

What's Happening



RETIREMENT WEBINAR

❖ **Social Security Webinar**

December 9, 12:00 PM

Want to learn more about how your retirement plan and the Social Security Windfall Elimination Provision work together? Join MPERA this December for a webinar presented by the Social Security Administration. [Register Today!](#)

PAYROLL

- ❖ **Payroll Deadlines** – December pay will be on the regular 15th pay date, and the 31st pay date will be paid early on the 23rd. **Time reporting for the Dec 1-15 pay period must be completed by Wednesday, December 16th, at 5:00 PM.** Due to the holiday closure and the shortened payroll processing time, we will be unable to accept any late time reporting. Please make sure everyone has submitted their timesheets, so no one goes unpaid this holiday season.
- ❖ **Holiday Time Reporting** - Hourly employees who were in paid status on Columbus Day, Election Day, and Veteran's Day will have Floating Holiday leave on Dec 28, Dec 29, and Dec 30. If employees did not work or report paid leave on Columbus, Election Day, or Veteran's Day, then they should report Vacation leave for Dec 28, Dec 29, and Dec 30.

PROFESSIONAL DEVELOPMENT

Visit the [HR website](#) for course listings and registration.

❖ **Writing Professional Emails**

December 8, 10:00 AM – 11:00 AM, **Zoom**

Your written communication skills can help you succeed—or hold you back. In any role, you must be able to convey your ideas in ways that effectively communicate your message. Learn some tips on professionally and effectively writing professional emails.

❖ **Introduction to Microsoft Teams**

January 14, 10:00 AM – 11:00 AM, **Online**

Learn the basics of using Microsoft Teams, an alternative to ZOOM. Teams has Chat, Meetings, Calling, and Collaboration features to make it easier to communicate and team up within your department and across FVCC.

❖ **FVCC Credit Classes**

You are encouraged to enroll in FVCC credit classes for FY21 Professional Development. Many courses provide learning opportunities directly related to the workplace; however, if you would like to take one that is personally enriching, you may do so because your well-being is important too. Take a look at the newest [course schedule](#) and get enrolled for Spring 2021!

WELLNESS

- ❖ **The last day** to claim your Amazon gift cards is December 21st, otherwise you will forfeit them. You must log into your account on the [Limeade website](#) and claim your gift cards (you don't have to spend them by that date—just claim them),.
- ❖ **The 2021 Incentive Program** launches January 28th!

WINTER BREAK

- ❖ FVCC will be closed December 24 – January 3 for Winter Break.

STAFF HAPPENINGS

- ❖ **Leaving us:** Ben Deremiah – Program Coordinator, Events; Lloyd Haugen – Instructor, Machining; Deb Huisentruit – Program Coordinator, Extended Learning; Tracy Sullivan – Disability Services Coordinatiior