

December 16, 2016

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HAPPY HOLIDAYS!

Recognition Awards Nominations



The deadline for submissions is fast approaching! Get your nominations in for this year's FIU Service & Recognition Awards Ceremony. To learn more about the award categories and/or to submit nominations, please click [here](#). The deadline to submit nominations is **Friday, December 30th, 2016**.

Consent to Receive W-2



Protect your identity and consent to receive your 2016 W-2 form online! W-2's will be available on **Friday, January 13th, 2017** for those employees who have consented. 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.

Due to increased identity theft during Tax Season, we encourage all employees to file their taxes as early as possible.

Sign up today for the Service Excellence Workshops



New Service Excellence Workshop dates have been announced! Brush up on your 'in-person,' 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:

Tuesday, January 10th, 2017, 9:00 a.m.-12:00 p.m. - MMC

Thursday, January 26th, 2017, 1:00 p.m.-4:00 p.m. - MMC

[Register Today!](#)

Lynda



As we end an exciting and eventful year, many people like to use this time for reflection and renewed focus on energy and health. FIU offers Lynda.com, a compendium of courses and videos for personal and professional development. A special playlist has been created called "***New Year, New You 2017***" with resourceful and timely ideas that can help you turn New Year's ***Resolutions*** into ***Realities***. Lynda also offers courses and videos ranging from work life balance to personal finances, and many more. Click [here](#) to start listening.

Take Our Daughters and Sons to Work Day



TAKE OUR DAUGHTERS
AND SONS TO WORK

It is almost that time of year where our FIU comes together to offer an amazing *Worlds Ahead* experience for our future leaders at Take Our Daughters and Sons to Work Day. Both Miami-Dade and Broward County Public Schools will be observing this day on **Thursday, February 2nd, 2017**. If your department or unit is interested in joining the educational fun by offering an activity, please be sure to contact Trudy Fernandez, Director of HR Relations, at (305)348-0101, or via email at trudy.fernandez@fiu.edu, by **Friday, December 30th, 2016**. Stay tuned for further information regarding planned activities in our January HR News & Campus Updates.

Show Your Appreciation, Empower Others



As you reflect on the past year, take an opportunity to thank those who have contributed to FIU's culture of service excellence by sending them a certificate showing your appreciation. Through Empower, you can recognize your colleagues for their exceptional work and service. [Log on](#) and join hundreds of FIU's faculty and staff who use Empower as a tool to recognize those who make a difference.



- 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](#).
 - Read below for important information related to your Benefits premium deductions:
 - Benefits Premium are paid/deducted one month in advance
 - Deductions for Flexible Spending Accounts will be effective the 1st check of January 2017, (01/06/2017).
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PAWS FALL 2016 Wellness Survey - Thank you to those who have participated in the survey! If you have not done so already, please take a brief 5 minutes to complete our anonymous [PAWS Fall 2016 Wellness and Culture Audit Survey](#). The results of this survey provide feedback on programs you would be interested in, and time offering that would be best for you.

Gratitude for the Holidays - The 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.

PAWScast and Newsletter



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 were released on December 6th. You can listen to past PAWScasts for [iTunes here](#) and [Podcastgarden here](#). Additionally, please sign up for our newsletter [here](#).

OEA Newsletter: Holiday Anxiety and Stress



The holiday season is here! Preparing for holiday parties, shopping and wrapping gifts, and decorating for the festivities can take a toll on some. [Read](#) the Office of Employee Assistance's latest newsletter that features tips and tricks on how to overcome the holiday hustle and bustle. If you or your family need support during the holiday season, please call OEA at 305-348-2469.

Be Alert, Safety First



The mission of the Department of Emergency Management is to guide the University's all hazard preparedness, response, recovery, and mitigation needs by

Miami Beach Bowl



FIU is pleased to provide information on the 2016 Miami Beach Bowl. Be there as Tulsa takes on Central Michigan on **Monday, December 19th** at 2:30 p.m. in Marlins Park. A

coordinating information and resources to protect our FIU community, and visitors, and restoring operations as soon as possible following a disaster. A new, university-wide initiative aims to arm students, faculty, and staff with the knowledge and tools to potentially save lives. [Read more](#) about this initiative and please take a moment to view this brief [video](#).

limited number of tickets are now available and can be picked up at the University Credit Union Box Office located in the R. Kirk Landon Football Fieldhouse from 9:00 a.m. - 5:00 p.m. Please have a valid FIU ID or One Card at the time of ticket pick up.

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