

January 17, 2017

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## Get Your Nominations in for the Service & Recognition Awards



Be sure to submit your nomination(s) for the FIU Service & Recognition Awards! To access the online nomination site, please click [here](#). The submission deadline has been extended to **Friday, January 27, 2017**. Should you have any questions regarding this process or the event that will take place on Monday, March 6th, please contact Trudy Fernandez, Director of HR Relations, at (305) 348-0101.

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There are TWO Service Excellence Workshops left! 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 26, 2017 from 1:00 p.m. - 4:00 p.m. - MMC
- Thursday, February 9, 2017 from 9:00 a.m. - Noon - MMC

[Register Today!](#)

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Mark your calendars! Take Our Daughters and Sons to Work Day is Thursday, February 2nd for both Miami-Dade and Broward County Public Schools! Children ages 8-18 will not only see what their FIU parents do during the workday, but also experience the value of higher education at FIU! So that you can participate in the planned activities, we invite you to RSVP [here](#) by **Wednesday, January 25th - no exceptions**. Should you have any questions, please contact Ashley Ares at 305-348-6099 or [HRrelations@fiu.edu](mailto:HRrelations@fiu.edu).

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Applications are now open for the [Berta D. Villares Book Scholarship](#). This scholarship will provide a one-time cash award to an eligible faculty/staff member currently using the FIU tuition waiver benefit to pursue their degree. Applications must be received by **5:00 p.m. on Friday, February 10, 2017** for consideration. To review the criteria and to apply, please click [here](#). Should you have any questions, please contact Trudy Fernandez, Director of HR Relations, at 305-348-0101.

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## Employee Benefits



**Flexible Spending Accounts** - The Division of Human Resources is pleased to provide you with [important deadlines for flexible spending accounts](#), also known as a medical and dependent care reimbursement account, [for the 2016 plan year](#).

**Deadline to Use Funds** - The grace period extended for 2016 plan year funds, to use or incur services for medical, limited purpose medical, and dependent care reimbursement accounts is **March 15, 2017**.

**Filing Deadline (use it or lose it!)** - The filing deadline for all 2016 plan year claims is **April 15, 2017**. If services aren't used and claims aren't submitted by the deadlines, the benefit of these accounts and the money ([see Section 125 of the IRS Tax Code](#)) will be lost.

**FSA Employee Perk Website** - The Division of Human Resources is pleased to provide you with this exciting employee perks [website](#). The FSA Store is an e-commerce site exclusively focused on Flexible Spending Account eligible products. In addition to products, the FSA Store offers educational resources to help customers better understand and manage their flexible spending accounts, including an eligibility list, a learning center, FSA Calculators, and much more.

**Spring Perks** - This spring, discover savings on housing, car rental, entertainment, and more. Click [here](#) for a complete list.

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**PAWS 2016-2017 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 2016-2017 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.

**Lunch and Learn: Register now for a chance to win a Fitbit Blaze** - Our Lunch and Learn series continues with Sara Holtzman from the Wellness and Recreation Center. This month's topic will focus on how to get fit and stay fit in today's busy lifestyle. We will also be raffling a **Fitbit Blaze** courtesy of AvMed. To register for the following dates, click [here](#). View upcoming events on our [PAWS Events page](#).

**MMC: Tuesday, January 17th**  
**BBC: Wednesday, January 18th**

**PAWScast and Newsletter** - January's PAWScast is with special guest, Julissa Castellanos, the Director of Administrative Services at BBC. Be sure to tune in as she shares her secrets on making time for wellness. You can listen now to this month's and to past PAWScasts for [iTunes here](#) and [Podcastgarden here](#). Additionally, please sign up for our newsletter [here](#).

**Division of State Group Insurance** - "The Wellness Wire" is now available. Click [here](#) to view calendars of events hosted by vendors of State Group Health Insurance, learn about cervical health, and understand how to get the most out of your annual wellness visit.

## New Year, Blue Year



Between January 4th - February 4th there are two great ways to save at the Modesto A. Maidique Wellness & Recreation Center! Get an annual Blue Level Membership for just \$250

## "Lose It" Program



"Lose It" is much more than a weight loss program. We want to empower you to make lifestyle changes. The Wellness &

(a savings of \$50)! Sign up for payroll deduction for one year minimum and get one month free. Visit the front desk of the Wellness & Recreation Center to sign up, or email [recmem@fiu.edu](mailto:recmem@fiu.edu) for more information. *Offers valid for new members only.*

Recreation Center will provide you with ample resources and opportunities to become a healthier, happier, more confident YOU. Join us for informational meetings at the Wellness & Recreation Center Conference Room for the following dates. Please arrive on time. Click [here](#) for more information.

***Tuesday, January 17th from***

***5:30 p.m. - 6:00 p.m.***

***Thursday, January 19th from***

***6:00 p.m. - 6:30 p.m.***

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### **Friendly Reminder - Nepotism Disclosure**



In this New Year, new relationships may have formed. Be reminded to disclose any relationships you may have as a faculty or staff member at FIU. Please visit the [Nepotism Policy](#) for information as well as definitions of nepotism relationships and the process for completing the [disclosure form](#).

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## Consent to Receive Your W-2



W-2's are now available online to those employees who have consented. 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 2016 forms electronically before they are mailed by January 31st. 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.

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## 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.

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The FIU One Card Office is now offering FIU name tags for employees, student organizations, and more! You can order your name tag today in three simple steps. The name tags are created within our office so the turnaround time is quick and convenient. Click [here](#) for more information.

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## Support the Urban Vegetable Project



Support the Upward Bound Math-Science team with their Urban Vegetable Project! Choose from a variety of tomatoes, leafy greens, eggplants, carrots, and much more! Proceeds will be used for urban agriculture and exposure for 50 high school students and will also support the Jose Marti Scholarship for FIU undergraduate students. Click [here](#) for more information.

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Lynda



As we welcome 2017, many people like to use this time for reflection and renewed focus on energy and health. FIU offers [Lynda.com](http://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 more. Click [here](#) to start listening.

## Professional Development Lectures



Register now for these lectures:

**Faculty Series Lecture:** Timothy Huebner presents Presidential Leadership in a Nation Divided: Lincoln, the Constitution, and the Civil War. Join us **Wednesday, January 25, 2017** from 11:00 a.m. - 12:00 p.m. in the Graham Center Ballrooms. **Click [here](#) to register.**

*The first 40 people through the doors will receive a copy of his book, "Liberty and Union: The Civil War Era and American Constitutionalism."*

**The Leadership Lectures:**  
President & COO of Royal Caribbean Cruises - Adam Goldstein on **Thursday, February 16, 2017** from 2:00 p.m. - 3:00 p.m. in the Graham Center Ballroom. **Click [here](#) to register.**