



Milissa Becker - HR Director <becker@csp.edu>

HR Advisor January 2020

1 message

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Human Resources Advisor January 2020



Milissa's Minute

Happy New Year!

As some federal deadlines draw near, we ask that you complete a few housekeeping tasks:

1. ***Please check your pay statements to ensure that all elections and deductions are accurate.***
2. In preparation for tax season, please verify that your mailing address is correct. If you need to notify us of an address change, please contact HR as soon as possible so that there are no delays in receiving this important document.
3. Consistent with IRS requirements, all employees will have access to the ***W2 tax form by January 31st***, 2019 and ***1095C/Health coverage by March 2, 2020.***
4. Be on the lookout for All Are Welcome Pledges delivered to your campus mail address.



As we begin this new semester of supporting students toward graduation, I pray you have a blessed year.

Security Reminders:

In addition, let's be sure that we are considering the security of our space, data, and information by considering the following:

- Please keep your classrooms closed and locked at all times to ensure a secure classroom environment. If a student needs to step out, please close the door behind them. To assist with classroom temperature concerns, please contact Sodexo Facility Management via 651.641.8266
- Be sure to report suspicious activity by calling 651.641.8777.
- Please be aware that phishing scams can be carried out by phone, text, or through social networking sites - but most commonly by email.
- Be suspicious of any official-looking email message or phone call that asks for personal or financial information.
- Please ensure you are maintaining professionalism in your email communication. Only include those who are pertinent to the conversation at such time that they should be included.

Remember, the safety of our facilities, data, and information is a shared responsibility by all!

Payroll Reminder

- Employee time cards are due by 11:59 p.m. on the last day of the pay period.
- Employee time cards need to be approved by 10:00 a.m. Monday of the payroll week.

Important Dates

- January 20 – MLK Day – Holiday
- January 22 – Part-Time Job Fair in the BEC (Please ensure that all open positions are posted and students are applying through Handshake.)
- January 24 – Installation Service for President Friedrich

January HR Trainings

- **Customer Service – January 29 at 10:00 a.m.**
- **Difficult Conversations – February 5 at 1:00 p.m.**

For more information or to request a training topic contact:

Alex at amiller1@csp.edu | 651-641-8224

2020 Paid Holiday Schedule

- Martin Luther King Jr. Day: Monday, January 20, 2020
- Good Friday: Friday, April 10, 2020
- Memorial Day: Monday, May 25, 2020
- Independence Day Observed: Friday, July 3, 2020
- Labor Day: Monday, September 7, 2020
- Thanksgiving: Thursday, November 26, 2020 & Friday, November 27, 2020
- Christmas Break 2020: Thursday, December 24, 2020 through Friday, January 1, 2021

Golden Bear Award Reminders

A reminder that we have updated the Golden Bear program as well as having rolled out a new peer recognition initiative.

We are still collecting nominations for the Fall Semester Golden Bear recipients. Please use the link below or visit the HR office for a form to nominate someone for this honor!

The Golden Bear Award will now be awarded to three people each semester for recognition of service above the call of duty and in the All Are Welcome spirit. The nomination form for the Golden Bear award is located [here](#) as well as having a postcard-size form that will be kept in the HR office.

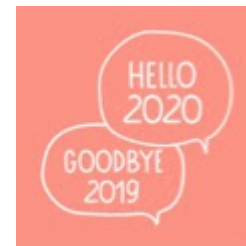
The new initiative for peer recognition is to give Shout Outs to peers by giving that special recognition in a timelier manner. The method of giving this immediate feedback is by using a Google form. The form may be submitted at any time for any employee who has gone above and beyond. The form will then be sent immediately to your colleague and their supervisor, along with a special Golden Bear decal that may be displayed wherever they choose.

Peer recognition is defined as the genuine expression of appreciation exchanged between co-workers. To send immediate recognition to your colleague, [simply click here and complete the Shout Out form.](#)

Wellness Spotlight

Vitality Go for Gold Campaign

2019 was all about Shooting for Silver in the Vitality program. In 2020 the goal is to **Go for Gold!** With the beginning of a new decade, choose to focus on your health and wellness and participate in the Vitality reward program.



Key Details:

- Vitality is an incentive-based health and wellness program that provides individualized guidance to lower health risks
- You can read more about the new campaign by visiting: <https://www.concordiaplans.org/blog/go-for-gold-in-2020-part-1-of-3>
- Get the scoop on Vitality 2020 [here](#)
- See what's new for 2020 Wellness [here](#)
- Join a webinar hosted by Vitality to learn more about the **Go for Gold** campaign, [REGISTER](#) for one of the sessions below
- Jan. 21 @ 12 p.m. CT
- Jan. 23 @ 3 p.m. CT

Office Hours

HR Hours of Operation

8:30 a.m – 4:30 p.m.

AD 111

Questions or comments regarding the Human Resources Advisor can be directed to Alex Miller: amiller1@csp.edu or 651-641-8224



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