

# #HELLOPFW

*Purdue Fort Wayne's HR-OIE Newsletter*



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

## *Transition Back to Campus*

As we return to campus this Fall, connecting with your team and working through a smooth transition helps put colleagues at ease. It is important to communicate with your team to ensure a successful transition.

1. **Discuss expectations.** Setting expectations for work time, in-person or virtual meetings, and adhering to masking guidelines should all be addressed.
2. **Involve the team.** When setting expectations for the transition back to campus, involve the team. Discuss goals to break down some of the silos that have formed over the past year, if needed. Involving the team in any and all discussions will help to make everyone more engaged in the office again.
3. **Be transparent.** Communicate changes and preliminary plans, even if you have limited information or your plan is not complete. By providing some information, your team will know that you are sharing with them as information is available. Answer questions and communicate expectations clearly so everyone is on the same page.
4. **Remember this....** All the technical frustrations of virtual work - "you're on mute" or "I can't connect" will be things of the past when you're collaborating in person.



*"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.*

**Employee Relations**

**Attention Supervisors - Annual Employee Service Recognition**

Certificates and gift catalogs will be sent in July via campus mail for those employees that are eligible for recognition of service anniversaries this year. Awards are given to those that reach their service anniversary beginning with 5 years of service, and every five years after this, i.e. 10, 15, 20 years, etc.

Due to the pandemic, we will not be hosting a recognition event this year. However, supervisors have many options for taking a moment to honor and recognize the employees that are eligible for this year's service recognition!

Our award presentation vendor, Incentive Services, has provided us with a special website that includes ideas to help you plan a special moment to recognize your employee(s) and their years of service. You can check it out at <https://pfpresenter.isrewards.com>. This resource offers e-cards that you can use to commemorate their achievement, and it provides presentation tips and resources on presenting service recognition to your employees. Here are some additional ideas you can utilize to make this moment special for your employee(s):

- Take them to lunch
- Present them with flowers or a small token of your appreciation
- Recognize their achievements at a staff meeting
- Plan a celebration within your department or unit

We also use this time to recognize employees that have earned a degree in the last fiscal year. Please reach out to us if you have completed a degree between 7/1/2020 and 6/30/2021 so we can add you to our honoree listing.

A full list of this year's honorees can be found at: <https://www.pfw.edu/microsites/employee-recognition/anniversaries.html>.

You will also be receiving a communication from our office reminding you of this information. Remember, even small gestures go a long way in making our employee's feel special and valued as they celebrate these milestone achievements! If you have any questions, please contact us at [helmsinm@pfw.edu](mailto:helmsinm@pfw.edu), or [gibsonr@pfw.edu](mailto:gibsonr@pfw.edu).

**Payroll**

**PFW Payroll Deadline Changes for June, 2021**



Due to staffing in June, PFW payroll has changed the deadlines for any pay submissions, including, but not limited to, change in pay, overloads, extra duties, etc.

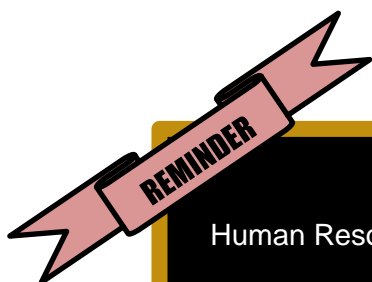
**BW 13 (6/7/21 -6/20/21)** changes are due by **Thursday, 6/17 at 5pm**. Any requests after that are not guaranteed for entry prior to BW 13 closing for the payroll write.

**BW 14 (6/21/21 – 7/4/21)** changes are due by **Wednesday, 6/30 at 5pm**. Any requests after that are not guaranteed for entry prior to BW 14 closing for the payroll write.

**Monthly** payroll changes for June are due by **Tuesday, 6/22 at 5pm**. Any requests after that are not guaranteed for entry prior to the monthly payroll write.

**Are you hiring a new employee or student employee?**

Payroll requires notification at least **5 business days** prior to the employee's start date in order to successfully complete all of the onboarding steps with the new employee. The majority of this time is afforded to the employee for completion of their new hire wizard (formerly known as new hire paperwork). Please allow extra time for your new employee to complete the new hire steps and have a smooth and relaxed onboarding process.



**WE HAVE MOVED**  
 Human Resources and Office of Institutional Equity  
 is now located in the  
 Richard T. Doermer School of Business,  
 Suite 300

## Healthy Boiler Program

### June Healthy Boiler Wellbeing Events

*Theme: Men's Health Month*

*Healthy Boiler Pillar: Physical Health*



#### Healthy Boiler Walking Group Tuesdays at Noon

Invite your friends to join you for the [Healthy Boiler walking group](#), a fun way to add movement to your day while socializing with others. The group, led by health coach Lindsay Bloom, will meet Tuesdays at noon beginning June 1. The group is open to all employees.

Walkers should meet at the Mastodon sculpture outside the Helmke Library for a 30-minute walk around campus. In case of rain, the group will gather at the Java Spot in Walb Union to walk indoors. Please wear comfortable walking shoes. Learn about the [benefits of walking](#). Questions? Please email Lindsay at [lbloom@pfw.edu](mailto:lbloom@pfw.edu).

#### Employee Yoga

**Wednesdays, June 2, 9, 16, 23, 30**

**12 - 1 p.m.**

**Fitness Studio, Gates Athletics Center**

Join employee health coach, Lindsay Bloom 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: National Smoothie Day

**Monday, June 21**

**12 - 1 pm**

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

Smoothies are a great way to incorporate greens, healthy fat, protein, and fruit into your diet. Learn how to choose the right ingredients to make healthy, delicious smoothies at home.

#### 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](#)

#### Healthy Boiler Book Club

**Thursday, June 24**

**3:30-4:30 p.m.**

**Virtual**

The **Healthy Boiler Book Club** meets the **last Thursday of each month at 3:30 pm** to discuss our latest book selection as well as share tips and ideas on health and wellness. We will also explore ways to integrate health and well-being into our daily lives.

The June 2021 read is [How to Make Disease Disappear](#) by Dr. Rangan Chatterjee. Book Club meets virtually and be facilitated by Lindsay Bloom, One to One Health Coach. For questions, book suggestions, or to join us, [email Lindsay](#).

#### Purdue Fort Wayne Fort4Fitness Training Program Tuesdays, 4:00pm Virtual / In-person

Join employee health coach Lindsay Bloom for this virtual and in-person 12-week program which will provide information, training advice, motivation, and encouragement as you prepare for the [Fort4Fitness Fall Festival](#) on September 18. Everyone is welcome, no matter your current fitness level, walking or running goals, or the distance in which you plan to complete on race day.

Ways to join the program:

- Virtual Meet-ups held every Tuesday at 4 p.m.
- In-person walk/run group meets at 5:15 p.m. at the Mastodon sculpture or
- **Both** the virtual and in-person training groups

[Learn more about this program](#) including the topics for the virtual meet-ups, in-person group training, Fall Fort4Fitness registration, and selecting Purdue Fort Wayne as [your charity partner](#). On the day of the Fort4Fitness Fall Festival, participants can meet up at the Purdue Fort Wayne tent and receive a Team Purdue Fort Wayne t-shirt.

Deadline to [register for the training program](#) is June 25.

#### June Healthy Boiler Challenge

The [Inspire Me Challenge](#) invites you to write down one thing someone did that day that inspired you each day for 30 days. It could be anything—how they responded in a tough situation, the way they made you and everyone around them feel important, or how patient they were—that makes you reflect and want to be better. 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.

**Compensation & Classification**

**Start with Us, Stay with Us: Reducing Staff Turnover**

In this budget climate, providing monetary compensation to recognize and reward staff is not always possible. By the same token, staff turnover is expensive and can be bad for morale. Here are some strategies for keeping your staff happy and engaged:

- Recognize and celebrate success. Set goals that encourage teamwork and reward the team by providing snacks or lunch when milestones are met.
- Communicate department goals, challenges and expectations. Make your staff feel like insiders.
- Support training and personal growth opportunities, including cross training within the department, or among departments.
- Start or continue office traditions – hold themed staff meetings, celebrate the Super Bowl or Indy 500, provide ice cream parties, or wear costumes at Halloween.
- Involve staff in decisions that affect their jobs.
- Enable staff to balance work and life. Be flexible with schedules while ensuring that the work gets done.
- Provide opportunities for staff to share their knowledge with others. Encourage staff to mentor newer staff
- Offer frequent feedback, being generous with praise and selfish with blame.
- When problems arise, focus on problems and systems rather than on the staff involved.

**Office of Institutional Equity**

**Pride Month**

On June 28, 1970, approximately 3,000-5,000 people marched in New York City to demonstrate for equal rights for the LGBTQ+ community and fundamentally changed the landscape in the fight for LGBTQ+ rights. That day was the first anniversary of the Stonewall Uprising during which NYC police raided the popular gay bar Stonewall Inn armed with a search warrant looking for illegal alcohol sales. (In 1969, homosexuality was a crime in New York, as was serving alcohol to a homosexual. Wearing “gender-inappropriate” clothing was also a crime.) Today, marchers number in the millions and gather with Pride during the month of June to demonstrate for equal rights.



<https://www.loc.gov/lgbt-pride-month/>

Show your Pride and support the PFW community during the month of June with any of these events through the Q Center:

- Participate in a Safe Zone workshop on Thursday, June 17, 9 am -12 pm
- Attend a Pride Month History roundtable on Monday, June 28, 12 – 1:30 pm
- Check out “pride lessons” on social media on Tuesdays

For more info go to:

<https://www.pfw.edu/microsites/resource-center/staff-faculty-resources/>

**Mental Health Corner**

**Bowen Center Resources**

The Employee Assistance Program (EAP) —open 24 hours a day, 7 days a week—is available through the [Bowen Center](#) at 800-342-5653. Go to [www.bowencenter.org](http://www.bowencenter.org) and click on “Schedule an Appointment” and then a scheduler will contact you. You can also schedule an appointment by emailing Bowen at [EAPReferrals@bowencenter.org](mailto:EAPReferrals@bowencenter.org) and ask to be contacted by providing your name, employer & best phone number and time to reach you

Recently, Ted Westerhof from the Bowen Center led us in a virtual session in “Managing Stress During COVID-19”, providing us with another valuable resource as we continue to navigate these unprecedented times. Catch the recording [HERE!](#)

Check out Bowen’s Newsletter communication, “Mental Health Moments” posted on our [EAP site](#).

**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](mailto:hr@pfw.edu)

Payroll Services Email: [payroll@pfw.edu](mailto:payroll@pfw.edu)

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

## Benefits

### RX Savings Solutions - Save Money on Your Prescription Costs

Purdue has a partnership with RX Savings Solutions to provide employees and their covered dependents a tool to help identify opportunities to save money on their prescription drug costs. RX Savings Solutions provides ways to save by helping employees locate better prices in their area for prescription drugs, helps to identify lower cost medications that work the same way as the employee's current prescription and connects employees with a certified pharmacy technician for assistance.

All benefits eligible employees and dependents on a Purdue health plan are already RX Savings Solutions members and can participate by [activating your account](#) if you have not already done so. RX Savings Solutions does the rest of the work! Once you've activated your account, you will receive proactive prescription guidance for the best pharmacy benefit at the lowest cost.

RX Savings Solutions will be offering a virtual Healthy Boiler Workshop on June 8<sup>th</sup> to share more information in regards to how the program works. This program is available to all benefits eligible employees, and dependents, supports the financial wellness pillar of the Healthy Boiler program and works in coordination with Purdue's prescription coverage.

Employees can join the workshop via computer at: <https://meetings.ringcentral.com/j/1472694589>, meeting ID: 148 417 6162 or via phone at 646-357-3664, meeting ID: 148 417 6162.

Questions can be directed to Amy Jagger, Benefits Director at 260-481-6096 or via email at [jaggera@pfw.edu](mailto:jaggera@pfw.edu). Detailed information can also be found on [Purdue's website](#) or through the [RX Savings Solutions](#) portal.

## HR-OIE Team Spotlight

### VANESSA METTLER

Payroll Director  
[vanessa.mettler@pfw.edu](mailto:vanessa.mettler@pfw.edu)



Vanessa joined the HR-OIE team in August, 2015. It seems just like yesterday! After 18 long months, she received her Master's in Management and Leadership in March, 2021. She has been married to Sonja for 4 years and has two children that graduated from college in the last 2 years. She also has 2 fur babies that she loves dearly.

Vanessa loves to spend time outdoors and with her family. She says that time goes by so quickly that she doesn't want to miss a thing. She also loves to travel - which is a good thing considering her family is starting to spread out! Reading is a passion. Vanessa says that there is nothing like a good book! She's taking suggestions!