

## ■ W-2's and Updating W-4's



W-2's will be sent out at the end of January. Remember that in the beginning of February, you will be able to view and print your W-2's online through [employee self-service](#). You will also be able to update your 2016 W-4's at the beginning of January. Click [here](#) to fill out a W-4 form.

## ■ Timesheets



With the beginning of the New Year and semester, it's always beneficial for a refresher on filling out timesheets. Accuracy is especially critical during the holiday season when vacation, sick and holiday hours are being tracked. Remember, that students and biweekly staff are responsible for filling out their timesheets. Having the knowledge on correctly filling out timesheets ensures that our employees are paid in a timely manner, and is helpful to the payroll department. [Click here](#) for instructions on filling out timesheets and remember to show students the proper procedure.

## ■ 2016 Benefit deductions

During last November's Open Enrollment, employees selected their 2016 benefits. Biweekly employees will see their first deduction for the 2016 plan year on January 1. Monthly employees will see their first deduction of the 2016 plan year on February 1. For monthly employees, please note that the final benefit deduction of the 2016 plan year will be processed when the monthly pay date moves to the last business day of the month on December 30, 2016 (see 'Payroll Notice' section).

## ■ Celebrate Creighton's 2015 service honorees

Join us in congratulating our 282 faculty and staff members who have reached their 5 – 45 (in 5 year increments) service milestones in 2015. You're invited to attend the Service Award Celebration on January 19<sup>th</sup> from 3:30-5 pm in the Harper Center, Hixson-Lied Auditorium with a reception to follow. [Please register to attend here](#). The full list of honorees can be found on the [Human Resources website](#).

## ■ Kick off 2016 with professional growth



The Compass Professional Development program is wasting no time in kicking off sessions for 2016. We continue our Project Management series with *Applied Project Mgmt Part 1: Initiating & Planning a Project*, scheduled for [1/20 from 10-11:30 am](#). Also [sign up for Take it to Heart: Experience Ignatian Prayer on 1/21](#) from 8:30-9:30 a.m.

## ■ Welcome to Creighton!

Creighton welcomes new faculty and staff for the month of December. [View the list of new employees](#). Managers, [email your HR Generalist](#) to include your new hire in our bi-weekly Orientation.

## ■ Avoiding SAD

Magellan's Employee Assistance Program offers monthly tips, newsletters, resources and support in their various "Momentum" newsletters. This month, Magellan highlights seasonal affective disorder (SAD). The "winter blues" can often impact your quality of life during the cold and gloomy winter season. [Read up on how to spot SAD](#) and how to treat it.

## ■ Fitness facilities

With a new year brings new resolutions, and while the cliché of joining a gym seems overdone, it really is a great commitment to make for your health. And what's more—you don't have to look any further than the KFC or Rasmussen Center here on campus to fit your needs! Take advantage of the [FREE membership to Creighton's fitness facilities](#) here on campus to help you stay on track. Employees can also purchase a [Group Fitness pass](#) to participate in classes like yoga, body pump, Zumba, cycling and more. With two, no-cost facility options within walking distance on campus, we encourage you to participate in this wellness benefit at Creighton.



## ■ Payroll Notice

To meet Affordable Care Act compliance guidelines & improve payroll services to the University, beginning in Dec. 2016, the University will begin paying monthly faculty & staff on the last business day of the month. This practice will start on Dec. 30, 2016, & will result in monthly paid employees being paid 13 times in 2016. The extra paycheck will increase your total earnings in 2016, so, you might consider adjusting your tax withholding in 2016, benefit deductions, or adjust other aspects of your personal finances.

For those with concerns or questions about their individual taxes, we will offer access to a tax expert, at no charge to you, to review this change and to help you develop a solution best for your financial situation. Contact [tbiggs@creighton.edu](mailto:tbiggs@creighton.edu) to learn more. Click [here](#) for an FAQ for the payroll notice.