New Employees - Welcome to WPI!

Orla Baxter - Pre-Award Services Specialist - Office of Sponsored Programs
Jane Chartrand - Traffic Program Officer - Campus Police
Michael Kushmerek - Director of Annual Giving - University Advancement
Eric Martin - Information Security Analyst - Information Technology
Allison Racicot - Web Writer / Project Manager - Marketing & Communications

Follow us on Twitter and check our blog to stay up to date!

Retirement Counseling
Fidelity:
Thursday, February 18, 2016
Peterson Room, Campus Center
Call: 1-800-642-7131 for an appointment or make a reservation using the Online Reservation tool

Diversity & Inclusion Campus Climate Survey

If you haven't done so already, please set aside 10-15 minutes today to complete this survey! Your feedback is critical in helping us to develop a more diverse and inclusive community.

Please access the survey here, and thank you for your participation!
### Performance Communication Process

Let your VOICE be heard!

Our performance communication process is officially under way, and included below are the recommendations for the meeting schedule and final deadline to help guide you through the process:

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, February 24, 2016</td>
<td>- Self Communication Form complete</td>
</tr>
<tr>
<td></td>
<td>- Initial meeting between employee and supervisor has taken place</td>
</tr>
<tr>
<td>Friday, March 18, 2016</td>
<td>- Promotion requests submitted to HR</td>
</tr>
<tr>
<td>Friday, April 1, 2016</td>
<td>- Supervisors have completed the Communication Form and submitted for approval</td>
</tr>
<tr>
<td>Friday, April 15, 2016</td>
<td>- Meeting between employee and supervisor to discuss final appraisal has taken place</td>
</tr>
<tr>
<td></td>
<td>- Employee acknowledges their Communication Form in PeopleAdmin</td>
</tr>
<tr>
<td><strong>FINAL DEADLINE</strong></td>
<td><strong>All Communication Forms must be completed and acknowledged by employee, supervisor, and/or provost/dean/vice president</strong></td>
</tr>
</tbody>
</table>

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**Wellness Corner**

**Wellness Rewards Program**

Our first Wellness Rewards Challenge of 2016 is here, Fruits & Vegetables

To learn more about the challenges and to see the Wellness Rewards Program checklist, visit our [website](#)!

**Upcoming Events**

- Book Club - 2/23/16 in Salisbury Labs 121. The book will be *The...*
Like to discuss the performance communication process or to check out the PeopleAdmin site. View the training dates [here](#) and register today!

VOICE stands for Virtue, Output, Integrity, Collaboration and Excellence and is the calling card of our Performance Communication process.

To learn more, visit our [Performance Management](#) site.

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The Benefits Office has a limited number of clip on (“One”) Fitbits for sale! These Fitbits are for employee use only and are being offered at a discounted price of $50. With a retail price of $99, that's almost a 50% savings!

- First come first served - hurry in!
- Pay by check (made out to WPI) or cash
- Come to the Office of Human Resources & Payroll anytime between 8 AM - 5 PM to purchase a Fitbit

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**Making Tax Returns Less Taxing**

**Free Webinar**

**Tuesday, 2/16/16**

Sessions offered at noon & 3:00 PM

Filing tax returns can be very stressful. Let us relieve some of that stress by tackling common questions and concerns about the filing process. In this webinar, a tax specialist will discuss key decisions and mistakes to avoid with regard to selecting the correct tax forms,
determining filing status and making decisions and adjustments.

- Early registration is recommended!
- To register, go to E4 Health/LifeScope website
- Username: wpi
- Password: guest
- In the middle of the homepage, click on ‘Upcoming Webinars’ and register for the sessions you are interested in
- If you are unable to attend, look for the archived webinar on the website approximately 7-10 days after the live presentation.

Introducing BenefitHub, an employee discount portal with access to over 100,000 name brands at hundred of retailers with national and local deals, all in one easy site!

Here's how to start saving:

- Go to www.benefithub.com
- Create an account
- Referral code: QUGTKM
Payroll Deadlines

**STUDENTS:**

<table>
<thead>
<tr>
<th>EPAFs Due</th>
<th>Timesheets Due</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/4</td>
<td>2/8 by 10 AM</td>
<td>2/11</td>
</tr>
</tbody>
</table>

**STAFF:**

<table>
<thead>
<tr>
<th>Auths Due</th>
<th>Timesheets Due</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/11</td>
<td>2/12 by noon</td>
<td>2/17</td>
</tr>
</tbody>
</table>

**MONTHLY:**

<table>
<thead>
<tr>
<th>EPAFs Due</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/18</td>
<td>2/29</td>
</tr>
</tbody>
</table>
On Tuesday, 2/23/16, The Office of Student Aid & Financial Literacy is co-hosting with Country Bank a financial literacy fair for our WPI students.

The purpose of the fair is to provide a fun and interactive way for students to think more about personal finance and money management skills so they can learn to make better financial decisions as young adults.

To make this fair even more exciting, our Massachusetts State Treasurer, Deborah Goldberg and Massachusetts Senator Michael Moore will be attending this event as well! We have many WPI employees who will be volunteering their time at the event and others who are assisting us with reaching out to various student groups to advertise this fair.

In order to get the word out to as many students as possible, we would love it if you could mention the fair and the importance of our students developing strong personal money management skills.

To learn more, click here

Students are encouraged to register here

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Training & Development

Register today while there are still seats available!

Please make every effort to attend the sessions you are registered for.

- Retirement Planning Workshop (3 night commitment), 2/15, 2/16 and 2/18, 5:00 PM - 8:00 PM - Register here
- Celebrating 65, Wednesday, 3/23/16, 5:00 PM -
7:00 PM, **25 seats available**
- Back Care Basics, Tuesday, 3/29/16, Noon - 1:00 PM, **25 seats available**
- SchoolDude, Friday, 4/5/16, 2:00 - 3:00 PM, **6 seats left**
- Sleep for Health, Tuesday, 4/26/16, Noon - 1:00 PM, **12 seats left**
- Cooking Demo, Tuesday, 5/17/16, Noon - 1:00 PM, **9 seats left**
- Aging Well, Tuesday, 6/28/16, Noon - 1:00 PM, **19 seats left**

Check the pages below for additional course offerings:

- **Professional Development**
- **Microsoft Online Learning**
- **Healthy Herd Wellness Programs**

February 5, 2016