



HOLIDAY BASKET RAFFLE FUNDRAISER

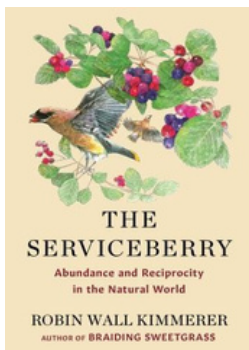
Display and Ticket Sales | December 1 through 5

As a part of the Holiday Reception festivities, a basket raffle fundraiser will take place in support of the United Way of Carlisle and Cumberland County. Win one of 10 beautifully curated baskets created by departments across campus. Pictures of all baskets and full details are [available in this flyer](#). Winners will be announced at 7 p.m. at the holiday reception. You do not need to be present to win. Tickets are: \$1 for 1, \$5 for 6, or \$10 for 15 (cash only).

WAIDNER-SPAHR LIBRARY EVENTS

DICKINSON COMMUNITY READ

Registration is Open Now
Tuesday, January 20 | 4:30-6:30 p.m



The Dickinson community has selected *The Serviceberry: Abundance and Reciprocity in the Natural World* by Robin Wall Kimmerer as our next Community Read.

[Register here](#) or scan the QR code. A limited number of books are available to registrants on a first-come, first-served basis.



ANNUAL WINTER BREAK POTLUCK

Thursday, January 8 | Noon-2 p.m
Biblio Cafe

Are you on campus during winter break? Join us at the library for home-cooked food, conversation, and board/card games! Come when you can, and leave when you must. [RSVP here](#).

This event is open to all students, faculty, and staff. We would appreciate any faculty and staff who are able to bring a dish to share and/or prepackaged snacks for students staying on campus.





WORKDAY IS LIVE, STARTING DECEMBER 15

ARE YOU PREPARED FOR THE TRANSITION?

Review the **Important Dates and Deadlines** page to find key dates

Ended November 24: Totara (Learning Management System) | For employees required to complete the **Driver's Safety** course before December 15, please [click here](#). Courses required as part of a new employee's onboarding process may be completed in Workday beginning December 15.

Ended November 30: Payroll Deduction Changes in Self-Service Banner | Changes to contributions, i.e., retirement, can be made in Workday beginning December 15. Questions should be directed to [Human Resource Services](#) or [Payroll](#).

Ends December 13: Time Tracking in Self-Service Banner and TimeClock Plus | Please refer to the Time Tracking section within the [Important Dates and Deadlines](#) webpage for employees and students. For questions, please contact [Payroll](#) or [Student Employment](#).

Ending December 17: Expense Reports, Invoices, and Payment Vouchers must be submitted by December 16 in Banner. No expense report entries or invoices/vouchers will be permitted between December 17 and January 4. Beginning January 5, expense reports and supplier invoice requests may be submitted in Workday. Questions should be directed to [Accounts Payable](#).

Starting December 15 and beyond:

Recruiting | All active job postings will be moved to Workday's career site, and new applicants will begin using Workday. Current applicants will remain in Quest, and both systems will be used to manage applicant pools. Hiring Managers received a detailed email on or around November 11. Questions should be directed to [Human Resource Services](#).

Time Off Requests | **ALL staff** will begin using "Request Absence" in Workday for vacation, sick, and other time-off requests. Contact [Human Resource Services](#) for assistance.

Purchasing Cards (P-Cards): December P-Card transactions **will be coded and approved via Wells Fargo by January 10**. Submitting and approving P-Card transactions for purchases made during the month of January may begin on January 5 in Workday. Questions should be directed to [Financial Operations](#).

WORKDAY TRAINING

Search for 'Workday' in [EngageD](#) to register for available training sessions and walk-in Wednesdays! Watch the [Workday training webpage](#) for recorded sessions if your schedule does not permit you to attend an offering.

WORKDAY TRIVIA

Now Through December 15

Watch Dickinson Today for Workday Trivia questions. Answers should be submitted to workday@dickinson.edu. Winners are chosen randomly.

EMPLOYEE ANNOUNCEMENTS

OFFICE OF MARKETING & COMMUNICATIONS HONORS

Office of Marketing & Communications Wins Four CASE District II Awards

Dickinson's Marketing and Communications team has earned four Best of CASE District II Awards for outstanding work in design and communications. These honors recognize projects that showcase creativity and impact in higher education marketing.

Please read the full story [here](#) and join us in congratulating the staff behind these award-winning efforts!



2024 SUMMARY OF ANNUAL REPORTS

- [Retiree Healthcare Summary Annual Report](#)
- [Tax Deferred Annuity Retirement Plan](#)
- [Defined Contribution Retirement Plan](#)

The above reports reflect the financial conditions and transactions for the period from January 1, 2024, to December 31, 2024. You may print and/or view PDF versions of the reports. More information can be [found here](#).



EMPLOYEE ANNOUNCEMENTS

Green your gift-giving this year and make them!

Groups from across campus and the community will host craft/gift-making stations with all the necessary supplies to create sustainable gifts for others using upcycled materials. Green your gift-giving this year and make them!

Give-Away Table

CSE will also be running a “Give-Away Table,” which is a space to leave, take, or trade gifts for others. Think yard sale, but everything is FREE! We have diligently been collecting items like vintage Dickinson swag, household items, mugs, books, bags, etc., to give away to YOU. We also invite anyone to clean out their spaces and leave any unwanted, used/ or new items that someone may want to take away with them or upcycle as a gift. Contact sustainability@dickinson.edu for a pickup.



The Center for
Sustainability Education &
Campus Partners Present:

GREEN GIFTS WORKSHOP

Make FREE sustainable gifts for others.
Shop local & student vendors.
CRAFTS | BEESWAX CANDLES | ART | JEWELRY

OPEN HOUSE EVENT TO BRING TOGETHER
STUDENTS, FACULTY, STAFF & COMMUNITY

**FRIDAY
DECEMBER 5
12:00-2:00 PM
@ ATS**

RED DEVIL EMPLOYEE TAILGATE

On Saturday, November 1, employees and their families gathered for some pre-game tailgating on Belvedere Field. Thank you to the President's Office and Staff Forum for organizing this fun-filled event! Check out the pictures on the next page, courtesy of Joe O'Neill, Sr. Director of Visual Media.





TAILGATE *Smiles*





WINTER WEATHER PREPAREDNESS & SAFETY TIPS

Here are a couple of tips for handling the winter months ahead:

Outdoors and Traveling:

- Dress in layers, cover skin, and limit time outside. Layers of loose-fitting, lightweight clothing will keep you warmer than one bulky sweater.
- Ice and snow, take it slow—slower speed, slower acceleration, slower steering, and slower braking.
- Clear snow and ice off fire hydrants so fire departments can gain access.
- Maintain your vehicle: Check the battery, tire tread, and windshield wipers—keep your windows clear, put no-freeze fluid in the washer reservoir, and check your antifreeze.
- Keep extra supplies in your vehicle, such as a flashlight, blanket, jumper cables, shovel, snow brush/ice scraper, and some snacks in case you become stuck while on the road.
- Try to park in areas with little to no snow cover to minimize slips and falls.

Walking on Snow and Ice:

- Wear appropriate footwear with a good tread—avoid plastic or leather soles.
- Be aware that the north sides of buildings are often slicker from the lack of sunlight.
- Remember to take shorter strides to maintain your center of balance on slippery surfaces.

General Reminders:

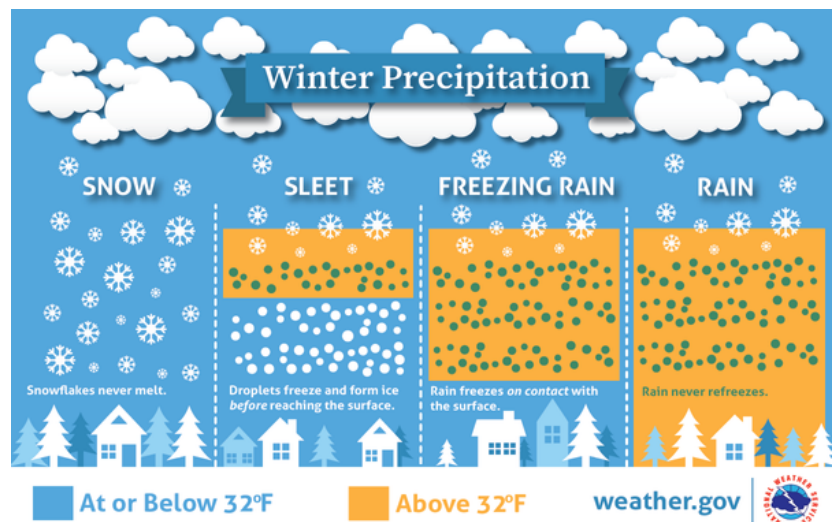
- Ahead of and during inclement weather, the college receives regular updates from the National Weather Service, which it uses to guide its response.
- If the college is delayed or closed, please make every effort to arrive on campus at the designated opening time. For example, if there is a delayed opening until 10 a.m., please arrive at 10 a.m. Our facilities staff do an incredible job of clearing away snow and ice, but parked cars arriving earlier than requested often hinder these efforts and can create additional slick spots later or leave untreated areas.
- In the event of a delay or closure, the college will make every attempt to communicate with you via all available methods, including Red Alert. All pertinent details will typically be discussed in this messaging.

Sources and additional information:

Protecting Yourself from Winter Weather

Winter Storm Safety

Winter Weather: Before, During & After
Heating Fire Safety





PREVENTING SLIPS, TRIPS, AND FALLS

Winter weather can make walking surfaces hazardous. Here are some essential tips to help you stay safe:

1. **Use Handrails:** Always hold onto handrails when using stairs to maintain your balance and prevent falls.
2. **Walk, Don't Run:** Move carefully, especially on snow or ice. Try the "penguin method" of walking on ice: take short, shuffling steps and keep your center of gravity over your front leg to improve stability.
3. **Report Slippery Areas:** If you encounter any slippery surfaces, indoors or outdoors, report them to Facilities immediately so they can be treated.
4. **Stick to Treated Paths:** Whenever possible, use designated walking surfaces that have been treated for ice and snow to minimize the risk of slipping.
5. **Follow Delayed Opening Schedules:** Pay attention to any delayed opening schedules announced by the college. These delays are often put in place to ensure that walkways and roads are properly treated and safe for travel. Remember to check all Dickinson College social media, the college radio station, and local news sources for the latest information on delayed openings.

Questions? Please contact **Kevin Walters**, Safety and Emergency Management Specialist.





UNITED WAY

Day of Caring



Financial Wellness



ON DEMAND WEBINARS

Click on the links below to access financial education on demand.

Fidelity Webcast HUB

Spotlight: [Fidelity Viewpoints: Market Sense](#) (every Tuesday at 2 p.m.)

TIAA Webinar Schedule

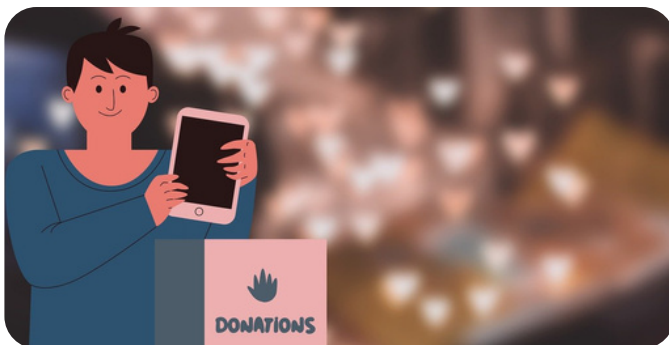
Spotlight: [Social Security Benefits Planning: Basic Considerations & Strategies](#) (Wednesday, December 10 at 12 p.m.)

TIAA CONSULTATIONS

From **9 a.m. to 5 p.m.** on **Friday, December 19**, in the McCauley Room, Old West.

To schedule a personal meeting with financial consultant, Nigel Stearns, please **sign up online** or call 800-732-8353 (remember to ask for the Dickinson College schedule). All appointments must be scheduled through TIAA.

Giving Tuesday: Year-End Tips to Maximize Your Impact A Fidelity Investments Webinar



Watch the replay of Fidelity Investments' live Giving Tuesday webinar with a special guest from Fidelity Charitable® to learn how you can have a bigger impact on the causes you care about.

Watch here.

EMPLOYEE TOTAL REWARDS STATEMENT

Coming Soon in Workday! The **Total Rewards Statement**, formerly known as the *Annual Employee Compensation Statement*, will be available in **January** via Workday.

This personalized summary will provide a comprehensive overview of your salary and benefits as an employee of Dickinson College.

Be sure to check Workday in the new year!



FALL INTO WELLNESS CHALLENGE

Our Fall Into Wellness Challenge began Sunday, November 9, and continues through Saturday, December 6. Each week features activities divided into four categories: *Scheduled Activities, Physical Fitness, Wellness, and Nutrition*. **Participation reporting entries are due by Friday, December 12.** Individual and Mini-Team winners will be announced in our next issue.

Mindfulness - Being “Present”

**Thursday, December 18
10 a.m. and 4 p.m.**

Join Karen Beaudoin, MSW, EAP Program Manager and Senior Trainer of Health Advocate, for a free webinar on mindfulness. Discover practical strategies to reduce stress, manage negative thinking, and move forward in a healthy, productive way. [Register here.](#)

January's session: [The Journey to Happiness](#)

Empowering Women in Their Healthcare ADVOCACY, EDUCATION, & SUPPORT

Wednesday, December 10 | 10 a.m. or 2 p.m. | A Health Advocate Webinar

Whether you're supporting others or managing your own care, this session will equip you with the tools and knowledge you need to take charge of your health.

This Health Advocate webinar goes far beyond just women's health—*it's for everyone.*

[Click here to register: 12/10 @ 10 a.m.](#)

[Click here to register: 12/10 @ 2 p.m.](#)

During this webinar, you'll learn: How to advocate for yourself in medical settings; what questions to ask during medical appointments; what resources and support are available to you (and how to access it).

Health Advocate provides expert guidance and personalized support to help people navigate the complicated healthcare system, empowering people to make informed decisions for themselves and their loved ones.



FREE FITNESS PROGRAMS - REGISTER IN **ENGAGED**

Classes can be found in **Engaged** via the Gateway by searching for keywords (cardio, Pilates, Zumba), by selecting the *Group Fitness* category, or by clicking on the images below. Be sure to RSVP for each session you plan to attend.

MONDAYS



Pilates
3:30 & 4:30 p.m.
HUB Dance Studio

WEDNESDAYS



Pilates
3:30 & 4:30 p.m.
HUB Dance Studio

TUESDAYS



Noon - 1 p.m.
HUB Dance Studio

FRIDAYS



Zumba
5 - 6 p.m.
HUB Dance Studio



Zumba
5 - 6 p.m.
HUB Dance Studio

**A 360-DEGREE DIGITAL
EXPERIENCE FOR
DICKINSON EMPLOYEES*
ON MOBILE, TV, & WEB**

*Available for full- and part-time faculty
and staff*



LEARN

MORE

Here's what you will find in YMCA360



For Families & Kids
Engaging videos in youth sports, Fun Fit, martial arts, visual arts, STEM, and culinary arts (with recipes!); Nutrition education and healthy habits



Fitness for ALL Levels
Cardio, strength, dance, cycle, HIIT, core, mobility, and weightlifting; Specialized support for Parkinson's and Cancer recovery (WellnessRx)



Live Classes
Real-time sessions led by YMCA instructors from across the country



Mind & Body Wellness
Classes in Yoga, Pilates, Tai Chi, and Meditation; Mind Matters: Resiliency, gratitude, energy management, and habit development



Active Older Adults
Tailored workouts: cardio, circuit, strength, bootcamp, and stretching





HUMAN RESOURCE SERVICES

PO Box 1773
Carlisle, PA 17013-2896

Phone: 717-245-1503

Email: devwell@dickinson.edu

CAMPUS RESOURCE QUICK LINKS

[How To Guide](#)
[Dickinson/Biking](#)
[Dickinson/College Farm](#)

[Dickinson/Sustainability](#)
[TechNews](#)
[Trout Gallery](#)

[Theatre & Dance](#)
[Campus Announcements](#)
[Campus Events Calendar](#)

WELLNESS INCENTIVE TAXABILITY NOTIFICATION

We thank you for being an active participant in the wellness programs at Dickinson College. We value all employees and offer a variety of programs throughout the year to encourage wellbeing while offering educational, fun opportunities to engage the mind and body while creating a positive inclusive social environment for the campus community. We hope you enjoy participating in these programs and events throughout the academic/fiscal year.

In recognition and appreciation of your participation in the wellness programs, we offer healthy reward incentives. As a reminder, in accordance with IRS regulations, awards and gifts to employees from the college are considered taxable income and the college is required to withhold taxes.

The value of your incentive(s) will be added to your income through payroll, which could result in a decrease in your net pay because of additional tax withholdings on the value or dollar amount. The tax withholding will coincide with the payroll period closest to the date that you receive your annual incentive reward. Please contact payroll with any questions related to this additional withholding.

PROFESSIONAL DEVELOPMENT & WELLNESS PROGRAM REGISTRATIONS AND ATTENDANCE

The college offers many opportunities for professional development and wellness programs throughout the year, providing enrichment of staff and, when appropriate, their families as well. Registration for the majority of the programs offered is available through the [Gateway](#) or by contacting Human Resource Services. To offer an equal opportunity for all employees to participate in these programs, we request staff members to register after confirming availability with supervisory staff to ensure that scheduling permits attendance.

In the event that you register and find that you are unable to attend, our policy requests cancellations 48 hours prior to the start time of the program or event so that we can offer the spot to another. This will also allow us to adjust registration counts with CASE and the catering department. Giving advance notice of cancellation allows for the college's resources to be allocated in the best possible way and is a sustainable practice for us all.