

August 3, 2018

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Performance Excellence Process (PEP) Available Now



As we begin a new fiscal year, we not only reflect on the work that was accomplished over the past year, we also set goals for the 2018 – 2019 Fiscal Year performance period. To that end, the Performance Excellence Process (PEP) documents for administrative, staff employees, and their managers are now available in PantherSoft with a completion deadline of Sunday, September 30th.

Questions? Contact The Division of Human Resources Service Center at (305) 348-2181, or the Talent Acquisition and Management team at (305) 348-3206.

Save the Date for FIU Homecoming!



It's time to start dusting off your Panther gear because Homecoming Week is near! Join us Saturday, October 6th – October 13th for a week of celebrations and exciting events that unite our students, faculty, staff, retirees, alumni, and community! [Click here](#) for a list of fun events and activities that will have you Unleashing the Spirit!

Questions? Contact [Trudy Fernandez](#), Director, HR Relations, at (305) 348-0101.

Employee Benefits



9 over 12 month Deferred Earning Program Enrollment Period – The 9 over 12 month Deferred Earning Program 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 disenroll, during the 9 over 12 month Deferred Earning Program. Enrollment period ends Friday, August 17th. For more information, please [click here](#).

Dependent Eligibility Verification – To ensure accountability in the state group insurance program, the Division of State Group Insurance (DSGI) has conducted a verification audit to confirm that an employee's dependents are eligible for insurance coverage. For enrollees who submitted partial documentation, the DSGI is reviewing the documents submitted and working to verify dependent eligibility when possible. Enrollees who did not respond to the audit, as well as those for whom DSGI cannot verify eligibility, will be mailed a letter providing them with administrative hearing rights prior to any dependents being removed from coverage. Enrollees will have 21 days to file a petition to challenge the removal of their dependents from coverage.

Enrollees can submit an appeal to DSGI at any time to prospectively reinstate their eligible dependents. Appeals should be submitted directly to DSGI and must include documentation to verify the dependent's eligibility. Enrollees can send appeals via email to DSGIQAteam@dms.myflorida.com, fax at (850) 488-0252, or by mail to the Division of State Group Insurance, Dependent Eligibility Verification Audit, 4050 Esplanade Way, Suite 215, Tallahassee, FL 32399.

Summer Perks – This summer, discover savings on housing, car rentals, entertainment, and more. [Click here](#) for a complete list of perks.

Questions? Contact Benefits Administration at (305) 348-2058.

Sign up Today for the Service Excellence Workshops



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, 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

[Log in and register today!](#)

Questions? Contact Talent Acquisition and Management at (305) 348-2500.

Mindfulness Workshops with The Office of Employee Assistance



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 disidentify 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.

Dates & Times:

Wednesday, August 8th, 12:00 p.m. – 1:00 p.m., GL-482 | MMC

Friday, August 10th, 12:00 p.m. – 1:00 p.m., HL-210 | BBC

Friday, August 17th, 12:00 p.m. – 1:00 p.m., GL-482 | MMC

Wednesday, August 29th, 12:00 p.m. – 1:00 p.m., CSC-1123 | MMC

Friday, August 31st, 12:00 p.m. – 1:00 p.m., GL-482 | MMC

[Login in and register today!](#)

Questions? Contact The Office of Employee Assistance at (305) 348-2469.

Great Colleges to Work For®



We have so much to celebrate! For a recap of our recent “Great Colleges to Work For®” recognition, please [click here](#). Want to relive the celebration? View the event [webcast](#) and enjoy the [photo gallery](#) for this special occasion.

Questions? Contact [Trudy Fernandez](#), Director, HR Relations, at (305) 348-0101.

Did You Know – New FIU Email Signatures



DID YOU KNOW?

Did you know we unveiled a new annual email signature? This year, we are highlighting our remarkable recognition as a “Great College to Work For®.” Visit brand.fiu.edu to download yours today!

You will also find the “**Worlds Ahead**” approved university signature on the same website, plus other useful information regarding our university’s brand. In **keeping with current permitted use of trademark logos, please note that these are the only two email signature blocks that are currently available for professional looking emails.**

We look forward to spotting your updated signatures!

Questions? Contact [Lotty Jean](#), Assistant Brand Manager, (305) 348-7102.

Panthers Active Wellness Services



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

Check. Change. Control.™ Blood Pressure Program – High blood pressure is mostly a symptomless condition, which is why it’s called the “silent killer.” The first step in combating this is to know your numbers and monitor on a regular basis. This is why PAWS is proud to offer Check. Change. Control.™ Enrollment for Check. Change. Control.™ is now available! Sign up at the [Check. Change. Control.™ home page](#). Our 5 digit (alpha numeric) Campaign Code is BAPT5. You may connect to the PAWS volunteer account, FIU PAWS Wellness or F805DE4F62A7, once you are logged in. Once you have connected you may contact pawswellness@fiu.edu for a free blood pressure machine.

NEW! PAWScast – Peace and mindfulness is something we all seek. [Listen](#) to Part 1 as Nathan and Giselle chat with Dr. Lengnick, Director of Care & Counseling at Baptist Health South Florida, for a conversation about mindfulness and peace. Enjoy!

Questions? Contact [Nathan Burandt](#), Benefits Manager, at (305) 348-2530.

Records Management Compliance Training



The Records Management Compliance Training is now accessible online 24/7! As state employees, we must comply with the Florida Public Records Law. In furtherance of that goal, the FIU Libraries’ University Archives in collaboration with the Office of the General Counsel is making available online the records management training program previously conducted live throughout the year. The objective of the program is to assist university personnel maintain and dispose of records in accordance with the requirements established by the Florida Department of State. Anyone who participates in the training will earn two (2) credit hours of Professional Development and a certificate of course completion.

Please [click here](#) to enroll in the Records Management Compliance Training. Click on “Records Management Compliance Training,” hit “Continue,” and log in using your FIU credentials.

Questions? Contact recordsmanagement@fiu.edu or (305) 348-1377.

Policy Timeline



Once policy drafts submitted to the University Compliance and Integrity Office have been reviewed by the policy owner, stake holders, and the Office of the General Counsel, they will be published as policy drafts for 14 days in the Policies and Procedures Library for review and comment by the university community. If requested, a presentation related to the policy draft will be conducted at the appropriate policy review committee (Dean Advisory Council and/or Operations Committee) for clarification and discussion of the policy draft. Afterwards, the university president may also be asked to review the policy draft. Once review is complete, the policy draft will be posted in the FIU Policies and Procedures Library. For more information on the Policy Timeline, please [click here](#).

The online repository of FIU policies and procedures can be found in the FIU Policy and Procedure Library located at policies.fiu.edu, and FIU regulations at regulations.fiu.edu.

Questions? Contact the University Compliance Office at (305) 348-2216.

Take Advantage of Your FIU Tuition Waiver



FIU is the place you go when you want the power to do more and go further in your career. FIU Online graduate degrees can be completed 100% online. We're not stopping! We're adding more degrees every semester! When you think about where you are and where you will be, the choice is clear. Be online with FIU Online. Explore our online programs [here](#). For more information, call FIU Online at (305) 348-3125 or email onlineprograms@fiu.edu.

Questions? Contact FIU Online at (305) 348-3630.

FIU vs UM – Tickets on Sale August 13th



Tickets to the FIU vs. University of Miami football game on Saturday, September 22nd at Hard Rock Stadium will go on sale to FIU employees on Monday, August 13th beginning at 9:00 a.m. Employees can purchase their tickets online by visiting FIUSports.com. Phone orders will not be accepted. All tickets will be located in the upper level end zone of Hard Rock Stadium and are available for \$25 plus processing fee per ticket. The deadline to order tickets is Monday, August 20th at 5:00 p.m.

Questions? Contact [Jeremy Lamb](#), Assistant Athletic Director, at (305) 348-2903.

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