

WINTER 2019, ISSUE 4

WILLIAM & MARY STAFF ASSEMBLY

quarterly newsletter



MARK YOUR CALENDARS: EMPLOYEE RESOURCE EXPO

Jan. 8, 2020, 10am-1:30pm // Sadler Center, Chesapeake Ballroom

The Expo offers W&M employees an opportunity to learn more about the resources offered by the W&M, local businesses, & other organizations. Participating vendors include Anthem, DHRM, Farmers Market & more!

Register for a chance to win giveaways: <https://forms.wm.edu/44167>

W-2 ELECTRONIC CONSENT DEADLINE: DEC. 13TH

The deadline to elect to receive your W-2 electronically is December 13th, 2019. Sign in to Employee Self-Service, select Tax Forms on the Employee tab, check the consent box & submit. Electronic W-2s will be available in early January, and paper W-2s will be mailed by January 31st.

LEAVE BALANCES

Check your leave balances! Any amount over the maximum carryover amount will be lost as of January 10th. Leave balances are available in Banner under the Employee tab. Carryover limits for Operational & Classified staff can be viewed here: <https://tinyurl.com/yx4plpqq>

LAST TIMESHEET OF THE YEAR

The last time sheet of the year will be submitted for approval by Monday, December 16th at 6:00pm. Supervisors have to approve timesheets by December 17th.

HOLIDAY DRIVES

This holiday season, Staff Assembly is coordinating two efforts to help members of our community in need:

Stocking Stuffer Drive

Help us stuff stockings for Carrington Place of Tappahannock's senior residents! Suggestions: <https://tinyurl.com/vj6r6ch>

Annual Employee Food Drive

Staff Assembly is partnering with the PPFA with a goal to provide food baskets for 40 employees.

Collection boxes are located:

Bell Hall
Campus Center
Kaplan Arena
Law School
Mason School of Business
Sadler Center
School of Education
Swem Library
Waterman's Hall (VIMS)

For more info: <https://tinyurl.com/r5w8pqr>

QUESTIONS, COMMENTS, OR CONCERNS? GET IN TOUCH!



COME TO A MEETING

2nd Wednesday of each month



SEND US AN EMAIL

staffassembly@wm.edu



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