



HOLIDAY CLOSURE

- President's Day is observed on Monday, February 15

FINANCIAL

- **Tax Withholding Changes** - Did you complete your taxes and realize your federal or Montana withholding needs adjusted? The IRS adjusted the W-4 tax form in 2020, which may impact your withholdings. To make a change in Paycor, go to *Me > Profile Summary > Compensation > Taxes > FITWH or MT* to make those changes for 2021. More information is available at [IRS Frequently Asked Question](#)
- **1095C** - Employer-Provided Health Insurance Offer and Coverage Insurance statements will be provided to employees before the March 2 IRS deadline. The 1095C is not required for filing your taxes.

PROFESSIONAL DEVELOPMENT

- **Introduction to Microsoft Teams**
February 18, 11:00 AM – 12:00 PM, 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.

Visit the [HR website](#) for course listings, registration, and other helpful information.

WELLNESS

- **2021 MUS Wellness Program is live!**
The MUS Wellness Incentive Program made some big upgrades for 2021. The program still offers the challenges and incentives you're familiar with, including Fitbit trackers and Amazon gift cards, but you'll notice more enhanced communication feeds to keep you up-to-date with the latest news, resources, and events. Plus, there are optional social networking tools to more fully engage in well-being with your coworkers!
- To get started, visit <https://muswell.limeade.com> or download the Limeade ONE app. Use your Paycor Employee ID with two to three zeros in front to make it a six-digit number. For example, if your Paycor Employee ID is 123, your Limeade ID is 000111. If you have any questions or difficulties, please contact support@limeade.com or call 866-895-6940.

STAFF HAPPENINGS

- **Please welcome:** Seth Brookshire, Academic Coordinator, LCC; Kya Lisum, Disability Services Coordinator
- **Leaving us:** Laura Damon, Program Coordinator, Instructional & Chemical Safety; Gregg Davis, Faculty; Sue Kelly, Faculty Relations Specialist; John Nelson, Brewing Program Coordinator; Arlene O'Donnell, Admissions & Registration Specialist; Ruth Wrightsman, Faculty