

May 7, 2018

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2018 Summer Operations Schedule & Casual Attire



To accommodate the warm days of summer which are already upon us, and help ensure comfort for our faculty and staff, we will begin our summer casual attire on Monday, May 7th through Friday, August 17th. Additionally, flexible work schedules during the summer will be administered in accordance with the university's Flexible Work Schedule Policies and will follow the same requirements as used during the fall and spring semesters. [Click here](#) for more information.



Experts recommend mindfulness for everything from maximizing workouts to managing anxiety. Mindfulness can be a good way for someone to begin exploration of meditation, as it does not require that you completely “clear” the mind. With long-term practice, you can learn to dis-identify with your thoughts and worries and find a more consistent sense of peace. Join the Office of Employee Assistance for the Mindful Well-Being at Work practice sessions. [Click here](#) to register for the sessions below.

- Wednesday, May 9th, 12:00 p.m. – 1:00 p.m., GL-482 | MMC
- Friday, May 11th, 12:00 p.m. – 1:00 p.m., HL-210 | BBC
- Wednesday, May 23rd, 12:00 p.m. – 1:00 p.m., GL-482 | MMC
- Friday, June 1st, 12:00 p.m. – 1:00 p.m., HL-319 | BBC
- Wednesday, June 6th, 12:00 p.m. – 1:00 p.m., GL-482 | MMC
- Wednesday, June 20th, 12:00 p.m. – 1:00 p.m., GL-482 | MMC

May is Mental Health Awareness Month



One in five Americans is affected by mental health conditions. Stigma is toxic to their mental health because it creates an environment of shame, fear, and silence that prevents many people from seeking help and treatment. The Office of Employee Assistance is available for a free and confidential consultation. For more information, please contact the OEA at (305) 348-2469 or oea@fiu.edu.

Employee Benefits



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

Dependent Eligibility Verification Audit (Friendly Reminder) – The [Dependent Eligibility Verification Audit for employees of all State Universities](#) is currently in effect. The Health Management Systems, Inc. (HMS) is the contracted party administering the audit process. Please [click here](#) for more information. To ensure that your dependent(s) will continue to receive benefits under the State of Florida group health insurance plan, you must take prompt action upon receipt of any requests for documentation to verify the eligibility of your dependent(s). In addition, Please be cautious about disclosing personal information. **HMS employees will not request Social Security numbers to confirm the employee's identity.** For more information, please visit the State's Frequently Asked Questions, website or contact HMS directly at 877-577-4549.

People First Portal Upgrade & Payment Process Changes – The new and improved [People First system is now here!](#) As a State of Florida employee, you use the People First system to enroll and make changes to your benefit plans. The new system is now compatible with all five supported browsers (Internet Explorer, Edge, Chrome, Safari, and Firefox). [Click here](#) for a quick introduction to the new People First system. The People First System Upgrade includes the following changes:

- New benefits suspension process for underpaid premiums: Employees with underpaid premiums will experience suspension of coverage until the end of that coverage month, three business days prior to the end of the month.

- **New benefits underpayment process:** People First will send automated notifications to employees with underpaid benefit premiums on the 27th of the month prior to the coverage month advising the employee that the underpayment will automatically be deducted from their next available paycheck.
- **Direct access to Securian:** Employees can now access their Life Insurance Account directly from People First's Self-Service Employee Portal allowing them to review, designate, and/or change their beneficiary information online.
- **Login ID and Password Reset:** New system functionality includes the ability to look up your login ID and to reset your password using the latest password security technology.

Please take the time to review your personal contact information in the [HR Panther Soft system](#) to ensure it is up to date.

9 over 12 month Deferred Earning Program (DEP) Enrollment Period – The 9 over 12 Deferred Earning Program (DEP) provides 9-month faculty an alternative option to receive payment of their salary over a 12-month period. This method of payment is available on an optional basis only and authorization is required from the faculty member. All 9-month faculty members will have the opportunity to select this payment option, or to dis-enroll, during the 9 over 12 Deferred Earning Program (DEP) Enrollment period that ends August 17th. For more information, please [click here](#).

One Session Left! 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.

IRS Paycheck Checkup



The IRS encourages you to do a "paycheck checkup" to make sure you have the right amount of taxes taken out of your paychecks for your personal situation. Having too little tax withheld could mean a tax bill or a penalty. Obtain a copy of your last tax return and check the [IRS Withholding Calculator](#) today. The earlier you check, the more time there is for withholding to take place, evenly. Taxpayers can use the results from the Withholding Calculator to determine if they should adjust their Form W-4, Employee's Withholding Allowance Certificate, through [Employee Self Service](#). Should you have any questions, please feel free to contact our Human Resources Service Center at (305) 348-2181.

Sign up Today for the Service Excellence Workshops

Service Excellence



The Service Excellence Workshops are back! Brush up on your “in-person” telephone, and written customer service skills. 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, June 12th, 9:00 a.m. – 12:00 p.m., CSC-1144A

Wednesday, June 27th, 1:00 p.m. – 4:00 p.m., CSC-1144A

Thursday, July 12th, 9:00 a.m. – 12:00 p.m., CSC-1144A

Wednesday, July 25th, 1:00 p.m. – 4:00 p.m., CSC-1144A

Tuesday, August 7th, 9:00 a.m. – 12:00 p.m., CSC-1144A

Wednesday, August 22nd, 1:00 p.m. – 4:00 p.m., CSC-1144A

[Register Today!](#)



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

Lunchtime Workshops – There are many myths floating around about breast cancer, but should you believe everything you hear? Since 90% of breast cancers are caused by lifestyle and environmental factors, you can take several precautions. Join PAWS and Dr. Gladys Giron from Baptist Health as she discusses more about health and pre-cautions to breast cancer. For more information, please [click here](#). To register for the workshops below, please [click here](#).

Tuesday, May 8th, 12:00 p.m. – 1:00 p.m., GL-220 | MMC
Wednesday, May 9th, 12:00 p.m. – 1:00 p.m., HL-319 | BBC

PAWS End of Year Survey – Participated in any PAWS programs this year? Have suggestions for what you'd like to see for next year? We want to know from you! Please take 5 minutes to take the [PAWS End of Year Survey](#). Should you have any questions, please contact Nathan Burandt, Wellness Manager, at pawswellness@fiu.edu.

PAWScast – [Click here](#) to listen as Nathan and Giselle discuss heart health and the benefits of getting a checkup and how knowing your heart number can be beneficial to you. Enjoy!

FIU Health Insurance Portability and Accountability Act Compliance



FIU is committed to protecting the privacy of Protected Health Information in compliance with all applicable federal and state laws, regulations, and rules. [Click here](#) to watch this 5-minute video explaining the Health Insurance Portability and Accountability Act.

FIU will comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 as amended by the Health Information Technology for Economic and Clinical Health Act (HITECH Act) enacted as part of the American Recovery and Reinvestment Act of 2009 and implementing regulations (hereinafter “HIPAA” or “HIPAA regulations”) to the extent that these are applicable to FIU’s activities. For purposes of HIPAA compliance, FIU has determined that it is a “Hybrid Covered Entity.” Should you **have any questions, or for more information**, contact the University Compliance Office at compliance@fiu.edu.

Labor Condition Application Update



The Labor Condition Application (LCA) is a form employers must file with the United States Department of Labor Employment and Training Administration (ETA) on behalf of employees applying for a non-immigrant H-1B, H-1B1 (Singapore and Chile) or E-3 (Australia) work visa. Employers submit Form ETA 9035/9035E to apply. We are pleased to announce that FIU is going to publish Labor Condition Applications (ETA Form 9035) for Nonimmigrant Workers through an electronic bulletin board. All employees can access this information through the [Immigration Process Webpage](#). You can also download copies of the notice from the website directly. Should you have any questions, or for more information, please contact immigration@fiu.edu.



It's time to focus on yourself with an FIU Online master's degree. **Transform your future with an advanced degree. As an FIU staff member, you can take advantage of the tuition waiver and apply for FIU Online scholarships. Most programs can be completed in 12 to 24 months. Go the next level and become a leader with tools that FIU Online can provide. Explore our online programs [here](#). For more information, please contact FIU Online at (305) 348-3125 or onlineprograms@fiu.edu.**



Have you ever encountered a student you were concerned about but did not know what resources to share with them? There is a place on campus that can help! Mental health is just as important as physical health and a big component for student success, retention, and graduation. The Counseling and Psychological Services and the Victim Empowerment Program offer free and confidential help for students struggling with depression, anxiety, body image issues, and much more. As a staff member, you are in a privileged position to make an impact in the life of one of our Panthers. For more information, please contact The Counseling and Psychological Services at reqpres@fiu.edu or visit their website at caps.fiu.edu. If you are in need of similar services, please contact the Office of Employee Assistance at oea@fiu.edu.

The College of Arts, Sciences & Education Camps at MMC



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 5 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.

Forensic Science/CSI Camp – July 23rd – July 27th – Learn about crime scene investigation, detection and interpretation of fingerprints, forensic anthropology, and much more! Youth are invited to engage in a one-week hands-on, in-depth experience led by forensic scientists and CSI experts. The camp will run July 23rd – July 27th from 8:00 a.m. – 5:00 p.m. Registration fee is \$750.00 and includes meals and activities. To register, and for more information, please contact Ana Jimenez at summercamp@fiu.edu or (305) 348-6545.

Panther Music Camp – July 30th – August 10th – Sing Out! String Out! FIU Music at The Wertheim and the College of Arts, Sciences & Education has designed a collaborative enrichment program for youth ages 7 – 16 where students can Sing Out! or String Out! During summer camp. The enrichment experience includes exercises to enhance musicianship, live Orchestra performances, All-State preparation, and master classes by renowned FIU Faculty. The camp will run from July 30th – August 10th from 8:00 a.m. – 6:00 p.m. Registration fee for Sing Out! Session, 1-week \$250.00/2-weeks \$470.00, and registration for String Out! Session, 2-week camp \$470.00. To register and for more information, please contact Ana Jimenez at summercamp@fiu.edu or (305) 348-6545.

Dr. Carlos J. Finlay Elementary FIU Friends & Family Orientation



Dr. Carlos J. Finlay Elementary



ATTENTION FIU Employees

Dr. Carlos J. Finlay Elementary School's 2018 – 2019 registration is currently open for all grade levels. They are now accepting requests for Out-of-Area Transfers for FIU employees who do not live within the school boundaries! Join them for the “FIU Friends & Family Orientation on Tuesday, May 15th at 8:30 a.m. School is adjacent to the Modesto A. Maidique Campus. Private tours are also available upon request. For more information, please [click here](#). Should you have any questions, please contact Elena Octala, Assistant Principal, at eoctala@dadeschools.net.

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