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EMPLOYEE RECOGNITION

49th Annual Staff Service and Recognition of Excellence Awards - 2015

On Tuesday, June 2, 2015, the Office of Human Resources will host the 49th Annual Staff Service and Recognition of Excellence Awards Event. The event celebrates staff and administrators who have achieved service milestones at five year increments (5, 10, 15, etc.).

A list of staff scheduled to be honored for their years of service has been posted to the [Work/Life - Employee Recognition](#) webpage. If you believe that your name should be on the list, but it is not, or, your name is on the list and you believe it should not be, please contact Heather Kennedy at heather.kennedy@csun.edu by March 16, 2015.

The event also provides us, through our Recognition of Excellence Awards, the opportunity to recognize both individual staff members and teams, for outstanding efforts made over the course of the calendar year. As mentioned on the cover page, those awards are specifically the Presidential Award, Award of Merit, Alumni Award, the Jolene Koester Team Award, and the Excellence in Diversity & Inclusion Award. [Information on the awards and nomination forms, which are currently being accepted through Friday, April 17, 2015, can be found on the Employee Recognition webpage.](#)

PAYROLL ADMINISTRATION

Take Advantage of Direct Deposit!

Direct Deposit is a convenient way to automatically deposit your pay warrant into the financial institution of your choice.

Some of the advantages of Direct Deposit are:

- Direct deposit is more secure than paper checks in that employees do not have to worry about lost or stolen warrants.
- No more trips to the bank or ATM to deposit your warrant.
- If payday is on a holiday, or if employees are on vacation or away from work, funds will be credited to employees' account and available for use on the direct deposit date.
- Employees will still receive pay statements that show all deductions, taxes, and the amount that was deposited into their bank account.
- Some financial institutions waive account fees when enrolled in direct deposit.

Once enrolled, all payments, including supplemental payments such as overtime, will be directly deposited to employees' designated financial institution. We invite you to learn more about [Direct Deposit](#) and sign up today!

2014 W-2 Forms

The State Controller's Office (SCO) has mailed the 2014 W-2 Wage and Tax Statement Forms. If you have not received your W-2, you may contact Payroll Administration at (818) 677- 2728 for assistance. If you need a duplicate copy of a W-2, you may request one from the State Controller's Office; there is an \$8.50 processing fee per tax year requested. Information is online at: http://www.sco.ca.gov/ppsd_empinfo_dpw-2.html.

Frequently Asked Questions regarding Form W-2 can be found at: http://www.sco.ca.gov/ppsd_empinfo_form_w2.html

Did You Know?

The pay period for March 2015 begins on March 1st and ends on March 31st. The Campus will be closed on March 31 in observance of César Chávez Day. Payday for faculty and staff will be on March 30th; direct deposit will be posted on April 1st.

BENEFITS ADMINISTRATION

Your Benefits and the Faculty Early Retirement Program (FERP)

If you will be participating in the Faculty Early Retirement Program (FERP) beginning 2015-2016 or are already enrolled, valuable information is available online about your benefits and pay while participating in the program. Please view the [FERP \(Faculty Early Retirement Program\) and Your Benefits](#) website.

Social Security Online

Did you know you can estimate your future Social Security benefit online at <http://www.ssa.gov/>?

The [Social Security Retirement Estimator](#) produces estimates that are based on **your** actual Social Security benefits. You can also apply for Social Security, check the status of your online application, and complete many other transactions by visiting the Social Security Administration website.

Healthcare Reimbursement Account (HCRA) and Dependent Care Reimbursement Account (DCRA) Claims

The CSU provides for the 2 ½-month grace period extension allowed by the U.S. Department of Treasury for flexible spending plans. As a result, current participants (as of December 2014) with balances in the Health Care Reimbursement Account Plan (HCRA) and/or the Dependent Care Reimbursement Account Plan (DCRA) as of December 31, 2014 will be allowed to utilize remaining 2014 balances toward reimbursement of eligible medical and/or dependent care expenses incurred from January 1, 2015 through March 15, 2015. Any balance remaining in either a 2014 HCRA or 2014 DCRA account after March 15th will be forfeited.

All HCRA/DCRA claims for services provided 1/1/2015 – 3/15/2015 will automatically be processed against a remaining 2014 balance if filed by June 30, 2015. If your claim exceeds the available funds from 2014, any excess will be automatically applied to your 2015 plan.

For more information, view the [Health Care Reimbursement Account Plan \(HCRA\) brochure](#) and/or the [Dependent Care Reimbursement Account Plan \(DCRA\) brochure](#).

Fee Waiver Fall 2015 Application Period

The CSU Fee Waiver module is currently available for Fall 2015 registration. In order to ensure timely processing, please submit your application no later than **April 17, 2015**.

Paperless Application

The application link is located in the *myNorthridge* portal under Human Resources/Employee> Apply for Fee Waiver Benefit (Faculty will find this link on their Staff page). When you submit your application, you will receive an immediate confirmation email. If there are any problems filling out the on-line application, just select "Save As Draft Version" and call ext. 2173. If you forget if you applied, you can always view your application during the enrollment time frame.

For information and questions pertaining to fee waiver, please visit the [Fee Waiver website](#). You may also call ext. 2173 or email the Fee Waiver Coordinator directly at FeeWaiver@csun.edu for assistance.

Employee Assistance Program, LifeMatters@CSUN

If you haven't already done so, visit our [LifeMatters@CSUN](#) website to learn about all of the services and resources available to you and your family/household members as part of your new Employee Assistance Program benefit.

Are you committed to focusing on a healthier lifestyle? Visit the [LifeMatters](#) website and take the MyWellbeingProfile Assessment. This tool focuses on our relationships, finances, physical health, and our communities and how these five elements interact.

In addition, LifeMatters hosts monthly Webinars. Most Webinars are live, and some are posted for download.

This month's webinar on Thursday, March 12, 2015, 10:00 - 11:00 a.m. PST is:

Autism

This informative webinar will discuss what autism is and how it affects a child's development and behavior. Parents will learn how to cope and to properly care for a child with autism so that they can grow up to lead healthy and productive lives.

To register for a live webinar:

- Go to [mylifematters.com](#) and log in using the password "Matadors."
- Click on the "Services" tab in the upper right section of your screen. Then with the scroll bar in the lower middle portion of the page find "Webinars" in the menu of LifeMatters services.
- Click on the link for the webinar you would like to attend and follow the registration instructions.
- You must register prior to the start of the webinar in order to attend.

California State University, Northridge believes that the services provided through LifeMatters@CSUN can be a most valuable resource in helping faculty and staff maintain satisfying and productive lives, and we are pleased to include this service as an employee benefit.

Benefits Administration Representatives

If you need to clarify information from our website or would prefer to speak with your Benefits representative, please see their contact information below.

**If your last name begins with,
or you need information on:**

A – K

Representative:
Monica Baskerville

Extension:
X 3810

E-Mail Address:
Monica.Baskerville@csun.edu

L – Z

Cathy Salazar

X 2119

Cathy.Salazar@csun.edu

Leaves of Absence &
Workers' Compensation

Kari Dom

X 3351

Kari.Dom@csun.edu

Retirement

Cathy Salazar

X 2119

Cathy.Salazar@csun.edu

Tuition Reduction Program

Sherrill Bunce

X 2173

Fee.Waiver@csun.edu

SOLAR HR Access

Sherrill Bunce

X 3354

Sherrill.Bunce@csun.edu

PROFESSIONAL & PERSONAL DEVELOPMENT – MARCH 2015

March 2, 2015
5:30 – 6:30 pm

Commit To Be Fit – Every Week, Monday thru Thursday!

March 3, 2015
12:00 – 1:00 pm

1.5 Alive – New This Semester – Every Week, Tuesday thru Friday!

March 3, 2015
11:00 am – 12:00 pm

Yoga – Join Us Every Tuesday!

March 4, 2015 2:00 - 3:30 pm	<u>Supporting Employees with Disabilities – Engaging in the Interactive Process II</u>
March 5, 2015 2:00 – 3:00 pm	<u>Recognizing Addictive Behaviors in Students</u>
March 9, 2015 10:00 – 11:00 am	<u>Mindfulness Series, Part I</u>
March 10, 2015 11:00 am – 12:00 pm	<u>Yoga – Join Us Every Tuesday!</u>
March 10, 2015 2:00 – 3:00 pm	<u>Weight Loss Trends & Incorporating Healthy Eating While on Campus</u>
March 11, 2015 12:00 – 1:30 pm	<u>Grow Your Mind Book Club</u>
March 13, 2015 10:00 – 11:30 am	<u>Women’s Health Lecture – Top 5 Health Concerns for Women</u>
March 16, 2015 1:00 – 3:15 pm	<u>Diamond University Leadership Series – Goal Setting</u>
March 17, 2015 9:00 – 11:30 am	<u>What Leaders Need to Know About Employment Law – (For MPPs Only)</u>
March 17, 2015 11:00 am – 12:00 pm	<u>Yoga – Join Us Every Tuesday!</u>
March 18, 2015 10:00 – 11:00 am	<u>The Path to Doubling Research & the Impact on Students, Faculty, and Staff</u>
March 19, 2015 12:00 – 1:30 pm	<u>Forum on Men’s Issues - Families</u>
March 19, 2015 6:30 – 7:30 pm	<u>Going Solar? Everything You Need to Know</u>
March 20, 2015 11:00 am – 12:30 pm	<u>Public Speaking II – The Power of Persuasion</u>
March 23, 2015 10:00 – 11:30 am	<u>Being a Better Leader – Knowing Yourself & Followers Using True Colors</u>
March 24, 2015 10:00 – 11:00 am	<u>Communication Counts: Lifting CSUN’s Reputation & Visibility</u>
March 24, 2015 11:00 am – 12:00 pm	<u>Yoga – Join Us Every Tuesday!</u>
March 25, 2015 9:00 – 10:15 am	<u>Cash Handling Training</u>
March 26, 2015 12:00 – 1:00 pm	<u>Walking Paths</u>

View the complete [Spring 2015 Professional & Personal Development Calendar](#) at:

Web: <http://www.csun.edu/development/training>

PDF: <http://www.csun.edu/sites/default/files/spring-2015-pd-calendar.pdf>

**Workshop
Registration Steps:**

Register for Professional & Personal Development Workshops and Training sessions in **4 EASY STEPS:**

1. Log into the *myNorthridge* Portal
 2. Locate the Training/Professional Dev pagelet and select the Employee Learning & Training link
 3. Select Instructor Led Training Sessions under Upcoming Events and find the session you want to attend.
 4. Select Enroll
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