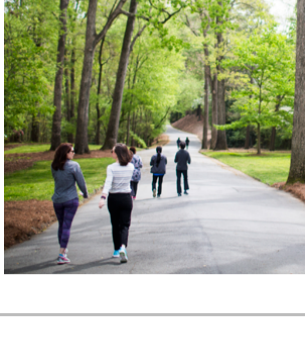


May 6, 2024



### 14 Emory staff members honored with Award of Distinction

Emory University celebrated the Award of Distinction honorees on April 17, recognizing 14 university staff members. The highest award available for staff, the Award of Distinction — which began in 1985 — recognizes employees for their outstanding contributions to the Emory community. [Read about the honorees.](#)



### Healthy Emory Offers Weekly Walking Groups

Get your steps in for Move More with a Healthy Emory Weekly Walking Group! [View the walking group schedule.](#) If you want to lead a walk at your site, please contact [healthyemory@emory.edu](mailto:healthyemory@emory.edu) to get started.



### Primrose School at Emory Healthcare Northlake Coming in August

Primrose School, a leader in early childhood education and care is opening a school at Emory Healthcare's Northlake campus in August 2024. Primrose features a proprietary Balanced Learning Curriculum, low class ratios, and emphasis on character development to help empower children to reach their full potential.

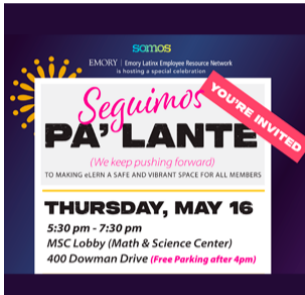
Emory University will offer a **subsidy** for employees who qualify (more details about the subsidy will be posted on the [HR website/childcare page](#) in the coming weeks.) For more information about Primrose School, visit their [website](#) or call 678-884-2727.



### Mental Health Awareness Month

May is Mental Health Awareness Month, a time to prioritize our mental well-being and support those around us. Emory recognizes the importance of mental health and is committed to providing resources and support for all employees. The Faculty Staff Assistance Program (FSAP) offers confidential services to help employees navigate life's challenges and prioritize mental well-being. Whether seeking counseling, workshops, or referrals to community resources, FSAP is here to support you. From stress management and resilience building to coping strategies and mindfulness techniques, FSAP provides personalized assistance tailored to your needs. Check out some upcoming [events](#) that can help boost your mental health.

Explore additional Healthy Emory Connect (Sharecare) [resources](#) by navigating to the "Discover" tab. Under the "Resources" heading, click "Inspirations" for guided meditation, yoga, and relaxation practices. Let's work together to navigate stress and cultivate a healthier, happier lifestyle.



### Seguirnos Pa'Lante (We keep pushing forward)

The **Emory Latinx Employee Resource Network (eLERN)** is hosting a special celebration in honor of their one year anniversary. eLERN aims to connect Emory's Latin community—helping forge new connections and a sense of belonging. All are invited to join in this special milestone celebration, have fun, and make new friends! Thursday, May 16, 5:30-7:30 pm, Math & Science Center, 400 Dowman Drive; [Register to attend.](#) For more information: email [elern@emory.edu](mailto:elern@emory.edu).



### Annual Performance Management Update

The 2024 annual performance management process starts soon. All annual forms (self-review, supervisor 360, and manager appraisal forms) will be available in Bullseye/PeopleSoft on Wednesday, May 15th. Emory College of Arts and Sciences and Oxford College follow different timelines.

#### New for 2024: Diversity competency

A rating for the Diversity, Equity, and Inclusion competency is now required for all staff. Additional resources, information, and training to assist with development in this area can be found at:

- [Emory University's Office of Diversity, Equity, and Inclusion](#)
- [Learning and Organizational Development's Diversity & Inclusion Education and Outreach](#)
- [Open Sesame](#): Hundreds of free, DEI-related training courses are available through Open Sesame. To access, log into [PeopleSoft](#) and select the *Learning Management-Brainier* tile.

Annual review forms now display the following reminder for managers when applying the competencies: **Please be mindful of different cultural norms and neuro-diverse populations when applying these standards.** For assistance interpreting and applying these standards, Cultural Considerations: A Job Aid for Supervisors has been developed and is available on the Performance Management Forms, Resources and Tips website.

Updated performance management user guides are available on the [Talent Management](#) website. Scroll to *Training and Support Resources* and log in. Several live, virtual training sessions will also be offered:

#### Manager Sessions:

Thursday, May 23, 10:00 am - 11:00 am; [Register](#)  
Wednesday, June 5, 1:00 am - 2:00 pm; [Register](#)

#### Non-Manager Sessions:

Thursday, May 23, 1:00 pm - 2:00 pm; [Register](#)  
Tuesday, June 4, 10:00 am - 11:00 am; [Register](#)



### Learning & Organizational Development Announces General Enrollment Courses

Learning and Organizational Development's new general enrollment course schedule is now available. Courses such as Crucial Conversations, Situational Leadership, Strategies for Influencing Others, and more! Some courses have a cost to the department. [View the course schedule.](#)



### Extra Login Security with Multi-factor Authentication for Fidelity's NetBenefits

As a part of an ongoing commitment to protect your account and personal information, Fidelity is enabling **multi-factor authentication (MFA)** for your NetBenefits® account. With MFA, an extra layer of security is added to your account to prevent someone from logging in, even if they have your password. Starting May 15th, you will be required to enter a security code when logging in. After your first challenge, you can choose to skip MFA on regularly-used, trusted devices. If you are missing contact information, you also will be required to provide it to enable MFA. There will be no change to your login experience if you previously enrolled in MFA.



### Kaiser Permanente Health Education Webinar Series: Taking care of YourSELF

This webinar will focus on four ways to improve your SELF-care: Sleep, Exercise, Love, and Food. When practiced daily, these simple-to-follow SELF-care strategies will support your improved health and well-being. You will be invited to create a realistic action plan using your strengths to lead a more balanced lifestyle. Open to all Emory Employees. **May 23, 2:00 pm; Register.**



### Webinar: Depression & Anxiety in Children and Teens

Learning about the signs and symptoms of mood problems can help you to support healthy coping and growth. This session will give you some ideas about what support really looks like and how to avoid unhelpful approaches that are easy to fall into when you are worried about your child. After this workshop, you will be able to:

- Recognize the symptoms of depression or anxiety in your child -Identify supportive coping strategies
- Foster resilience and separate normal responses to life challenges from mental health conditions

**May 21, 2024, 12:00 pm - 1:00 pm; Register.**



### There's still time to submit your 2023 FSA Claims

If you participate in a Flexible Spending Account (FSA), you may still have money left in your 2023 Inspira Financial FSA (formerly PayFlex). You have until **May 15, 2024** to submit eligible FSA expenses that you paid out-of-pocket for. Expenses must have occurred between **January 1, 2023 and March 15, 2024.** View list of eligible expenses at <https://inspirafinancial.com>. If you do not submit your eligible claims by **May 15, 2024**, your unused FSA balance will be forfeited.

#### Steps to Submit Claims Online:

- Log in to <https://inspirafinancial.com>
- Click on *File a Claim*
- Select the *Expense Type*
- Enter the *Amount and Date of Expense*
- Click *Continue*
- Select *Where to Send Funds* (either to a linked bank account or by check)
- Choose how you want to provide documentation by upload, fax, or mail
- Click *Confirm and Submit*, check the signature box; then *Submit*

If you have questions, contact Inspira Financial at 1-888-678-8242.

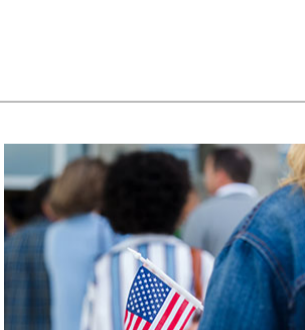


### Diversity Courses

The Diversity and Inclusion Education and Outreach (DIEO) team is offering these 3 Diversity and Inclusion courses during the month of May.

1. **Intro to Diversity, Equity, and Inclusion**, Wednesday, May 8, 2024, 2:00 pm – 3:30 pm
2. **Practicing Allyship Series: Introduction to Transgender Communities**, Tuesday, May 14, 10:00 am – 12:00 pm
3. **Practicing Allyship Series: Navigating a Multigenerational Workplace**, Wednesday, May 22, 2:00 pm - 3:30 pm

To register, log into [Brainier](#) and search for the course title. You can also learn more about each course by visiting the [online calendar](#).



### Voting at Emory University's 1599 Building

Registered DeKalb County voters can cast an **early ballot** in the General Primary/Nonpartisan Election through May 17, Monday-Friday, 7:00 am-7:00 pm. Also Saturday (May 4 and May 11) from 9:00 am to 6:00 pm, and Sunday (May 5 and May 12) from Noon to 5:00 pm.



View upcoming programs and events on the [HR Events Calendar](#).

## News from Around Campus

**Microsoft Copilot AI Chat Service for Emory Community Launches:** The [Emory Office of Information Technology](#) (OIT) is introducing a new tool that promises to have the most impactful how the Emory community can help! Children (age newborn-17 years) are invited to participate in engaging and active in-person and online research studies on child development at the Emory Child Study Center, where we study language, learning, memory, and how children understand space and numbers. Most studies last around one hour (weekend & evening appointments available) and are designed to be like games for the children, and as a thank you, your child will receive a gift card! Registering for our studies is easy. Go to the [website](#) to sign up under the *How to Participate* link or contact us at [childstudies@emory.edu](mailto:childstudies@emory.edu); 404-727-7432.

**Oxford College Farm CSA Signup:** Spring is here, and signups for the Oxford College Farm's Community Supported Agriculture Program are still open! As a CSA member, you receive a weekly box of organic veggies grown at the farm. Pickups are Thursdays in Atlanta and Oxford. Space is limited so [sign up now](#) to secure your spot!

**Emory University & Healthcare Employee MBA Information Session:** Friday, May 10, 2024, Virtual, 12:00 pm -1:00 pm. As an Emory employee, your benefits can help you earn a top-ranked MBA while continuing to advance your career. Take advantage of them! During the Virtual Employee Information Session for Working Professionals, we will share information about your opportunities within the Executive MBA and Evening MBA programs, both designed with flexible schedules for working professionals. You will hear from admissions personnel and a panel of Executive and Evening MBA students/alumni who are also your Emory colleagues! [Learn more.](#)



EMORY

EMORY UNIVERSITY HUMAN RESOURCES

#### ADDITIONAL LINKS AND RESOURCES

[Human Resources Website](#)  
[Faculty Staff Assistance Program](#)  
[Benefits and Worklife Department](#)  
[Healthy Emory](#)  
[Employee Discounts](#)  
[Blomeyer Health Fitness Center](#)  
[Emory Alliance Credit Union](#)  
[Emory News Center](#)

**SUBMIT A STORY TO  
NEWS YOU CAN USE**

[Learn more about NYCU & view previous issues](#)