

#HELLOPFW

Purdue Fort Wayne's HR-OIE Newsletter



From the desk of
Cynthia Springer, M. M.
 Associate Vice Chancellor for HR-OIE

Spring Forward in March

March 14 kicks off daylight saving time, which means longer days and warmer weather on the horizon. That one hour of lost rest can affect productivity, concentration, and physical and mental health. Feeling groggy on the morning of daylight savings time happens to all of us, especially for the non-morning persons. Even though I am a dawn early riser, I still get the daylight saving times morning groggy blues. Worth considering are a couple of tips that I received from my health colleagues in anticipation of Daylight Savings Time:

Plan for an earlier nighttime routine.

Start an earlier nighttime routine maybe a day or two before March 14. By starting the nighttime routine 15-30 minutes earlier gives your body time to ease into the time change. For families with small children who often feel the time change, this small adjustment can be especially helpful.

Even turning your clocks forward on Saturday morning instead of Sunday morning helps to adjust our biological transition for the one hour time difference.

Enjoy longer evenings.

Let's see... we get the perks of longer evenings with Daylight Savings time, and right now the weather is warmer. With longer sunlight in the evenings, take a walk, let in the sunlight by opening your blinds or curtains. The sun will help reset your body clock.

Other ideas include: Develop a consistent sleep routine, exercise, avoid eating or drinking close to bedtime, and reduce screen time.

"I commit to empower our talent to explore uninhibited excellence in their work, for their well-self, and for one another."

- Cynthia Springer, M.M.

Office of Institutional Equity

Women's History Month

International Women's Day – March 8 – “Choose to Challenge”

Celebrated internationally since 1911 and sponsored by the United Nations since 1975, International Women's Day celebrates the achievements of women, raises awareness of gender issues, and calls for action to achieve gender parity. The 2021 theme for International Women's Day is “Choose to Challenge” – choose to challenge the norm; be alert; accept the challenge to change.

For more information about how you can “Choose to Challenge” and celebrate women's historical, societal, cultural, and political achievements, see: <https://www.internationalwomensday.com/>.

March is Women's History Month – “Valiant Women of the Vote: Refusing to Be Silenced”

Coinciding with International Women's Day, March is Women's History Month – a month set aside to commemorate and honor women's contributions to American history. Each year's theme is selected by the National Women's History Alliance. 2020 marked 100 years of women's suffrage, but because the Covid-19 pandemic curtailed the centennial celebrations and activities, the theme “Valiant Women of the Vote: Refusing to Be Silenced” has been extended as the theme for 2021.

For more information, visit:

<https://nationalwomenshistoryalliance.org/>

How can you celebrate?

- Read a book by a woman author (bonus if it is a biography of a woman in history!)
- Explore art or performances by women artists
- Support women-owned businesses
- Volunteer for an organization that supports women
- Mentor a woman in your field
- Thank the important women in your life

Sources: <https://www.womenshistory.org>,
<https://nationalwomenshistoryalliance.org/>,
<https://www.internationalwomensday.com/>.

Payroll

2020 W-2s to Arrive by January 31st

2020 W-2s were expected to arrive by January 31, 2021. You may receive your W-2 electronically through ADP, by mail, or both.

If you have **not** used ADP before, you may still register and access your W-2 electronically. Before you begin, you must have your PUID, valid SSN and zip code of the address on file with the university.

How do you find your PUID?

- Log into your SuccessFactors page.
- Click on “My Profile” in the My Info section.
- Scroll down and locate “Biographical Information” on the left side. Your PUID is in this section on the right and begins with two zeroes. Person ID **is not** your PUID.

I have moved. How do I know what address is on file?

- Locate the “Personal Information” section. Your address is listed.
- After locating this information, click on the home icon at the top of the page to return your main page.

How do I register for ADP?

- Go to your SuccessFactors main page.
- Locate the tile “ADP W-2 Services.” These are instructions on how to register.
- Follow the instructions.
 - Note: The registration code and company code are located on the instructions.

If you have used ADP to access your W-2s previously, you cannot register again. If you have used ADP before,

- Go to one.purdue.edu
- In the search bar at the top of the page, search for ADP.
- Open the ADP tile.
- If you have your user ID and password, log in.
- If you have forgotten your user ID, click on “forgot your user ID” and follow the prompts for information.
 - If your information matches ADP’s records, your user ID will be located and given to you.
 - If your information does not match, ADP will not be able to locate you. If this happens, email tax@purdue.edu for assistance.

If you have not received your W-2 by mail, you will need to retrieve it electronically through ADP by following the instructions above.

Questions? Contact payroll@pfw.edu.

Benefits

The Healthy Boiler Portal and YOU!

Participation in our [Healthy Boiler Wellness Program](#) is made easier through the use of the Healthy Boiler Portal. The Healthy Boiler Portal, administered by One to One Health, helps you to not only complete your paperwork for the Healthy Boiler incentive, but you can also access numerous recipes, challenges, events and educational materials.

This [video](#) highlights the Healthy Boiler Wellness Portal and explains how to use it, including how to register and how to complete your biometric screening information for your wellness incentive to be paid to your HSA or HRA.

It is important to note, that because the portal is administered by One to One Health, your personal health information is secured within the portal and not shared with your employer. Purdue receives aggregate data only.

To earn your wellness incentive in 2021, employees will complete a wellness screening first and then have the option of an additional step, completing a biometric (blood health) screening. Once these are completed, your doctor will complete the form, which is located on the Healthy Boiler Portal for you to download and print. Once the doctor has completed the form, you will upload the form back into the portal so that your wellness incentive can be paid. Incentives are paid on a monthly basis, with payment received the month following your submission to the portal. Again, because the portal is managed and administered by One to One Health, Purdue does not receive your personal health information, rather they are notified that you have completed the necessary screenings so that you can receive your payment.

Here is how it works	Employee Only Coverage	Employee + Spouse Coverage	Employee + Child Coverage	Employee + Family Coverage*
Complete annual physical	\$200 – Employee	\$200 – Employee \$200 – Spouse	\$400 – Employee	\$200 – Employee \$200 – Spouse
Complete biometrics screening	\$125 – Employee	\$125 – Employee \$125 – Spouse	\$250 – Employee	\$125 – Employee \$125 – Spouse
Total Incentive	\$325	\$650	\$650	\$650

For more information in regards to the Healthy Boiler Wellness Program, along with the links to incentive information, valuable registration information and instructions and overall program information, please visit the Healthy Boiler website, [HERE](#).

Have additional questions, please contact Amy Jagger at jaggera@pfw.edu.

Healthy Boiler Program

March Healthy Boiler Wellbeing Events

Employee Yoga

Tuesdays, March 2, 9, 16 & 23 & 30

12–1 pm

Fitness Studio, Gates Athletics Center

Join employee health coach, Lindsay Bloom on Tuesdays to de-stress, deep breathe, and increase flexibility, balance, and muscle tone. All levels welcome. Space is limited to 6 participants. Please [email Lindsay](#) to reserve your spot.

Virtual Healthy Boiler Workshop: Your Brain on Food

March 12

12–1 pm

Virtual - Presented by Megan Shidler, RD Health Coach, Purdue Center for Healthy Living

Can we use food to boost our mood? Science has shown us that dietary changes can bring about physiological and chemical alterations in our brain. While food and diet may not be the magic cure to all mental illness, it can certainly be a valuable tool in promoting and restoring mental health. Open to all employees. **Meeting link will be sent prior to the event.**

Benefits-eligible employees and their covered spouses:

Log in to the [Healthy Boiler portal](#), select Engage> Wellness Events. If you haven't signed up for the Healthy Boiler Program, [learn more about how this program can work for you](#) and [sign up](#).

All other employees: Please [email Lindsay](#)

Virtual Healthy Boiler Workshop: Pantry Reset

Thursday, March 18

12 - 1 pm

Virtual - Presented by Lindsay Bloom, Health Coach, Purdue Fort Wayne

Our pantries can easily become disorganized, overcrowded, and full of outdated and unhealthy food. Learn about how to stock healthy pantry staples and organizational tips to help set you up for success!

Benefits-eligible employees and their covered spouses:

Log in to the [Healthy Boiler portal](#), select Engage> Wellness Events. If you haven't signed up for the Healthy Boiler Program, [learn more about how this program can work for you](#) and [sign up](#).

All other employees: Please [email Lindsay](#)

2021 Well-being Summit

Wednesday, March 24

7 a.m. - 5 p.m.

Wellness will present a Well-Being Summit for our campus community that will focus on the Five Pillars of Health for overall well-being as outlined in the Healthy Boiler Program. These pillars include Behavioral Health, Financial Wellness, Physical Health, Social Wellness, and Work-Life Integration.

We are excited to provide an opportunity for all of our students, faculty, and staff to safely attend the Well-being Summit by offering in-person health screenings, live virtual well-being webinars, resource tables, gift drawings and more. All faculty and staff are encouraged to participate in the Summit, with supervisor support, by attending these events being held throughout the day both online and in various locations on campus.

Registration is required for the in-person screenings and live virtual webinars. Space is limited for the in-person health screenings due to social distancing guidelines so register early to reserve your spot.

For each in-health screening or virtual webinar you attend, you will receive a link to register for a drawing to win prizes. You may select the same prize or a different prize for each entry you submit.

Learn more about the Summit, register for events, and view list of prizes at pfw.edu/wellbeingsummit.

March Healthy Boiler Challenge

The **Food Tracker Challenge** invites you to track everything you eat for the next 30 days. You can use the health app that comes with your phone, the app that comes with your fitness tracker, or you can download a popular food tracker app. Complete this challenge and be entered into a drawing to win Healthy Boiler promo items. Join the challenge and track your activities by going to the [Healthy Boiler Portal](#) and clicking on Engage > Competitions.

Healthy Boiler – Behavioral Health Pillar

[Behavioral health](#) is an important part of your overall health. As you work to improve your overall health and wellness, it's important to include your behavioral health as well.

Purdue Fort Wayne's Employee Assistance Program (EAP) provides voluntary, confidential, and professional assistance to help employees and their families resolve problems that affect their personal lives or performance at work. Services include problem evaluation and assessment, individual counseling, and referral to community services.

The EAP—open 24 hours a day, 7 days a week—is available through the Bowen Center at 800-342-5653. [Learn more](#) and access Mental Health Moments.

Employee Relations

Interviewing Best Practices - Part 2

As an employer, you want to select the best-qualified candidate for the position. Hiring supervisors have the critical responsibility to select employees on the basis of job-related qualifications in accordance with all applicable laws and regulations and must carefully define the position and the qualifications it requires. Well-planned pre-employment interviews can help ensure the best match for the job.

When employers seek information from job candidates, they should ask themselves:

- (1) Will the answers to this question, if used in making a selection, have a disparate effect in screening out candidates in protected classes?
- (2) Is this information essential to judge a candidate's qualifications for this job?

Let's review some interviewing pitfalls:

Common Interviewing Mistakes

- Failure to put the candidate at ease
- Leading questions — signaling expected answers to questions or leading to preferred answer
- Failure to actively listen
- Dominating the interview
- Failure to probe — lack of follow-up questions to clarify ideas
- Failure to plan for the interview
- Asking hypothetical questions — (behavior-based questions elicit more useful information)
- Personal bias used during interview
- Asking yes/no versus open-ended questions

Personal Biases in Interviewing

- Making judgments too early in the process
- The halo effect — happens when one positive aspect of a candidate's background or qualifications becomes inappropriately transferred to all aspects
- The horn effect — happens when one negative aspect of the candidate's background or qualifications becomes inappropriately transferred to all aspects
- Stereotyping
- Personal similarity
- Oversimplification
- False criteria

It is important to remember that all interview questions must be job-related!

Should you have any questions, or would like to review sample interviewing questions, please contact Melissa Helmsing at helmsinm@pfw.edu, or Rachel Gibson at gibsonr@pfw.edu.

Learning & Development

Performance Management Talk

Supporting an employee in meeting existing and future performance needs is the foundation of good performance management. Performance Management is an integral part of the work environment and is most effective when feedback, coaching, training, presence and developmental elements are weaved into the process. The employee as well as the supervisor hold dual responsibility for successful outcomes. Below are a few tips for supervisors and employees that build collaborative achievement oriented work relationships.

SUPERVISORS:

- Hold regular check-ins
- Provide clarity on job expectations and role
- Provide the right equipment, resources & tools
- Take time to observe and/or ask about the employee's work
- Identify employee strengths/development areas
- Provide clear, honest and supportive communication to build trust

EMPLOYEES:

- Don't wait until the annual review to ask for feedback
- Keep track of & share successes/challenges
- Be aware of your own strengths and weaknesses
- Don't focus too much on one aspect of feedback
- Be an active listener; try not to get defensive
- Create and share your action plan for success

Annual Evaluation Q & A



What's the status of the evaluations in my area?

Supervisors and managers can [access and download annual goal reports, annual review reports, and development plan reports](#) for their area from their SuccessFactors homepage.

Supervisors may also request an update by contacting Dimples Smith, smid@pfw.edu.



What happens when an employee changes departments?

When an employee changes departments, after they complete their self-assessment, their evaluation will automatically route to the manager they are shown as reporting to in SuccessFactors.

What is the evaluation timeline line for our campus?

The evaluation timeline for our campus can be found on the [HR-OIE Learning & Development website](#).

HR-OIE Team Spotlight

ANDIA WALKER

Employee Relations
Administrator

walkat01@pfw.edu



Andia, a proud alumni of what was formerly IPFW, joined the PFW HR-OIE team in July 2017. Andia joined the team as an Investigator and Compliance Administrator, but later transitioned into the role of Employee Relations Administrator.

Prior to joining the HR-OIE team, Andia had the humbling pleasure of working under the Honorable Judge Charles Pratt, the Honorable Magistrate Lori Morgan, and the Honorable Magistrate Sherry Hartzler, at the Allen County Superior Courthouse - Family Relations Division, where she served as the Judicial Assistant.

Andia has a Bachelor's degree in Public Affairs, from IPFW, and a Juris Doctorate degree from IU Robert H. McKinney School of Law. Andia considers herself to be a life-long learner, and one of the things that she admires most about the University is it's consistency in supporting its students even after they graduate by bringing them back as employees.

Compensation & Classification

Free Tax Help

It's tax time again. IRS certified volunteer tax preparers are offering free help to Allen, DeKalb, Noble and Steuben county residents whose 2020 income was less than \$57,000. The service, sponsored by United Way partnering with Volunteer Center and Catholic Charities Diocese of Fort Wayne-South Bend, will be available from February 1st to April 12th.

This year's Volunteer Income Tax Assistance will be a drop-off only service. For Allen County residents, the drop-off site is St. Mary's Catholic Church located at 1101 S. Lafayette Street. For residents of DeKalb, Noble and Steuben counties, contact Catholic Charities Auburn Office at 260-925-0917 to schedule an appointment to drop-off tax documents. To view all times, locations, and necessary documents to bring to the program sites for the 2021 year, please visit the [United Way](https://www.unitedway.org) website.

Are you a DIYer? United Way is providing online tax filing software, available at myfreetaxes.com, which will allow you to prepare and file your return through a computer or smart phone.

Learning & Development

Learning Corner



The nature of how and where employees work, connect and grow is continually evolving. Our mission is to meet our workforce

where they are and help them learn and grow no matter their work set-up.

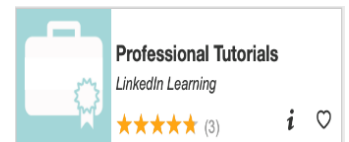
Working remotely and connecting virtually is one of the way many employees engage in the work they do. While the use of technology and managing this new means of work can be challenging, it also offers developmental opportunity. The university provides a number of ways employees at all levels can connect to learning and grow in knowledge, skills and ability.

Employees are encouraged to explore the resources listed below, or request desired learnings by emailing Dimples Smith at smid@pfw.edu.

LinkedIn Learning

[LinkedIn Learning](#) is a self-directed online learning platform available to all PFW employees. Employees can search for and select courses that best fit their learning need. To access LinkedIn Learning:

1. Go to one.purdue.edu
2. Search for Professional Tutorials - LinkedIn Learning
3. Enter your Purdue Career Account and BoilerKey to access.



HR LibGuide and Business Book Summaries

[This resource](#) provides quick access to relevant materials that enhance learning and development on a variety of topics. Provided in collaboration with the Helmke Library, it allows you to search various articles, journals and databases.

Supervisor Resources

- [Supervising Remotely](#): This online resources shares helpful tips and information to supervisors on successfully navigating the remote work environment.
- [Learn & Earn](#): Current supervisors, aspiring supervisors and those interested in developing their HR awareness have the opportunity to learn and earn a certificate in the process. Four certificate based HR modules available through SuccessFactors include: [HR Partnership](#), [Payroll](#), [Compensation](#), and [Hiring and Onboarding](#). These modules provide a fundamental understanding of key HR information. To access the module employees will need their Purdue Career Account and BoilerKey. For additional information, contact Dimples Smith, smid@pfw.edu.

Compensation & Classification

5 Tips for Writing Exceptional Job Descriptions

Let's be honest, attracting the top talent has become a war zone. Our competitors are looking for the same candidates, and they're doing a better job. The most common way candidates discover positions is by searching for keywords in your job descriptions. In the description is also where you convey what you want, what your candidates need to have, and how you attract people to your organization. Here are 5 simple tips to make your next job description stand out:

1. Start with the job title

Titles are everything. The right title is clear and informative without being so decorative in language that the right people will miss it in their search results. You may be under the impression that flowery, fun titles seem like an exciting place to work, but you'll quickly find that they do little more than confuse people. Be direct. Work as many title-related keywords into the text, so people seeking a position that aligns with what you're offering will be able to locate it, regardless of their preferred search terms.

2. Be specific

while you don't want to include every single requirement and daily responsibility for an open position, you do want to be specific about what you're looking for. If there is a very specific skill or type of experience the right candidate needs, make sure to include it. Incorporating specific skills will attract the right candidates searching for positions using said skills and will also discourage unqualified candidates from applying.

3. Avoid clichés and jargon

Everyone needs to understand the job description you write. If you use a lot of inside lingo around the office, a new hire will pick it all up within a few weeks. Don't throw it around in the job description. The result is something convoluted, and anything a candidate doesn't understand will be a drawback. Another thing to consider is how many job descriptions this candidate has already viewed. They've seen every cliché you can possibly imagine. Everyone wants a "highly motivated self-starter."

4. Get the right layout

Typing three paragraphs about daily responsibilities isn't going to get you far. Anyone searching for your ad is in the midst of their job search won't spend very much time looking at your job if it's messy and extremely long. Use bullet points when possible and make the job description quick and easy to look at.

5. Sell the opportunity

Why should a candidate apply for your job posting over another one? What makes the university a great place to work? What is unique about the particular position? What will the candidate be doing? Including information like this gets that candidate excited about not only the opportunity but also the university and the chance to work here. Be specific about the education, experience and knowledge skills and abilities you would want on the job description. This helps in selling the job opportunity to the candidates correctly.

OUR VALUES

- P** People-centered Exceptional Foundation
- E** Excellence Standard
- O** Operational Business Partners
- P** Purposeful, Flexible Services
- L** Leading with Respect
- E** Effective Learning & Development Culture

#HelloPFW Contact Us

Human Resources and Office of Institutional Equity
Doermer School of Business Building, Suite 300
 Main Phone: 260-481-6840
 Email: hr@pfw.edu
 HR Services Email: payroll@pfw.edu

Looking for more information about a specific topic?
 See our [Contacts by Topic Guide](#).