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#### **NOVEMBER 14, 2022**



#### Give Thanks with New Recognition Platform

This November, you are encouraged to show your gratitude and appreciation to your Emory colleagues by sending an ecard via our new recognition platform, *Celebrate Others!* powered by OC Tanner. Cards can be sent to any University employee you choose: supervisors, peers, or your work bestie!

1. Login to Emory's new recognition platform here.

- Go to the "Appreciate" button in the upper right-hand corner to send your card(s) to any university faculty or staff. By default, the employee's supervisor will be copied, but you can uncheck this option. A step-by-step guide for sending an ecard can be found here.
- 3. Use this platform on a regular basis, not just in November, by accessing via Teams, Outlook, or mobile app.

Learn more about using the Celebrate Others! platform.

Kronos Web Clocking



#### New Web Clocking System Live Today

Bi-weekly employees and hourly paid student workers will use a new method for clocking in and out starting today. Read more details in **this message** and learn more about Kronos Web Clocking on the finance website.

#### Performance Management Changes

For FY2023, **Diversity, Equity and Inclusion** will be added as a new competency. A score will not be required for non-managers or managers; only written feedback is expected. For leaders (those at the director level and above), both a score and written feedback will be required. In FY24, everyone will receive both a score and written feedback.

To help limit the size of the performance review form and keep the number of competencies to eight, the Building Trust competency (for nonmanagers/managers) has been eliminated. The content from Building Trust has been relocated to other existing competencies (i.e. Collaboration and Delivers Results), so we will still be held to the same standards as before.

The Performance Management website has been updated with these changes to the competencies. The website also includes behavioral examples which show what success looks like.

#### YOUR BENEFITS



#### Your 2023 Benefits Elections Are Now Available for Your Review

You can make corrections to your 2023 benefits elections, but must do so between **November 14-18, 2022**. To view your 2023 Enrollment Preview, log on to **Self Service** and follow the navigation path: Self Service > Benefits > Benefit Statements. You can also review your elections on the Benefits Summary page (change the "As Of" date to 1/1/23 then click the Refresh button). If you would like to make corrections:

- Log on to Self Service at http://leo.cc.emory.edu
- Select the Self Service landing page
- Select Benefits
- Select Benefits Enrollment

Note: If you completed an Evidence of Insurability (EOI) form for life insurance, your approval may still be pending. The vendor will notify you of the decision within eight weeks of receiving the form.

If you have any questions, email <u>hrbenef@emory.edu</u> or call Benefits and Work Life at 404-727-7613.

#### YOUR WELLNESS

#### It's Worth a Shot! Get Your Flu Vaccine & COVID-19 Booster this Fall!

For 2022-2023, Emory University strongly encourages students, faculty, and staff follow public health guidance and stay up to date with flu vaccine & COVID-19 recommendations.

- Flu Vaccine: The best way to protect yourself and your loved ones against influenza (flu) is to get an annual flu vaccine, ideally by the end of October. Flu is a contagious respiratory illness caused by influenza viruses that can cause mild to severe illness, and at times can lead to hospitalization, or even death. The CDC recommends everyone six months and older get an annual flu vaccine as the first and most important action to protect against flu and its potentially serious complications.
- COVID Booster: As part of the continued effort to develop stronger tools against an evolving virus, a new COVID-19 bivalent vaccine booster was approved and made available. The bivalent vaccine booster is designed to better protect against the omicron subvariants most prevalent in our community and is authorized for use as a single booster dose at least two months after primary or booster vaccination. To stay best protected, the CDC recommends that everyone stay up to date with COVID-19 vaccination, to include getting all primary series doses and boosters — which now includes this new bivalent vaccine booster for all those 12 and older.

The flu vaccine is covered by Emory University medical insurance for University employees on an Emory medical plan. The COVID-19 booster is available for everyone at no cost, regardless of insurance coverage.Contact Healthy Emory with questions at <u>healthyemory@emory.edu</u>.

#### YOUR WORKLIFE

#### **Emory Worklife Offers Webinars**

These webinars are offered by the Benefits and Worklife Department and vendor partners. If you have any questions about these webinars or family centered benefits at Emory, contact worklife@emory.edu. All sessions will be recorded and sent out to registered employees.

#### The Sandwich Generation Stress

Wednesday, November 16 at 3:00 p.m. ET; Register here.

No matter where your elder loved ones live, caregiving logistics can be a lot to manage — especially on top of caring for your child. Watch to learn how to navigate your emotions and responsibilities...and where to find help. Facilitated by Emory Vendor Bright Horizons.

#### **Becoming a Resilient Parent**

Tuesday, December 13 at 3:00 p.m. ET; Register here.

We don't have to tell you that the work-family balancing act is a challenge — you're living it. In this webinar, we'll give you some stress-relief strategies to help build your resilience. Facilitated by Emory Vendor Bright Horizons.

#### YOUR FSAP

#### Upcoming Faculty Staff Assistance Programs

FSAP has you covered for emotional support regarding the Thanksgiving holiday. Check out the following programs that will get you prepared to enjoy the holiday and stay healthy while doing it.

**Connect and Chat.** Tuesday, November 15 and Tuesday, November 22, 12:00 noon. These sessions will provide tips and strategies for a healthy Thanksgiving holiday. Whether you spend the holiday solo or with friends and family, come to discuss tips to keep you in a thankful space and make the holiday enjoyable. **Register in advance**.

Join us on Wednesday Nov. 16th for self-care sessions that will relax and refuel your mind and body for your Thanksgiving holiday. Sessions include:

- Mindfulness Practice: Wednesday, Nov. 16, 1:00 2:00 pm via Zoom. Learn strategies for staying centered and reducing your stress level. Join at 1:00vpm to learn the basics of mindfulness or join at 1:15vpm for a guided practice and opportunities for discussion. Takes place usually, every 4th Wednesday of the month but it is changed for the holiday schedule. Register in advance.
- The FSAP Refresh: Wednesday, Nov. 16, 4:30 4:45 pm via Zoom. 15-minute virtual self-care experience to support your resilience. Sessions occur on the 1st and 3rd Wednesdays from 4:30 pm 4:45 pm via zoom. Register in advance.



#### **MA-Bioethics Virtual Information Session**



Interested in taking your career in health care, public health or biomedical research to the next level? Emory's Master of Arts in Bioethics is one of the nation's premier programs for bioethics education! Emory provides flexible, interdisciplinary study in bioethics for professionals interested in the social and ethical challenges facing health care, public health and the biomedical sciences. For Emory faculty and staff, the tuition costs for courses may be covered by the Emory Courtesy Scholarship. To learn more, join us at the upcoming information session on Tuesday, November 15 at noon.

- RSVP for the session
- Learn more about the program



## Emory Discount: Interior Decorating & Home Staging with Emory Continuing Education

Emory Continuing Education is offering 10% off the new Interior Decorating and Home Staging Certificate for Emory faculty and staff. In the three-month program, students will enjoy learning interior decorating principles, including identification of style components, selection and placement of furniture, lighting, and accessories, as well as exploring the latest trends and approaches to home staging. Use code EAGLE12 at checkout for a 10% discount; Speedtype is accepted. Don't miss the opportunity to enjoy or gift this new program! And remember, the EAGLE12 10% discount can be applied to any learning from the ECE catalog.

Learn more



### EMORY

#### EMORY UNIVERSITY HUMAN RESOURCES

ADDITIONAL LINKS AND RESOURCES Human Resources Website Emory Forward (COVID-19 Info) Faculty Staff Assistance Program Benefits and Worklife Department Healthy Emory Employee Discounts Blomeyer Health Fitness Center Emory Alliance Credit Union

SUBMIT A STORY TO NEWS YOU CAN USE

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