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Human Resources Advisor

January 2019



Milissa's Minute

Happy New Year!

At the end of 2018, we implemented a number of benefit process changes with the new Concordia Plan Services portal. As such, we ask that you complete a few housekeeping tasks:

1. ***Please check your pay statement 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.
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 4***, 2019.



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

The Portal is Changing!

Last week there were short demonstrations of the new look of the CSPConnect portal. We are excited to be rolling out the new slimmed down and mobile-friendly look of the site.

The new look will go live on Tuesday, January 22 and can be found at <https://csp.blackboard.com>. You'll notice fewer tabs with more data stored directly on the departmental websites. You'll also see that all employees can now see what the students see, which will make work easier for those who work with students on

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The current site will be around until March 29, so if you don't want to jump right into using the Blackboard page you have two months to make the transition. If you have any questions, please contact Melissa Stepan at stepan@csp.edu and she will respond or get your question to the person who can help out.

January HR Trainings

Diversity in the Workplace – Jan. 16 at 10:00 a.m. & Jan. 17 at 1:00 p.m.

Avoiding Sexual Harassment – Jan. 23 at 10:00 a.m. & Jan. 24 at 1:00 p.m.

For more information or to request a training topic contact:

Bethany at bchan@csp.edu | (651) 641-8224

Golden Bear of the Month

Nominate a Golden Bear

We are currently accepting nominations for the Golden Bear of the Month award for January! Peer recognition is defined as the genuine expression of appreciation exchanged between co-workers. Nominate a colleague for recognition of service above the call of duty and in the spirit of the Concordia mission and promise statement. To do so, simply [click here](#) and submit a short description of why your colleague deserves to be named Golden Bear of the Month for January.



November Golden Bear winners
(pictured left to right: Matt Buns, Chad Hormann, Louisa Vang)

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VITALITY SILVER STATUS

This year we're **Shooting for Silver!**

Join in on one of the following online learning events to learn:

How to earn points (the basics of Vitality), what they mean and what they do for you

- **How to achieve Silver in under 60 days** (spoiler: it's done in 3 easy steps!)
- How to use Vitality to your advantage and get the most out of it with minimal time

Choose any Tuesday in January 2019:

January 15 | 10 a.m. CT or 4 p.m. CT

January 22 | 11 a.m. CT or 5 p.m. CT

January 29 | 12 p.m. CT

Join any session here: <https://concordiaplans.zoom.us/j/327470806>

How many can move to Silver Status this year? Sara will explain just how easy it is. So please, register for a date and then join in!

The screenshot displays the Vitality Health Review interface. At the top, the Vitality logo is on the left and Concordia Plan Services is on the right. Below the logos is a navigation bar with 'HOME' and 'HEALTH PROFILE ▲'. The breadcrumb trail reads 'Home / Resources / Health Resources / Vitality Health Review'. There are two tabs: 'Health Resources' and 'Guide to Vitality'. A link '< Back to Health Resources' is visible. The main heading is 'VITALITY HEALTH REVIEW'. Below this, a progress bar shows two categories: 'Overall Health' with a green checkmark icon, and 'Fitness and Exercise' with a green circle containing the number '2'. A horizontal line connects the two categories.

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It's the beginning of a new year, and you have a wealth of health benefits at your fingertips. How well do you know what's available to you through the Concordia Health Plan?

Take the quiz here! <https://quiz.tryinteract.com/#/5c2e58aa50c9110014898a44>

Concordia Wellness Facebook group!

This new page provides an outlet to share health and wellness tips and initiatives together. If you'd like to be added to the group, email Bethany at bchan@csp.edu

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 Bethany Chan: bchan@csp.edu or 651-641-8224

Important Dates

- January 16 | Convocation, 10:30 a.m.
- January 21 | MLK Day (Holiday)
- January 23 | Title IX Training and ETC Coffee Break, 10:30 a.m in the Buetow
- January 23 | Part Time Job Fair, 10: a.m.

We're excited to let you know that we will enjoy three additional days in the 2019 Paid Holiday schedule as follows:

Martin Luther King Jr. Day: Monday, January 21, 2019

Good Friday: Friday, April 19, 2019

Memorial Day: Monday, May 27, 2019

Independence Day: Thursday, July 4 and Friday, July 5, 2019

Labor Day: Monday, September 2, 2019

Thanksgiving Day: Thursday, November 29, 2019 & Friday, November 30, 2019

Christmas Break 2019: Monday, December 23, 2019 through Wednesday, January 1, 2020



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