

# theResource

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## Department of Human Resources

# BENEFITS FAIR



The Department of Human Resources will be hosting the annual Benefits Fair on **Thursday, October 28, 2010.**



This drop-in event will be held from 10:00 am to 2:00 pm in the Nessmith-Lane Continuing Education Building.

Over 50 vendors, including Blue Cross Blue Shield, TIAA Cref, Valic, Fidelity, and more, will be at the Fair, along with several campus departments and many of our Eagle Perks vendors.

There will be door prizes and give-aways!

Please mark this date on your calendar. More information will be sent out at a later date.

If you have questions, please contact Samantha Melton at 478-1538.

For more details please visit the website at:  
<http://jobs.georgiasouthern.edu/benefitFair.php>

## Now Showing: Return of the HR Policies

Recently, the President's Cabinet approved several new and revised University policies. To assist you in understanding these policies, we invite you to attend one of many workshops being offered.

These HR Policies and Procedures workshops are intended for all GSU employees, and especially managers and supervisors who have the task of communicating and enforcing GSU policies and procedures. These workshops will provide all employees a greater understanding of GSU policies and procedures. Question and answer sessions will be encouraged.

- Monday, Oct. 18 •  
8:30 – 11:00 a.m.
- Monday, Oct. 25 •  
8:30 – 11:00 a.m.
- Thursday, Nov. 11 •  
8:30 – 11:00 a.m.
- Friday, Nov. 19 •  
8:30 – 11:00 a.m.
- Tuesday, Dec. 14 •  
8:30 – 11:00 a.m.
- Friday, Dec. 17 •  
8:30 – 11:00 a.m.

All presentations are in the Continuing Education Building, room #2911.



\*Seats are filling up! To reserve a seat, go to the University Training web site: [training.georgiasouthern.edu/courses](http://training.georgiasouthern.edu/courses)

# Benefits Open Enrollment

The University System of Georgia Open Enrollment Period is scheduled from October 25, 2010 to November 5, 2010. If you make changes within this two week period, you will receive a confirmation statement during the week of November 8th. If changes are still needed at that time, you will have until November 19th to make the final changes to your benefit plans. The changes made during the Open Enrollment Period will become effective January 1, 2011.

## Sessions for Benefits Information

**Human Resources will be offering benefit information sessions and is encouraging employees and spouses/ significant others to attend one or more of the following sessions:**

### **Flexible Spending Healthcare and Dependent Care Overview**

Wednesday, October 27, 2010

9:00 am-10:00 am

Human Resources Training Room, Rosenwald Building, Room #1200

### **United Healthcare Vision/ Georgia Southern University Benefits Overview**

Friday, October 29, 2010

9:00 am-10:00 am

College of Education Auditorium, Room #1115

### **Georgia Southern University Benefits Overview**

Tuesday, November 2, 2010

9:00 am-10:00 am

College of Information Technology Auditorium, Room #1004

### **First Southern National Bank (HSA and HDHP overview)**

Wednesday, November 3, 2010

9:00 am-10:00 am

2:00 pm-3:30 pm

Russell Union, Room 2041

## Sessions for Open Enrollment

The last day of Open Enrollment is November 19, 2010. If you wish to add, change, or drop coverage in any of the eligible benefit plans, you must log into [www.portal.adp.com](http://www.portal.adp.com) If you wish to stay with your existing health, dental, and life coverage, no action is necessary.

You will need to re-enroll in the Health Care Reimbursement Account (FSA) and the Dependent Care Reimbursement account at [www.portal.adp.com](http://www.portal.adp.com).

**Since open enrollment is online, we have set up specific times available for employees to enter changes to their benefits package. During these times, we can assist you with your online processes in making changes to your benefits. The HR Training Room in the Rosenwald Building, Room #1200, will be available during the times scheduled below:**

Monday, November 1, 2010 10:15am- 5:00pm

Tuesday, November 2, 2010 10:15am- 4:00pm

Wednesday, November 3, 2010 8:00am-1:30pm

Thursday, November 4, 2010 8:00am- 5:00pm

Friday, November 5, 2010 8:00am- 5:00pm

Monday, November 15, 2010 10:15am- 5:00pm

Tuesday, November 16, 2010 10:15am- 4:00pm

Wednesday, November 17, 2010 8:00am-1:30pm

Thursday, November 18, 2010 8:00am- 5:00pm

Friday, November 19, 2010 8:00am- 5:00pm

# Woo Hoo! True Blue Fridays!

The Department of Human Resources and your Staff Council invite you to be a part of the Eagle Nation Tradition. Show your pride for Georgia Southern by wearing blue on Fridays.

Don't be limited by just True Blue attire, any Georgia Southern blue will be recognized.

Faculty and Staff are encouraged to showcase *Woo Hoo* True Blue Friday spirit by emailing pictures of yourself or your department all dressed up on True Blue Fridays to: [HumanResourcesTraining@georgiasouthern.edu](mailto:HumanResourcesTraining@georgiasouthern.edu).

Once you turn in a picture, you will be mailed an official True Blue pin.

Pictures will be uploaded to the True Blue website.

*Woo Hoo* True Blue!



Please contact Stephanie Scott at 8-7120 with any suggestions or ideas.

## Eagle Perks & Facebook

The Georgia Southern University Employee Perks Program has a new Facebook page!

University-Eagle-Perks/167197039961171?ref=sgm

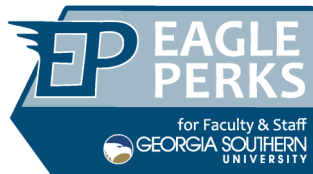
The Eagle Perks Facebook page will showcase vendors who offer discounts to Faculty and Staff. It will also have weekly updates about discount offerings, changes, and special advertising. Participating vendors with their own Facebook pages will be linked to this page as well.

If you do not have a Facebook page, you can still view the site! No sign-ups are needed.

If you're not interested in Facebook, the Eagle Perks vendor listing is updated often and can be found at: [http://](http://jobs.georgiasouthern.edu/pdf/Perks.pdf)

[jobs.georgiasouthern.edu/pdf/Perks.pdf](http://jobs.georgiasouthern.edu/pdf/Perks.pdf).

Keep up with the latest Eagle Perks news by going to: [http://www.facebook.com/](http://www.facebook.com/pages/Statesboro-GA/Georgia-Southern-)



Look for an Eagle Perks decal at participating area businesses. Remember to have your GSU Eagle ID with you, as many vendors may require it



# Upcoming Training Programs

## October :

- 18th - Return of the HR Policies
- 20th - Advanced Word 2007
- 22nd - Professional Image
- 25th - Return of the HR Policies
- 26th - SEC PeopleAdmin

## November:

- 9 th - Dealing with Difficult People
- 11th - Return of the HR Policies
- 12th - The Art of Exceptional Customer Service
- 19th - Return of the HR Policies
- 23rd - Social Media Etiquette

## December:

- 2nd - Dealing with Negativity in the Workplace
- 8th - How to Retain Your Superstars
- 14th - Return of the HR Policies
- 17th - Return of the HR Policies

To register for a workshop or find more information, please go to the training website at: <https://training.georgiasouthern.edu/courses/default.aspx>



**The Tuition Assistance Program (TAP) Deadline for Spring Semester 2011 is November 15, 2010. Please contact Sara Jo Britt at 8-0256 for more details.**

**New: 9 credit hours**

*Creativity seems to emerge from multiple experiences, coupled with a well-supported development of personal resources, including a sense of freedom to venture beyond the known.*

*Loris Malaguzzi*

The Department of Human Resources  
2142 Southern Drive,  
Sweetheart Circle  
Statesboro, Georgia 30460  
912-478-5468

<http://jobs.georgiasouthern.edu/>