

Vitality

Dickinson

Human Resource Services
December 2017
Volume XII | Issue 5

New Year Social

January 13, 2018 | Holland Union Building | 7–11 p.m.

WE ARE TRULY EXCITED TO CELEBRATE THE NEW YEAR WITH ALL EMPLOYEES AND RETIREES OF THE COLLEGE!

Invitations for the January 2018 New Year Social have been sent via email to each regular full-time/part-time faculty/staff member and retirees (plus guest). Please remember to register for this event online at www.dickinson.edu/NewYearSocialRsvp, by emailing HREvents@dickinson.edu or by calling ext. 1503.

Please pick-up your tickets on or before Friday, December 15 at one of the following campus locations during regular business hours:

- Facilities Management Office at 5 N. Orange Street
- FAS Mail Center in the lower level of the HUB
- Human Resource Services located at 55 N. West Street

If you have any questions, or would like your ticket(s) sent via interoffice mail, please send an email to HREvents@dickinson.edu, or call ext. 1503.

For event details, please visit the New Year Social event webpage at: www.dickinson.edu/newyearsocial

 @DickinsonHR #dsonsocial

New Hires

Shanea Benner, *Dining Services*
Jenifer Martin Gilio, *Individual Giving*
Beth Pohlman, *Donor Relations*

Retirees

We wish a fond farewell to John Zimmerman who retired from Facilities Management after 19 years of service to Dickinson.

AETNA INDIVIDUAL CONSULTATIONS

Do you have medical or prescription drug questions regarding your Aetna insurance plan? How does this insurance plan work? Our Aetna representative will be available on campus to help answer your claims questions or inquiries regarding your medical, prescription, and mental health services. Please bring any documents pertaining to your questions such as explanation of benefits, bills, letters, etc. Aetna's enrolled members can log into Aetna Navigator at www.aetna.com to access Aetna's broad network, pharmacy information and resource tools. Sign ups through [Totara](#) in Gateway are preferred, but walk-ins are also welcome.

- **TUESDAY, DECEMBER 12**
HUB Mary Dickinson Room
10 a.m.–2 p.m.
- **TUESDAY, JANUARY 16**
HUB Mary Dickinson Room
11:30 a.m.–3:30 p.m.

NOTE: To sign-up for your Aetna consult appointment in Totara, search for keyword "Aetna" in the course search box. Enroll in the Aetna, Medical Consumerism & Healthcare Costs course, then "Sign-up" for your selected appointment date and time within the course to complete your registration process in Totara.

Get the Most Out of Your Benefits!



Did you know that Aetna members have a great online tool in Aetna Navigator to compare healthcare providers costs, pharmacy pricing and potentially save on medical expenses?

Full-time employees and their dependents who are Aetna members have access to many online resources including a **cost estimator**, which provides the ability to look at various options for receiving medical care, procedures, testing and prescription costs at local pharmacies. Accessing this tool is **easy** for current members by logging on and/or creating an Aetna Navigator username and password in the [online portal](#). Curious? Find out more by doing a sample cost comparison of local lab services (i.e. Quest labs comparison to UPMC Pinnacle Health or Geisinger Holy Spirit) through the Aetna Navigator portal!

UNITED CONCORDIA DENTAL

Keeping Your Smile Bright During the Holidays

Holidays are a time for sweets, treats and indulgences; many people will be focusing on their weight and working on not gaining extra pounds between parties and left overs. It's important to remember not to neglect your oral health during the holiday season! Below are some tips to keep your mouth healthy and happy:

1. Eat sugary treats with your meal when extra saliva is produced in your mouth.
2. Drinking water throughout the day can help rinse your mouth and it's a healthier option than juice and soft drinks.
3. Munching on cheese can protect tooth enamel from decay and also increase saliva in your mouth. Just watch your portions as cheese is also high in fat which can contribute to weight gain.
4. Avoid chewing on the ice in your drink as it can cause fractures and chips in your teeth and can make them more sensitive.
5. If you are going to drink juice and soft drinks, use a straw and position it toward the back of your mouth. This prevents a sugary coating from forming on your teeth.

You can learn more about nutrition and the basics of oral health care by visiting United Concordia's Dental Health Center at www.unitedconcordia.com/dental-insurance/dental-health/nutrition

You can learn more about your dental benefits and oral health information by registering on My Dental Benefits: www.unitedconcordia.com/dental-insurance/member

HEALTH ADVOCATE

Holiday Health Tips

It's finally fall! Before the season gets too busy and the holidays are upon us, take a moment to check out a few tips and resources you can use to keep you and your family eating well, being active, and staying safe throughout the season.

EAT HEALTHY ALL SEASON LONG

- Find out what fruits and vegetables are in season during fall—plus, check out a variety of healthy recipes you can make using these ingredients: [Fun with fall produce](#).
- Feeling a little chilly? Make a healthy soup to fill you up and keep you warm. Try some of these recipes: [Hearty, healthy soups for fall](#).

GET MOVIN'...

- Try these ideas to [get your whole family moving this fall](#).
- Don't forget, when it's cold outside you can always [squeeze in some exercise at work](#) or by [turning your everyday activities like errands and chores into exercise!](#)

STAY SAFE AND HEALTHY

- Check out this list of [simple tips to stay healthy this fall](#).
- And don't forget to get your flu shot! [Here are 5 great reasons why you should get one.](#)

RETIREMENT PLANNING SESSIONS: TIAA INDIVIDUAL COUNSELING SESSIONS

A TIAA representative will be on campus during the month of December on:

- **TUESDAY, DECEMBER 12** **HUB side room 201**

To schedule a personal meeting with TIAA, please visit www.tiaa-cref.org/moc or call 1-800-842-2010. Appointments may be scheduled with TIAA between 9 a.m.–5 p.m. on the dates listed above.

DICKINSON COLLEGE CHILDREN'S CENTER WINTER BREAK CLOSING SCHEDULE REMINDER

DCCC will be closed Monday December 18, 2017 through Monday January 1, 2018. DCCC will re-open Tuesday January 2, 2018 at 7:15 a.m. Typically the DCCC follows the same schedule as the college's winter break closing. However, this year we will follow a slightly different schedule. DCCC will not charge families tuition for these two weeks (December 18–22 and December 25–29) during the winter break closedown period.

2017 Year End Reminders

Electronic W-2 Information

As required by the IRS, Dickinson furnishes all employees with a Form W-2 Tax and Wage Statement for each calendar year. The W-2 provides details of earnings and tax withholdings for the year.

Dickinson encourages all employees to elect to receive only an electronic Form W-2 through Banner Self Service. If you consented to the electronic W2 last year, your consent will remain in effect for 2017. You can review and update your consent through Banner Self Service.

Employees who consent to receiving an electronic W-2 will not receive a paper form and agree to obtain their W-2 through Banner Self Service. The consent will remain in effect until withdrawn by the employee through Banner Self Service or upon termination. If an employee does not consent, Payroll will mail a paper Form W-2, no later than January 31, via the US Postal Service to the current address on record.

Employees may be required to print and attach a W-2 form to their Federal, State or local income tax return.

Benefits to receiving Form W-2 electronically:

- Electronic W-2 forms promote the college's sustainability efforts
- Electronic W-2 forms are available earlier than the traditional paper forms
- Electronic W-2 forms cannot be lost, stolen, delayed or misplaced by the U.S. postal service or by the employee
- Electronic W-2 forms are available anywhere the employee has access to a computer
- Electronic W-2 forms will remain online for multiple years

How to give consent to receive your electronic W-2

- Log into Banner Self Service through the Dickinson Gateway (gateway.dickinson.edu)
- Click on the Employee Information
- Click on Tax Forms
- Click on Electronic W-2 Consent
- Click the Submit button
- To withdraw consent, follow the above steps

**ELECTRONIC CONSENT FOR THE 2017 W-2 MUST BE MADE BY DECEMBER 31, 2017.
CONTACT PAYROLL@DICKINSON.EDU WITH ANY QUESTIONS OR CONCERNS.**

2017 Year End Reminders

ADDRESS CHANGES FOR W-2 INFORMATION:

If your address has changed in the last year, don't forget to update Human Resource Services before you leave for the holiday break. The post office will not send your W-2 to a forwarded address that you may have registered with them.

YEAR-END PAYROLL ENTRY REMINDERS:

To meet the deadline for preparing the final payrolls of 2017, any payroll changes, including stipend requests, must be submitted to Human Resource Services by **9 a.m. on Thursday, December 14, 2017.**

The deadline for submitting and approving hours for the November 26, 2017–December 9, 2017 pay period for bi-weekly and student payrolls will be **9 a.m. on Monday, December 11, 2017.**

The deadline for submitting and approving hours for the pay period December 10–23, 2017 for the biweekly (regular hourly employees) and student payrolls will be **9 a.m. on Thursday, December 14, 2017.**

Semi-monthly and bi-weekly pay advices will be emailed on December 28, 2017 and checks will be mailed to home

addresses on the same date. Direct deposits will appear in employee bank accounts on the actual pay date of December 29, 2017.

Student pay advices for the November 26, 2017–December 9, 2017 pay period will be emailed on December 19, 2017 and direct deposits will appear in student bank accounts on December 20, 2017. Advices for the December 10–24, 2017 pay period will be emailed on January 2, 2018 and direct deposits will appear in bank accounts on January 3, 2018.

If you have any questions, please contact either Jeanne Hillary (ext. 1544) or Polly Willey (ext. 1725) in the Payroll Office or by email at payroll@dickinson.edu.

Compliance Announcements & Reminders

Emeriti 2016 Summary Annual Report

The 2016 Summary Annual Report for the Emeriti Retiree Health Plan has been completed. This report reflects the financial condition and the transactions of the plan for January 1, 2016 through December 31, 2016. You may print and or view a PDF version of this report at: www.dickinson.edu/summaryplandescriptions or you may request a copy by contacting HR Services. Printed copies will also be posted on the Facilities Management and Dining Services bulletin boards.

Tax Deferred Annuity & Defined Contribution Retirement Plans 2016 Summary Annual Reports

The 2016 Summary Annual Report for the Dickinson College Tax Deferred Annuity and Defined Contribution plans has been completed. These reports reflect the financial condition and the transactions of the plan for January 1, 2016 through December 31, 2016. You may print and or view a PDF version of this report at: www.dickinson.edu/summaryplandescriptions or you may request a copy by contacting HR Services. Printed copies will also be posted on the Facilities Management and Dining Services bulletin boards.

Health & Safety: AEDs at Dickinson College



The Department of Compliance & Enterprise Risk Management recently purchased and installed eight new AEDs for installation in key locations across campus, bringing the total number of AEDs on campus to 24, ensuring that more individuals are within close proximity to these life-saving tools. An AED, or Automatic External Defibrillator, is a computerized medical device that be used to check a person's heart rhythm, advise, and deliver a shock if needed. Cardiac events requiring an AED can happen at any time and to anyone, regardless of age or physical condition.

The Department of Compliance and Risk Management has implemented several strategies to assist in wayfinding to the nearest AED. First, a PDF map, available for download [here](#) and on the website listed below, highlights each building an AED is located in, as well as the approximate location within the building. To assist those outside with locating an AED, red and white “**AED Equipped Facility**” stickers are affixed on exterior doors of buildings that have an AED. For those within a building, white signs are installed above each AED cabinet, and newly revised [Emergency Quick Reference Guides](#) are being phased in over the coming weeks which now clearly identify the exact location of your nearest AED.

For more information about AEDs on campus, click the following link: www.dickinson.edu/aed

Professional Development & Wellness Events

Stress Less for the Holidays!

Presented by Sharon Veet, RN, BS, UPMC
Pinnacle Harrisburg

Tuesday, December 12

HUB side rooms 204-205 | noon–1 p.m.

Does the holiday season just throw you all out of balance? Family events, gatherings and celebrations are fun—but where do you find the time to get things done and do it all? Interested in learning some tips and tricks to DE-STRESS for the holiday season? Attend this session and enjoy hearing strategies to make this a fun and relaxing time of year!

To register or for more information, enroll in the [Wellness Info Sessions course](#) in Totara via the [Gateway](#), and sign-up for this session.

For assistance with registration, please send an email to devwell@dickinson.edu or call ext. 1503.

Weight Watchers

Meeting Leader: Billie Rae Lerew

FREE OPEN HOUSE: Wednesday, January 17

SPRING SESSION DATES:

Wednesdays, January 24–May 16

HUB side rooms | noon–1 p.m.

Are you struggling with your decisions about food choices, or do you feel alone in your journey to get in better shape? The Weight Watchers program incorporates the best and the latest in nutritional science and research. It has been rigorously tested and reflects more than a decade of innovation that is now presented to members as the best weight loss program possible to help motivate people to eat more healthfully and help them succeed at losing weight. The regular weekly meetings provide the inspiration and tools and support needed to succeed in your journey to health and wellness. *Attend the free open house to learn more.*

ENROLL in the **Weight Watchers** course in Totara via the [Gateway](#), then sign-up for the open house and/or the 17-week program to complete your registration process.

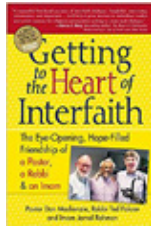
Professional Development & Wellness Events

Fitness program registrations for the Spring semester are open now in Totara via the [Gateway](#)! Remember to sign-up now for the fitness sessions that you would like to attend after winter break. Additional sessions offered through Student Life, Campus Recreation: www.dickinson.edu/groupfitnessclasses

United Concordia: How to be a Smart Dental Consumer

Presented by Katie Mace,
United Concordia
Thursday, January 25
HUB side rooms 204-205
noon-1 p.m.

Insurance plans can feel complicated and overwhelming for consumers. Knowing where to look for helpful information and understanding the basics can make it all much simpler. This presentation will focus on navigating your Dental Benefits Summary, understanding general insurance terms, and discussing ways to maximize your plan to help save you money. Enroll in the course name **Medical Consumerism** in Totara via the [Gateway](#), and then sign-up for this session to complete your registration process.



Book Discussion: Getting to the Heart of Interfaith

Presented by the Center for Service, Spirituality and Social Justice & Professional Development

Friday, January 26

HUB side rooms 204-205 | noon-1:15 p.m.

Too often religion seems to fuel more hatred than love, more conflict than collaboration. Getting to the Heart of Interfaith provides a rich understanding of the road to interfaith collaboration by sharing their stories, challenges and the inner spiritual work necessary to go beyond tolerance to a vital, inclusive spirituality. **A copy of the book will be ordered for employees registered prior to Friday, December 8, 2017.**

REGISTER for this book discussion in Totara via the [Gateway](#), by enrolling in the Book Discussion course, then selecting and **signing up** for this book discussion session.

Understanding FERPA

Presented by Karen Weikel, Registrar

Tuesday, January 17 | Stern Center, room 102 | 9-10 a.m.

The Family Education Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of students with respect to information maintained in their education records. Every Dickinson employee who has access to such information has an obligation to maintain this confidentiality and to protect student privacy. What is an “education record”? What is “confidential information”? What information can you share? Under what circumstances can you share information and with whom? Come learn about FERPA and how to meet your responsibilities under this statute. Bring your own lunch to enjoy during the event.

TO REGISTER please select the Totara icon in the [Gateway](#). Once in Totara, select **“Find Learning”** on the top ribbon and then select courses from the drop down list. Search for **“Understanding FERPA”**. Click on the course and then click on **“Enroll Me”** to enroll. After enrolling, click **“sign-up”** on the far right side. Review the details, you may select to receive an email with iCalendar appointment confirmation, email only or do not send confirmation. Click **“Agree and submit”** button at the bottom of the screen.

WANT DETAILED INFORMATION FOR THESE PROGRAMS? GO TO EMPLOYEE GATEWAY > TOTARA AT [HTTP://GATEWAY.DICKINSON.EDU](http://gateway.dickinson.edu), E-MAIL [DEVWELL@DICKINSON.EDU](mailto:devwell@dickinson.edu), OR CALL EXT. 1503.

Goal Writing

Presented by Denette Moul, Organizational Development & Training Specialist

Tuesday, January 17 | Stern Center, room 102 | 10 a.m.–noon

Goals are an important part of attaining success. This workshop will review how to write meaningful goals that become the basis for strong performance. A review of Dickinson's goal management as part of our annual review process will be covered.

TO REGISTER please select the Totara icon in the Gateway. Once in Totara, select **"Find Learning"** on the top ribbon and then select courses from the drop down list. Search for **"Goal Writing"**. Click on the course and then click on **"Enroll Me"** to enroll. After enrolling, click **"sign-up"** on the far right side. Review the details, you may select to receive an email with ICalendar appointment confirmation, email only or do not send confirmation. Click **"Agree and submit"** button at the bottom of the screen.

Preparing for a Role in Supervision Series

THURSDAYS: January 11–February 22 | 9–11 a.m.

- **January 11 | Stern Center, room 102**
- **January 25 | Old West, McCauley room**
- **February 8 | Stern Center, room 102**
- **February 22 | Old West, McCauley room**

This interactive series is for employees looking to prepare for a future in management. The series will cover fundamental skills that all individuals need to know before making that leap into management. The program is comprised of four modules, each a hands-on, instructional workshop focused on relevant topics in the supervising of employees. Topics offered within the program include:

- Employment Regulatory Basics
- Intrinsic Drivers
- Supervisory Techniques
- Coaching for Performance

TO REGISTER: Please select the Totara icon in the Gateway. Once in Totara, select **"Find Learning"** on the top ribbon and then select courses from the drop down list. Search for **"Preparing for a Role in Supervision"**. Click on the course and then click on **"Enroll Me"** to enroll. After enrolling, click **"sign-up"** on the far right side. Review the detail. This course does require manager approval. You may select to receive an email with ICalendar appointment confirmation, email only or do not send confirmation. Click **"Request approval"** button at the bottom of the screen. Your booking is complete. **Please repeat for each module session.**

Protecting Our Community

Presented by Dana Scaduto, General Counsel & Human Resource Services

Tuesday, January 16 | Althouse 106

Dickinson is committed to providing a supportive working environment for all employees. As part of this effort, we offer educational programs to assist all employees with recognizing and addressing potential harassing and discriminating behavior. New employees are required to complete two web-based modules and attend Protecting Our Community within the first year of employment. Employees are also required to attend Protecting Our Community once every six years.

NONEXEMPT STAFF
9:30–10:30 a.m.

EXEMPT STAFF
2–4 p.m.

To register: Please select the Totara icon in the Gateway. Once in Totara, select **"Find Learning"** on the top ribbon and then select courses from the drop down list. Search for **"Protecting Our Community"**. Click on the course and then click on **"Enroll Me"** to enroll. After enrolling, review the detail and select to **"sign-up"** for either the Nonexempt or Exempt event and appropriate date. You may select to receive an email with ICalendar appointment confirmation, email only or do not send confirmation. Click **"agree & submit"** button at the bottom of the screen. Your booking is complete. **Please repeat for each module session.**

Communication Links, Announcements & Reminders

Wellness Online!

**WELCOME TO WELLNESS ONLINE AT DICKINSON,
AVAILABLE NOW IN TOTARA VIA THE GATEWAY!**

This course offers an alternative to attending the traditional live sessions on campus while promoting educational opportunities through website links provided below for the five core areas of wellbeing. To earn your Healthy Reward Incentive for 2017-2018, completion of a Biometric Screening and Health Risk Assessment is required, along with an activity option in each of the five core areas.

Interesting in starting now? Click on the link to get started and enroll in [Wellness Online](#) today!

PHYSICAL WELLNESS PROGRAM INCENTIVE PRIZE WINNER FOR THE MONTH OF NOVEMBER

Congratulations to **Deb Peters**, *Earth Sciences* for being the Physical Wellness incentive prize winners for the month of November 2017 for participation in exercise/fitness programs in October! Eligibility for the monthly incentive drawings includes all active/registered employee participants in all physical exercise programs offered through the Wellness program, in addition to the Marathon-in-a-Month. The random drawings are held after the close of business on the fifteenth of each month for the previous month. All physical exercise programs that have registration via [Gateway](#) will automatically be included in the monthly drawings. For more details or to request a form to record your marathon-in-a-month miles, please send an email to devwell@dickinson.edu or call ext. 8084.

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 Totara in 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.

CAMPUS RESOURCE QUICK LINKS!

[How To Guide](#)

[Dickinson/College Farm](#)

[Theatre & Dance](#)

[Dickinson Download](#)

[Dickinson/Sustainability](#)

[Campus Announcements](#)

[Dickinson/Biking](#)

[Trout Gallery](#)

[Campus Events Calendar](#)

Dickinson

Professional Development and Wellness
HUMAN RESOURCE SERVICES

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