

January 12, 2018

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**Deadline is Fast-Approaching for SRA Nominations –  
Friday, January 26, 2018**



Only two weeks left to get your nomination(s) in for this year's **Service and Recognition Awards Ceremony**, where we will honor our superstars for their stellar performance serving our university community. Don't delay **and take time to recognize your fellow coworkers for their outstanding contributions. Final submission deadline is Friday, January 26, 2018.** To learn more about this year's awards categories and how to submit your nominations, please click [here](#).

Be sure to follow us on [Facebook](#) and [Instagram](#) to check-out last year's recipients. Should you have any questions, please contact [Trudy Fernandez](#), Director, HR Relations at (305) 348-0101.

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**Consent to Receive Your W-2 Online**



**W-2's** are now available to those employees who have consented to receive it online. If you haven't consented, it's not too late! Those who consent to receive W-2's online will immediately be able to view their 2017 forms **electronically. Non-consented W-2's** will be mailed by January 31<sup>st</sup>. **For more information and instructions on how to consent, please click [here](#).** Please contact the Human Resources Service Center, at (305) 348-2181, with any questions you may have.

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Mark your calendars! FIU will be celebrating Take Our Daughters and Sons to Work Day on Friday, February 2nd, as recognized by both Miami-Dade and Broward County Public Schools! Children ages 8 – 18 will have an opportunity to experience a day in the life at FIU together with their parents/guardians. To receive updates about the upcoming program, please click [here](#) to join our communication list for the event.

If your department would like to host an activity for children to attend, please email [hrrel@fiu.edu](mailto:hrrel@fiu.edu) or contact [Trudy Fernandez](#), Director, HR Relations at (305) 348-0101.

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## Employee Benefits



The Division of Human Resources Benefits Administration Department is providing you with this important notification pertaining to your State of Florida Benefits.

The State Group Insurance Program considers the loss of insurance coverage to be a Qualifying Status Change “QSC” event that allows an enrollee to make a mid-year election for new insurance coverage. As a result, an enrollee who was enrolled in an expiring dental plan but who did not make a dental election for the 2018 plan year during Open Enrollment may use this QSC event to select a new dental plan. Affected enrollees will have 60 calendar days from January 1, 2018 to contact People First Service Center at (866) 663-4735 directly to make a dental election. For more information, please click [here](#).

Quick reminder regarding your 2018 Benefits:

- New enrollees of [Aflac Cancer and/or Intensive care plans](#), are asked to please complete the application form and submit to Capital Insurance Agency, Inc. at the address below:  
Address: 5491 University Dr. #103, Coral Springs, FL 33067  
Phone: (954) 341-8705 / (800) 940-5656  
Fax: (954) 341-5311  
Email: [southflregion@capitalins.com](mailto:southflregion@capitalins.com)
- If [evidence of insurability](#) is required of new and/or increased optional life insurance coverage participants, participants are asked to please submit evidence of insurability directly to Securian faxing it to (850) 878-0048. Securian must approve evidence of insurability to begin new coverage levels.

**NEW Perks!** – The Division of Human Resources is excited to present FIU’s fantastic perks! Discover **NEW** savings on restaurants, housing, car rentals, entertainment, and more [here](#).

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## Sign Up Today for the Service Excellence Workshops



The **Service Excellence Workshops** are **back** for the spring semester! Brush up on your 'in-person' telephone, and **written customer service skills for the spring. 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:

Thursday, January 18, 2018, 1:00 p.m. – 4:00 p.m., CSC-1144A

Tuesday, January 30, 2018, 9:00 a.m. – 12:00 p.m., CSC-1144A

Tuesday, February 13, 2018, 1:00 p.m. – 4:00 p.m., CSC-1144A

Wednesday, February, 28, 2018, 9:00 a.m. – 12:00 p.m., CSC-1144A

[Register Today!](#)

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## Recognizing MLK Day with A Mental Health Screening



Each January, we recognize and consider the works of civil rights leader Dr. Martin Luther King, Jr. What many people don't realize is that Dr. King fought his own demons- namely depression. The very fact that many people are not aware of Dr. King's mental health history points to the stigma associated with depression. We've come a long way since then towards reducing the shame surrounding depression, but must continue to work towards making talk about mental health as straightforward and open as it is to talk about physical health. Click [here](#) for resources that you can share with your family, including a mental health screening. If you or someone you know is suffering from depression, please reach out to The Office of Employee Assistance at (305) 348-2469.

## Mindful Well-Being at Work Sessions



New Year's resolutions aren't like ordinary goals. They have a far more powerful effect on our psyche because **the end of one year and the start of another symbolizes new beginnings, a new chapter, and another chance to achieve the things we've always dreamed of.** Put mindfulness on your New Year's resolution list. Join the **Office of Employee Assistance for the Mindful Well-Being at Work practice sessions.** Click [here](#) to sign up for the dates below.

Wednesday, January 17th, 12:00 p.m. – 1:00 p.m., GL – 322 | MMC

Wednesday, January 24th, 12:00 p.m. – 1:00 p.m., GL – 322 | MMC

Friday, January 26<sup>th</sup>, 12:00 p.m. – 1:00 p.m., HL – 319 | BBC

Wednesday, February 7<sup>th</sup>, 12:00 p.m. – 1:00 p.m. GL – 482 | MMC

Friday, February 9<sup>th</sup>, 12:00 p.m. – 1:00 p.m., HL – 319 | BBC

Wednesday, February 21<sup>st</sup>, 12:00 p.m. – 1:00 p.m. GL – 482 | MMC



[Click here to like us on Facebook!](#)

**PAWScast** – This month's PAWScast episode is out now! Click [here](#) to listen as Nathan and Giselle discuss different ways to get your boost of energy throughout the day. Enjoy!

**Mercedes-Benz Corporate Run** – Come join team FIU at this year's Miami Mercedes-Benz Corporate Run on Thursday, April 26, 2018. To register, please click [here](#). For more information, contact Nathan Burandt, Wellness Manager, at [pawswellness@fiu.edu](mailto:pawswellness@fiu.edu).

**January Wellness Wire** – Happy New Year! [This month's issue](#) of the Wellness Wire is now available! View a calendar of events, learn about cervical cancer screening, and understand how to live well with arthritis. Happy reading!

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Welcome to 2018, FIU! With 2017 behind us, let's prepare for this new year by managing our electronic records better than before so that we don't run out of space. FIU, being a state institution, must comply with the Florida Public Records Law. The [Records Management Program](#) is available to assist all colleges and departments with the process of records disposition according to the requirements of the Florida Department of State. Here are some actions you can take to better manage emails, organize records, and comply with the Florida Public Records Law:

- Delete personal non-FIU related messages and transitory emails.
- Dispose of records that have been superseded or that are no longer needed for administrative purposes.
- Delete duplicate messages or records.
- Create folders/sub-folders by subject or date and file records accordingly.
- Be sure to save important files or messages that have a retention period in a share drive/OneDrive or C-Drive.

If you are the records custodian or the administrative personnel of your department, consider attending the upcoming [Records Management Compliance Training](#). Department Heads are also encouraged to attend or send a representative to participate. For any questions, contact the Records Management Liaison Office at (305) 348-1377 or [recordsmanagement@fiu.edu](mailto:recordsmanagement@fiu.edu).

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## The College of Arts, Sciences & Education Camps at MMC



Searching for a fun, adventurous, and exciting camp for kids during Spring Break and the summer? Look no further! The College of Arts, Sciences & Education at MMC is sponsoring enrichment workshops for youth ages 4 and up. For more information or to register online, please click [here](#). Should you have any questions, please contact Ana Jimenez at (305) 348-6545 or email [summercamp@fiu.edu](mailto:summercamp@fiu.edu).

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**Make yourself a priority this year!** FIU's fully online degree programs offer the very same quality of education found at our World's Ahead campus, only this time, it's accessible anywhere. With a variety of degrees, there's one that's a perfect fit for you. As an FIU staff member, you can **take advantage of the tuition waiver and apply for FIU Online scholarships.** Most graduate programs can be completed in 12 to 24 months. Explore our online programs [here](#). For more information, please contact FIU Online at (305) 348-3125 or [onlineprograms@fiu.edu](mailto:onlineprograms@fiu.edu).

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## The Leadership Lectures Featuring Co-Founder of EA Games



Join the Center for Leadership for The Leadership Lectures on Thursday, January 25<sup>th</sup> at 9:30 a.m. in the Graham Center Ballrooms featuring Dave Evans, co-founder of Electronic Arts and best-selling author. Listen as Dave discusses his book, *Designing Your Life: How to Build a Well-Lived, Joyful Life*, while sharing stories of his success as the co-founder of EA (video games include FIFA, The Sims, etc). Click [here](#) to register for this lecture. This lecture counts towards 2 hours of professional development. For more information, please click [here](#).

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To provide feedback on this newsletter, please contact us at [hadmin@fiu.edu](mailto:hadmin@fiu.edu)