u>PAWS Fall 2016 Wellness and Culture Audit Survey</u>. The results of this survey provide feedback on programs you will be interested in and time offerings that would be best for you.

Gratitude for the Holidays - Thanksgiving and the winter holidays are upon us. Here are a few ways to be a little more grateful for the holidays:

1. Keep a daily grateful journal and write down who or what inspired you, what surprised

you, and what warmed your heart that day.

- 2. Write a thank you letter to someone who has had an impact on your life. If possible, deliver the grateful letter in person.
- 3. Take a gratitude walk. Take 20 minutes and consider all the things you are grateful for.

PAWS Podcast and Newsletter

Lunch and Learn: PAWS to De-stress



December's PAWScast is with special guest Joel Murray, Chair and Artistic Director of the Theatre Department. Listen as he speaks on everything herbs and eastern and western medicine. The PAWScast and Newsletter will be released December 6th. You can listen to past PAWScasts for iTunes here and Podcastgarden here. Sign up for our Newsletter here.



Our Lunch and Learn series
continues with Isabel AlfonsinVittoria, from the Office of
Employee Assistance. This
month's topic will focus on stress
reduction for the holidays.
Register for the following
dates here.

December 1st at MMC
December 2nd at BBC

For more information on the events, please contact Nathan Burandt at nburandt@fiu.edu.

To provide feedback on this newsletter, please contact us at hradmin@fiu.edu