The Office of Employee Assistance - Sudden disasters such as the tragic pedestrian bridge collapse can have devastating effects on so many. In moments like this, we as a university community, reach out in solidarity to assist those whose lives may have been impacted. If you are experiencing anxiety, stress, sadness, frustration, or fatigue related to the disaster, the Office of Employee Assistance (OEA) is an available resource to help you. To schedule an appointment with OEA, please email them at oea@fiu.edu or call (305) 348-2469. Sessions will also be available should you need additional support. See below for details. No registration is required.

**Tuesday, March 27th, 1:00 p.m. – 2:00 p.m., GL-322 | MMC**
**Thursday, April 5th, 1:00 p.m. – 2:00 p.m., GL-322 | MMC**

**Additional Support from our Health Care Providers** – In addition to our on-site support through our Office of Employee Assistance, we are pleased to advise that two of our health care providers are offering free resources to assist the FIU community. For more information, please click here.
Join the Office of Employee Assistance for the Mindful Well-Being at Work practice sessions. Click [here](#) to sign up for the sessions below.

**Wednesday, April 4th, 12:00 p.m. – 1:00 p.m., GL-156 | MMC**  
**Thursday, April 5th, 12:00 p.m. – 1:00 p.m., CSC-1123 | MMC**  
**Friday, April 6th, 12:00 p.m. – 1:00 p.m., HL-319 | BBC**  
**Wednesday, April 18th, 12:00 p.m. – 1:00 p.m., GL-482 | MMC**  
**Wednesday, April 25th, 12:00 p.m. – 1:00 p.m., CSC-1123 | MMC**

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**Employee Benefits**

Benefits Administration is providing you with these important notifications pertaining to your Benefits.

**Dependent Eligibility Verification Audit: Phishing Alert** – The [Dependent Eligibility Verification Audit](#) begins for all State Universities employees in March 2018. The Health Management Systems, Inc. (HMS) is the contracted party administering the audit process. Please click [here](#) for more information. **Please be cautious about disclosing personal information.** DSGI has received reports that some employees are receiving spam calls about the dependent eligibility verification audit. The calls are from both in-state and out-of-state area codes. Fraudulent callers will request Social Security information as part of the audit. **HMS employees will not request Social Security numbers to confirm the employee’s identity.**

**People First Portal Upgrade & Payment Process Changes** – The new and improved People First system is coming March 26, 2018! As a State of Florida employee, you use the People First system to enroll and make changes to your benefit plans. To prepare for the system’s improvements, the People First system will be temporarily unavailable from 5:00 p.m. Friday, March 16th until 8:00 a.m. Monday, March 26th while People First improvements are implemented. Please note that the People First Service Center will be available during this downtime to take calls at 866-663-4735. Nevertheless, because the People First system will be unavailable, representatives will be limited solely to answering downtime calls and processing insurance reinstatements. They will not be able to process any changes or enrollment during the downtime. The People First System Upgrade will include the following changes, starting April 2018:

- New benefits suspension process for underpaid premiums
- New benefits underpayment process

Please take the time to review your personal contact information in the HR PantherSoft system to ensure it is up to date. For more information, please click [here](#).

**Flexible Spending Accounts for Plan Year 2017**

- **Deadline to Use Funds** – The grace period to use or incur services for medical, limited purpose medical, and dependent care reimbursement accounts was March 15th.
- **Deadline to submit all claims for Plan Year 2017** (service date of March 15th or prior) is Monday, April 16th.
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 Benefits Walk-In Sessions at PC-411 schedule is here!

Spring Perks – This spring, discover savings on housing, car rentals, entertainment, and more. Click here for a complete list of perks.

Prepare for Your Future at the Financial Future Workshops!

The Division of Human Resources is pleased to announce this year’s Financial Future Workshops, designed to help prepare you for your financial future and retirement options. For a complete list of dates and times and how to register for the Financial Future Workshops, please click here.

Wells Fargo Financial Workshops

Join Wells Fargo for an educational financial wellness workshop. Learn more about Wells Fargo’s Financial Health initiative and the “Eight Rules of Thumb to Financial Health.” See below for more information on these workshops. To RSVP, contact Nathan Burandt, Wellness Manager, at nburandt@fiu.edu.

Modesto A. Maidique Campus
Monday, April 9th, 12:00 p.m. – 1:00 p.m., GC-243 | MMC
Presented by Lupe Casanova and Carolina Alvarez
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, March 29th, 9:00 a.m. – 12:00 p.m., CSC-1144A | MMC

Register Today!

Student Employment Week April 9th – 13th

FIU is celebrating its 9th Student Employment Week! Together, with an elite group of colleges and universities around the nation, FIU will recognize our student employees during Student Employment Week from April 9th – 13th. Although the Student Employee of the Year Ceremony will not take place this year, this will not stop the party. To celebrate our amazing student employees, the university will be hosting a pizza social, on Friday, April 13th from 11:30 a.m. – 2:00 p.m. in the Graham Center Ballrooms, sponsored by the Office of Financial Aid in collaboration with the Division of Human Resources. Should you have any questions, please contact Adelfa Ukenye, Assistant Director, Enrollment Services, Financial Aid Office at ukenyea@fiu.edu, or Stephanie Felisme, HR Manager, Student & Alumni Employment Services, Division of Human Resources, at sfelism@fiu.edu.
Join the Office of Equal Opportunity Programs and Diversity for their Spring Training Series. To register for the workshops below, please click here. For more information, please click here.

**Implicit Bias Training**  
Wednesday, April 18th, 11:30 a.m. – 1:00 p.m., PC-322 (computer lab) | MMC

**Inaugural Faculty Mini Conference**

The Office of Equal Opportunity Programs & Diversity is pleased to announce the inaugural Faculty Mini Conference: Anti-Discrimination Laws. This conference is open to all faculty members. For more information, please click here. To sign up for the dates below, please click here.

- **Wednesday, March 28th, 9:00 a.m. – 11:30 p.m., CSC-1144A | MMC**
- **Thursday, March 29th, 1:00 p.m. – 4:00 p.m., CSC-1144A | MMC**
- **Tuesday, April 17th, 1:30 p.m. – 4:00 p.m., HL-319 | BBC**

**Couch to 5K** – Get off the couch and put on your running shoes! The Couch to 5K program has started, but it’s not too late to sign up! Interested in participating? To sign up, please click here, or contact Nathan Burandt,
Wellness Manager, at pawswellness@fiu.edu. To stay up to date with all things PAWS, please click here to join the mailing list.

PAWScast – Click here to listen as Nathan and Giselle celebrate America Heart Month, and discuss the benefits of getting a checkup and how knowing your heart number can be beneficial to you. Enjoy!

If your job at FIU requires you to interact with minors on campus or during university sponsored events, attend the University Compliance Office’s Child Abuse Prevention Training. Learn more about child abuse prevention and reporting requirements. This training also fulfills the training requirement for university administrators and law enforcement personnel. For more information, please click here. To register for the training below, please click here.

Tuesday, April 17th 12:00 p.m. – 2:00 p.m., Ryder Building Room 130 | MMC

Parenting can be hard. Don’t do it alone! The Center for Children and Families is hosting a series of FREE workshops to help you be the best parent you can be for your child. Parenting doesn’t come with an instruction manual, but these workshops will give you the tips and tricks you need to make your 24/7 job more manageable! See below for a list of upcoming workshops. For more information, please click here.

Raising a Bilingual Child: Dispelling Myths
Wednesday, March 28th, Noon – 1:00 p.m., AHC-1 Room 110

How to Talk to Your Kids About Sexuality and Teach Them the Skills to Support Sexual Well-Being
Wednesday, April 4th, Noon – 1:00 p.m., AHC-1 Room 110
Free Consultations for Parkland Shooting

The psychological effects of a tragedy the magnitude of the mass shooting in Parkland can have long-term consequences. FIU’s Center for Children and Families encourages parents concerned about their teen – especially those who attend Marjory Stoneman Douglas High School – to seek help if they have trouble sleeping, do not want to attend school or have a hard time while at school, or difficulty concentrating because of intrusive thoughts about the tragedy. If you are concerned and would like to schedule a free consultation session with Center for Children and Families, please call (305) 348-0477. For more information, please click here.

FIU Law Practice Affordable Legal Services

FIU Law Practice will offer affordable, low cost legal services for family legal issues to low- and moderate-income families who do not qualify for free legal services. FIU Law Practice will assist modest income families falling within the 125% and 200% poverty guidelines by providing affordable legal services in the family law area. FIU Law Practice will charge its clients, using a sliding scale based on the client’s ability to pay and offering flexible, installment payment plans. Fees for services will range between $75 - $125 per hour. FIU Law Practice will utilize the legal clinic’s current screening process to confirm eligibility based upon federal poverty guidelines and levels. For appointments, please call (305) 348-7876. Initial Consultation: $50 (credited if we are hired). We will provide services in the following family law areas:

- Divorce (contested and uncontested)
- Paternity/child support/time-sharing
- Post-judgement modification(s)
- Domestic violence injunctions (civil)
- Prenuptials/Postnuptial
- Enforcement of judgments
- Wills

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**Join Our Master of Science in Information Systems Cohort this Upcoming Fall!**

![](image)

FIU Business invites you to explore what a master of science in Information Systems can offer you! As an FIU staff member, you can take advantage of the tuition waiver as well as FIU Employee scholarships the program offers. Join our upcoming information session or webinar to learn more about the program and how to apply.

**Wednesday, March 28th, 9:00 a.m. – 10:30 a.m. | Online Webinar**

Should you have any questions, please contact FIU Business at 305-348-4347, or at msis@fiu.edu.

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

![](image)

Searching for a fun, adventurous, and exciting camp for kids during 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.

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