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**GEORGIA  
SOUTHERN  
UNIVERSITY**

# theResource

VOLUME 1, ISSUE 29

JULY 2015

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Dear Staff and Faculty,

I am excited to share that for the first time in five (5) years Georgia Southern University has met the Workers Compensation goal set by the Department of Administrative Services (DOAS). This is a HUGE accomplishment that saves the University and University System a lot of money. This achievement was made possible due to the leadership of both Samantha Rossi and Jeff Laws! Their commitment and collaboration between department heads to educate the campus on the importance of workplace safety played a large role in helping Georgia Southern meet this goal. The idea of safety week came to fruition and was a great opportunity to bring awareness to the campus. To read more about safety week turn to page 3.

In order to improve efficiency and increase transparency, the Employment and Classification units have been working hard on updating all work flows and forms. The last newsletter featured the Classification workflow and Salary Equity Forms (both are located on the HR website). This issue features the new Employment Posting Tips and updates (see pages 6-7). This updated information, as well as the revised Employment workflow can be found on the HR website.

As new staff and faculty members are hired to join the Eagle Nation family, let's all welcome them and ease their transition by encouraging them to attend University training programs that will benefit them in their new roles. Many training workshops are listed in this newsletter and on the training website.

Lastly, we are sad to see Sara Jo Britt retire. After over 20 years of service, we hope she enjoys her well-deserved retirement.

Hope all of you have a safe and memorable academic year!

*Dr. Ale Kennedy  
Interim Associate VP for Human Resources*



## Thank You Sara Jo!

## ADP Training

The ADP training will provide all of the needed information to track time effectively according to policy through the use of eTime.

- August 20  
9:00 to 10:30 AM
- September 24  
9:00 to 10:30 AM
- October 15  
9:00 to 10:30 AM

## Personnel Action Form Training

PAF training provides specific instruction for understanding the PAF process, completing the form, knowing the different types of employee actions, and understanding the budget data.

- September 23  
9:00 to 10:30 AM
- October 21  
9:00 to 10:30 AM
- November 18  
9:00 to 10:30 AM

All sessions above are held in the HR training room. To sign up, please visit [training.georgiasouthern.edu](http://training.georgiasouthern.edu).

## Advanced Microsoft Excel Training

In this course participants will learn to: build and edit worksheets using the MS Excel spreadsheet tool; use formulas & functions in a spreadsheet; understand relative & absolute cell references; create, edit, format, enhance, annotate, and print a spreadsheet chart; use worksheet management tools such as freezing columns & rows, inserting/deleting worksheets, hide/protect worksheets, control page breaks and numbering, and create hyperlinks between Excel files; analyze list data using filters; and analyze data with pivot tables.

- August 5  
9:00 to 11:00 AM  
IT Building Room 2202

To sign up, please visit [training.georgiasouthern.edu](http://training.georgiasouthern.edu).

# Management Training Series

All new managers (promoted or recently hired) are encouraged to attend the Management Training Series. This series offers managers helpful information on University policies, procedures, and methods to manage more effectively. The series also offers participants an opportunity to meet and network with other managers across campus. This certificate series totals 24 professional development hours and usually fills up fast so reserve your seat soon!

### Session One: *Becoming a Manager at GSU* Tuesday, September 1st

- Personnel and Leave Policies
- Recruitment and Selection
- Hiring
- Managing Performance
- Grievances
- Legal Issues



### Session Two: *Roles and Responsibilities* Thursday, September 3rd

- Differences Between Employees and Managers
- Management Style Assessment
- Characteristics of an Effective Manager
- Manager's Roles and Responsibilities

### Session Three: *Communication, Decision-Making, and Delegating* Tuesday, September 8th

- Tips to Improve Communication
- Identify Your Communication Style
- Tactics for Effective Decision-making
- Delegating

### Session Four: *Developing Employees* Thursday, September 10th

- The Three Step Process for Developing Employees
- Tips and Benefits for Developing Employees
- Developing an Effective Orientation Program
- Types of Training
- Analyzing Employees Training Needs
- Signs that Coaching Needs to Take Place
- The Coaching Process
- Guidelines for Giving and Receiving Feedback



### Session Five: *Handling Conflict & Creating a Positive Work Environment* Tuesday, September 15th

- Steps to Create a Positive Work Environment
- Techniques to Motivate Employees
- Benefits to Rewarding Employees
- Tips for Rewarding Employees
- Resolving Workplace Issues
- Identifying the Different Types of Conflict
- Understand the Positive and Negative Effects of Conflicts
- Tips for Resolving Conflicts
- Process for Resolving and Handling Conflicts

The first four sessions will be held in Continuing Education Room 1909 and the final session will be held in Continuing Education Room 2911. All sessions are from 8:30 AM–12:00 PM.

Please sign up for the series at [training.georgiasouthern.edu](http://training.georgiasouthern.edu).

## Safety Week 2015 was a Success!

During Safety Week, there were a total of 578 participants in attendance for the face-to-face training opportunities provided by HR, Eagle Dining Services, and Facilities Services. We also had 85 employees complete three or more of the pre-selected Building a Better U safety courses. Many others completed individual courses bringing the total number of eLearning safety courses completed to 496.

The Department of Human Resources is looking to build on this year's success. Please be thinking of any safety training opportunities that could be planned in your department or campus-wide next year. We appreciate Eagle Dining Services and Facilities Services offering courses this year but let's add many more departments to this list.

*If you have ideas, suggestions, or questions please contact  
Samantha Rossi at [smelton@georgiasouthern.edu](mailto:smelton@georgiasouthern.edu).*



**SAFETY WEEK JUNE 22-26**

## Annual Staff Performance Evaluation Update

We appreciate your cooperation in making this year's annual evaluation period a success. We currently have 98% of the supervisor evaluations completed. A huge kudos to the managers and supervisors across campus for meeting the evaluation period deadlines. If you are one of the few supervisors who have not completed your employees' evaluations we urge you to do so as soon as possible.



## **TEACHERS RETIREMENT SYSTEM OF GEORGIA (TRS)**

If you have the TRS as your retirement plan, you should also name a beneficiary for those funds should you die prior to your retirement. A large number of Georgia Southern University employees have NOT named beneficiaries on their TRS retirement account.

It is easy! You will need to select your beneficiaries online at [www.TRSGA.com](http://www.TRSGA.com). In order to name a beneficiary on the website, you will need the person's name, date of birth, social security number, and address.

Keeping your beneficiary information up-to-date through TRS is very important. Georgia law requires that the settlement of your account be made according to the beneficiary designation on file in the TRS office at the time of your death. If your present personal situation changes, you can update your beneficiary(ies) via your online TRS account.

In the absence of a beneficiary on file, settlement will be made with the surviving spouse. If there is no spouse, settlement will be made to your estate. Wills, divorce decrees, remarriages, ect, do NOT determine the settlement of your TRS account upon your death. Handling beneficiary updates through your employer does not update your information on file beneficiary(ies) are up-to-date today by logging into your online account at [www.TRSGA.com](http://www.TRSGA.com). If you have any questions about updating your beneficiaries please contact TRS at 404-352-6500 or 800-352-0650.

*Should you have any questions, please contact the HR Benefits at 478-0854.*



## **2015 Benefits and Wellness Fair**

**WHEN: WEDNESDAY, OCTOBER 28, 2015**

**10:00 AM - 1:00 PM**

**WHERE: NESSMITH-LANE CONTINUING EDUCATION BUILDING**

**WHO: ALL EMPLOYEES ARE INVITED TO ATTEND AND MEET WITH  
HEALTH BENEFIT PROVIDERS AND EAGLE PERK VENDORS!**

## Choosing Your Retirement Plan

**August 24, 2015  
11:30 AM—12:30 PM  
Human Resources  
Training Room**

This seminar will offer a detailed overview of the retirement plan options available through Georgia Southern University. The seminar will be led by Wayne Skinner of VALIC. Question and answer time will be available in a group setting as well as one on one if necessary. Topics covered are:

- Teacher's Retirement System of Georgia
- Optional Retirement Plan
- 403b Tax Sheltered Annuity
- 457b Deferred Compensation Plan
- Roth 403b
- Investment Options

Sign up at [training.georgiasouthern.edu](http://training.georgiasouthern.edu).



## Same Sex Spouse Benefit Coverage

As a result of the recent Supreme Court decision in Obergefell v. Hodges, the University System of Georgia has made the necessary changes to our benefits plans and benefits enrollment systems to allow for coverage of all spouses.

Employees who would like to make a benefits enrollment change to add a spouse to their benefits coverage will be able to do so beginning July 13, 2015. The enrollment period will be extended beyond the normal 30 days to September 1, 2015 to allow additional time to process the changes.

Information about how to enroll, documentation required and Frequently Asked Questions will be available on the University System of Georgia Human Resources website at: [http://www.usg.edu/hr/benefits/same\\_sex\\_spouse\\_coverage\\_information](http://www.usg.edu/hr/benefits/same_sex_spouse_coverage_information).

*If you have questions, please do not hesitate to contact Benefits at 478-0854.*

## Records' Quick Tips

### Jury Duty:

- Jury Duty is to be used only when subpoenaed for jury duty or subpoenaed to appear as a witness.
- Please review the Jury Duty policy at: <https://docs.google.com/a/georgiasouthern.edu/file/d/0B65c1JYtRqReblJtVWNoSmt1Q28/edit>
- Please make sure to submit a copy of the subpoena to Human Resources, attention to Karen Iler.

### Personal Information:

- Please remember to keep your personal information updated through the Employee Self Service Portal. Here you can update the following information:  
Address  
Phone Numbers  
Emergency Contacts

### Building or P.O. Box wrong in the directory?

- Building, P.O. Box Changes and other important information can be updated by submitting an ADP Helpdesk Ticket to the following link: <http://jobs.georgiasouthern.edu/adp/>. These tickets are monitored daily and will be corrected within 3 days from submitting.

### Fall on-boarding sessions for new faculty:

- Monday, August 10, 9:30 a.m. - 12:00 p.m., Human Resources, RosenwaldBuilding, Room 1200
- Thursday, August 13, 2:00 - 4:30 p.m., Human Resources, RosenwaldBuilding, Room 1200
- Please inform new faculty to visit the Employee Online Orientation and Onboarding, <http://jobs.georgiasouthern.edu/orientation/>, all forms must be completed and brought with them to the onboarding sessions. Please have them bring their original social security card for IRS requirements and bring documentation for the I-9 process.
- If your new faculty has already visited Human Resources for a one-on-one session, they do not need to attend one of these sessions.

*For questions, contact Karen Iler at [kiler@georgiasouthern.edu](mailto:kiler@georgiasouthern.edu).*

WELCOME ABOARD



## Class. & Comp.: Position Description Update Project

After receiving approval from Vice President for Business and Finance Rob Whitaker, the Office of Classification and Compensation (Class & Comp) recently embarked upon a campus-wide position description update project and is already beginning to receive responses from supervisors and managers.

The project began with the identification by Class & Comp of staff managers/supervisors and the people and positions that fall under their supervision; identified current and former positions/job titles; and packaged this information along with related old and new job descriptions representative of each of the positions, all for the manager/supervisor's and employees' review.

Class & Comp wishes to pull from this project an updated job description: that is, an updated summary of the most important features of each job. Identified in the summary should be a description of the general nature of the work, specific tasks, responsibilities, outcomes and the employee characteristics required to perform the job.

These packets were mailed directly to staff supervisors/managers or hand delivered to department representatives to distribute to respective supervisors for completion of requests to confirm the number of people and positions that fall under their supervision, correct job titles, and most critically, provide an update of the duties and responsibilities of each position. Additional information requested of the manager/supervisor is based upon their expertise: the level of education they believe is required to perform the duties and responsibilities of the position; the amount of experience they believe is necessary to be productive, effective and/or efficient in each position. It is Class & Comp's belief that the supervisor and the employee are at a vantage point and can best answer questions about the duties and responsibilities of the positions they supervise and perform.

Class & Comp is at work simultaneously updating classifications. A classification is a slotting of job descriptions into classes or grades that cover a range of jobs. The classification or range of jobs will serve as a standard for comparing the updated information you provide. The information the manager or supervisor provides about the positions they supervise will be taken collectively with the information Class & Comp has researched to update the classification system and fulfill the compensation objective of an efficient, fair and compliant pay system. A fulfillment of the objectives will also allow Class & Comp to update University pay practices and policies and support and foster the integrity of each department and compensation decision maker.

The completion of this project will also assist hiring managers with making more strategic, educated and consistent decisions when recruiting, hiring and retaining the most qualified workforce. Further, accurate and up-to-date job duties/responsibilities and minimum requirements are essential in establishing selection criteria for hiring and creating job ads. Corrected and up-to-date position descriptions reduce the volume and necessity of reclassifications and eventually ease the recruitment process.

**The requested due date for completing the review and returning it to Human Resources is no later than the close of business on August 24, 2015.**

Upon receiving responses, the Office of Class & Comp will contact responders to discuss the information you provide. The office will review the information and ensure all positions are consistent with the Fair Labor Standards Act. (An example of violating this act is if a position is incorrectly classified as FLSA exempt when in actuality its correct duties and responsibilities indicate non exempt status.) Additionally, the position descriptions must comply with Board of Regents and Georgia Southern University guidelines.

Once the review is complete, further communication will follow to share the updated job description(s).

*For questions, please contact Nancy Whitfield at 478-0628.*

## Employment Updates

Employment Services recently updated the Staff Hiring Workflow as well as the Staff Hiring Search Checklist.

The updates to the Staff Hiring Workflow were made to clarify time frames and expectations for both Human Resources and hiring managers around campus to promote greater efficiency overall.

The Check List for Staff Hiring has been updated to provide more details concerning deliverables for hiring managers and Human Resources. Also, note that non-exempt search documentation should be sent to Jamie Thomas, HR Manager.

### Workflow:

<https://drive.google.com/a/georgiasouthern.edu/file/d/0B65c1JYtRqReZXY5NzFiVnNnSFISNW1kN1ZYZm5KSTJsTDZz/view>

### Checklist:

<https://docs.google.com/a/georgiasouthern.edu/file/d/0B65c1JYtRqReZXY5NzFiVnNnSFISNW1kN1ZYZm5KSTJsTDZz/edit>

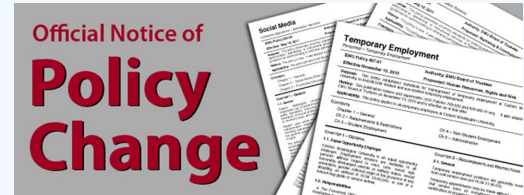
For questions, contact Demetrius Bynes at 478-5713 or Jamie Thomas at 478-0520.

## Temporary Employment Policy Revision

The temporary policy states that the following

Temporary Employment is short duration to address business needs and must meet the requirements and characteristics provided below:

- A temporary employee is not eligible
- A temporary employee does not have an expectation of long-term employment
- A temporary employee may be full-time or part-time
- A temporary employee may not exceed 1,300 hours worked in a 12 - consecutive month period. The 1,300 hours can be accumulated in any combination during the 12 month period. Once a temporary employee has worked 1,300 hours or has been employed for 12 consecutive months, whichever comes first, the temporary employee must have a break in service of 26 consecutive weeks. Employment applies across all University Systems of Georgia institutions.



Effective immediately the policy will also include the following language:

- A temporary employee cannot meet the University's definition of an institutional student (enrolled in 6 or more credit hours at Georgia Southern University). All individuals that are enrolled in 6 or more credit hours must be hired as institutional student.

If a department is currently employing a student that is enrolled in six more credit hours at Georgia Southern University, he/she must be hired into an institutional student position. Contact Jamie Thomas at (912)478-0520 with questions or concerns about hiring temporary employees.

## Everything You Need to Know About Interviewing Documentation

The task of interviewing to fill a vacant position should be viewed as an exciting opportunity in which you will add a qualified individual to your exceptional team. Structured interviews must be conducted during the interview process. Questions may include basic job knowledge, situational and behavioral questions. Also, note that all candidates invited to interview must meet the minimum qualifications specified in the job description.

One of the most essential components of the interview process is documenting of the actual interview. Provided below are few points you need to know about interviewing documentation:

- Interview forms are legal documents. These forms are utilized to support the recommended hire and reason for non-selected candidates.
- The interview form should include the candidate's name, date, and the name of the search committee member that is documenting. If the interviewer is not responsible for recording the responses of the candidate and has selected an individual to record the response, this person should be identified as well.
- The responses of the candidate should be documented with each interview question. Summaries about the candidates' qualifications for the position should be provided in the designated area of the interview form. Please refrain from writing any notes that are not job-related (i.e. marital status, number of children, age, race, ethnicity, gender, etc.). Even if an applicant shares irrelevant information during the interview, remember that your goal is to gain job-related information so you can make the optimal hiring decision.
- All interviews, including telephone, Voice over Internet Protocol (VOIP), and face-to-face, must be documented and the documentation must be provided to Human Resources prior to receiving approval on the verbal offer.

Contact Jamie Thomas at (912)478-0520 if you have questions about interview documentation.

## Employment Posting Process & Tips

1. To begin the recruitment process, hiring managers may go to page 25 in the PeopleAdmin manual to begin *Posting a Position*. This action must reach the Employment Services queue by **Friday at 12 Noon** in order to be published the following Friday. This action will require the posting to go through all levels in PeopleAdmin (1-3, VP, Budgets/Grants) by 12 Noon on Friday.

Note: All staff positions are published for recruitment on Fridays.

*For example, if you wish to begin recruitment for your vacant position on the weekend of May 30, 2015, the Job Posting Form must be in the Employment Services queue by Friday, May 22, 2015 at 12 Noon.*

2. Monday-Tuesday- After receiving the Job Posting Form in the Employment Services queue, Employment Services communicates with the hiring manager and suggests recruiting outlets. Employment Services provides quotes for desired recruiting outlets, and then the hiring manager selects and approves advertising.

Once Employment Services receives the Job Posting Form, hiring managers will receive recruitment recommendations from Jamie Thomas, HR Manager. In order to attract quality candidates, hiring managers must ensure the vacant position is posted in the appropriate recruitment outlets. Also, our institution's affirmative action program (AAP) indicates that we will make good faith efforts to recruit to ensure diverse search pools.

After the recruitment outlet choices are finalized, the hiring manager will receive an ad from Heather Bradley, HR Coordinator. Hiring managers will need to return the signed ad with edits **Tuesday at 5:00 P.M. in order for the position to post Friday of the same week.** If hiring managers do not meet this deadline, then the posting of the position will be delayed and posted at a later date.

*The Tuesday deadline is enforced in order for Employment Services to meet their deadlines with external advertising vendors.*

### 3. Friday:

- All positions are published on the PeopleAdmin Applicant Portal via the GSU HR Website - at this time, applicants will be able to view and apply for positions.
- Pursuant to the University's affirmative action plan, all externally recruited positions located in Statesboro are placed in the Sunday edition of the Statesboro Herald and all externally recruited positions located in Savannah are placed in the Savannah Morning News. The cost for recruitment is reallocated to the department.
- Positions are also placed on what HR refers to as the "standard advertising" outlets.
- Employment places ads in the following sites, usually published on the same Friday that the position is published in the PeopleAdmin Applicant Portal

Monthly/Exempt positions are placed in:

- University Systems Applicant Clearinghouse
- Higher Ed Jobs
- Inside Higher Ed Jobs
- Chronicle of Higher Ed
- EagleCareernet.com

The costs for these recruitment outlets are covered by the University.

Bi-Weekly/Non-Exempt positions (especially skilled trade and those that do not require a degree)

- Ogeechee Tech
- Savannah Tech
- College of Coastal Georgia

There is no cost related to recruiting in these recruitment outlets.



*For questions, contact Heather Bradley at 478-7727  
or Jamie Thomas at 478-0520.*



## Student Employee of the Month



Devyn Johnson, a student employee in Career Services, was nominated by her supervisor, Adam Martin, for the Student Employee of the Month Award. Martin says, "Devyn consistently shows up with a positive attitude, a willingness to help in any way possible, and to be flexible in a dynamic environment. Devyn's attitude and energy are infectious, as she frequently helps maintain good morale with other student workers. ...There is no doubt our office is a better place with her in it." Congratulations to Devyn and also congratulations to Adam for developing and acknowledging the efforts of student employees.

Visit <http://jobs.georgiasouthern.edu/sec/nomination> to nominate your student employee!

## Helpful Hints When Submitting Student Hiring Proposals

Here are some tips to help you to complete student hiring proposals timely and effectively:

1. Refer to the Student Hiring Manual which is located at <http://jobs.georgiasouthern.edu/facultystaff/forms/>. It contains a step by step guide of the student hiring process in PeopleAdmin.
2. Ensure that you are in the Applicant Reviewer user type and not Level 1 user type.
3. Confirm that the position number and chart stream information is accurately reflected in the budget section of the hiring proposal.
4. If you are hiring for a work-study position, then ensure you receive the Work-Study Authorization Form from the student prior to submitting the hiring proposal.
5. The hiring proposal should be submitted prior to the student's first day of work. This will ensure their eligibility to work and a timely first paycheck.
6. Ensure that the person's name listed in the Supervisor field is the individual that will approve the student employee's time in ADP.
7. Grant-funded positions must be approved by Grants prior to submission to the Student Employment Center.
8. If the student you are hiring is employed elsewhere on campus, make a note in the notes section and include their ADP number in the appropriate field.
9. Ensure the new student employee is enrolled in at least 6 credit hours at Georgia Southern University.
10. Ensure the hiring proposal is submitted prior to the bi-weekly payroll deadline.

*Contact Brad Mair at (912)478-7158 if you have questions about submitting student hiring proposals*

## The Affordable Care Act: Hiring Student and Temporary Employees

Before hiring a student or temporary employee, HR encourages you to ask the following questions:

### **Interview Questions – Student Employees**

- Are you or have you ever been enrolled as a student at Georgia Southern University?
- Are you currently employed at Georgia Southern University as a student employee or a temporary employee?
- Are you currently employed at any other University System of Georgia (USG) institution as a student or temporary employee?
- Do you understand that this is a student employee position and you can only work up to 1,300 hours in a 12 consecutive month period?
- Do you understand that you must be enrolled in six or more credit hours to remain employed in a student position?

### **Interview Questions – Temporary Employees**

- Are you or have you ever been enrolled as a student at Georgia Southern University?
- Have you ever been employed at Georgia Southern University as a student employee or a temporary employee? If so, what dates were you employed.
- Are you currently employed at any other University System of Georgia (USG) institution as a student or temporary employee?
- Do you understand that this is a temporary position and you can only work up to 1,300 hours in a 12 consecutive month period?

The purpose of the question set is to ensure you hire someone that can work in the student or temporary employee position for the period of time you need. If you have questions about the ACA and its impact on hiring, contact one of the following individuals:

**Student Hiring – Kyle Herman at (912)478-7159 or Brad Mair at (912)478-7158**  
**Temporary Hiring – Jamie Thomas at (912)478-0520**



# Staff Council Newsletter

## Monthly Staff Council Meetings

August 7  
September 18  
October 9  
November 20  
December 18  
January 15  
February 19  
March 11  
April 15  
May 27  
June 17

## Staff Council Members

- Michele Martin, Chair
- Brenda Aytes, Chair-Elect
- Kendria Lee, Past-Chair
- Erin Shuman, Secretary
- Nikki Collins, Parliamentarian
- Karen Nunnally, Treasurer
- Kristine Yager-Rushton
- Julie Ogburn
- Suzanne Tatum
- Robert Hisey
- Bert Lensch
- Jasper Stewart
- Tabitha Irvin
- Paul Reaves
- Debra Francis
- Tim Stahl
- Peyton Fuller
- Lee Elbracht
- Dr. Ale Kennedy, Advisor

## Questions, Comments, Suggestions?

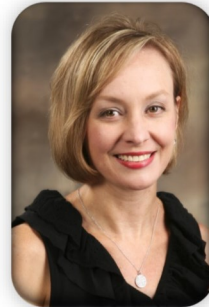
If you have any ideas, suggestions, questions, or comments, please feel free to contact your division Staff Council representative or email Staff Council directly at [StaffCouncil@georgiasouthern.edu](mailto:StaffCouncil@georgiasouthern.edu)

## Thanks for Your Efforts!

The late summer months are always an exciting time of year as Georgia Southern works with intent purpose to prepare the campus for the return of our students. With that preparation often comes change and Staff Council is no exception. June 30th marked the end of service for several Staff Council members. Please join me in thanking each of those members for their dedication, selflessness and True Blue Eagle spirit.



*Marc "Bo" Galvin  
Business & Finance  
Eagle Dining*



*Tifani Pool  
Student Affairs  
Registrar's Office*



*Patrick Robertson  
Business & Finance  
Resident Life*



*Debbie Tyson  
Business & Finance  
Office of Vice President*



*Christopher McBride  
Business & Finance  
Public Safety*

*Thank you for the allowing us the privilege to serve alongside you. It was an honor.  
~ Staff Council*

## Staff Council Goals

Staff Council is a collective voice for those who work in non-faculty employee roles. We support a variety of activities and initiatives to improve the quality of life and effectiveness of the university's dedicated and valuable staff. The Council has set the following goals for the 2015-2016 academic year:

- Increase awareness and function of Staff Council to the campus community.
- Facilitate opportunities for staff to give back to the local community through service.
- Promote an atmosphere where staff invest in themselves by increasing their knowledge, improving their work experience and quality of life.
- Increase collaboration and communication between faculty, staff and administration.
- Enhance camaraderie of staff through social and professional development events.

## Upcoming Events

- 8/12: University Convocation

# University Wellness



## \*Save the Date\*

- ♦ **Campus Farmers Market**  
**Sept. 1, 10am-1pm**  
**Across from Lakeside**
- ♦ **Blood Drive**  
**Sept. 17, 10am-4pm**  
**RAC**

## Be Well. Do Well.

Maintaining a healthy lifestyle can be difficult amongst our demanding schedules or work, errands, household chores and family responsibilities. However, when we can fit in healthy habits we reap numerous rewards including improved well-being, self-esteem, self-image, health status, coping skills, weight-management, disease management and ultimately lower out-of-pocket costs associated with healthcare. Overall, we experience an improved quality of life! Who among us can't benefit from that? I challenge you to practicing being well so you can continue to do well in life. Some simple ways to practice are parking further away, packing your lunch, take the stairs, walk a 1/2 hr everyday, drink water and get adequate sleep. The list goes on and on. We always think we have to go to the gym everyday, exercise intensely and eat a perfect diet. That can't be farther from the truth. Every baby step you make towards a healthier lifestyle counts. If you can do 30% better than you have been, that is 30% more than 0%! If you make these simple changes, you will likely stick to them for the longhaul as well! I hope you can find some things here to help you Be Well, Do Well!

## FREE WELL-BEING WEBINARS!

The University System of Georgia is offering ALL employees FREE wellness webinars! Mark your calendars for the next one!

**Wednesday, November 4 at 12:30 EST on "Healthy Eating for the Holidays"**

**Wednesday, December 9 at 12:30 EST on "Healthy Eating for the Holidays"**

To register for the online event

1. [Click here](#) to join the online event OR copy and paste the following link to a browser:

<https://healthysupport.webex.com/healthysupport/onstage/g.php?d=648862514&t=a&RT=MiMxMQ==&p>

2. Click "Register".

3. On the registration form, enter your information and then click "Submit".

**Visit us @ [recreation.georgiasouthern.edu/wellness/](https://recreation.georgiasouthern.edu/wellness/)  
for more information!**

**Like "WellnessGSU" on facebook!**