



Lunch and Learn – How to Use an iPad

There will be a learning session hosted by Tony Girlando on Monday November 3, 2014 from 12:30 - 1:30pm in the Hall of Fame room located in the Alford Center. He will be sharing tips on how to successfully utilize various applications for your personal and professional life. These helpful tools can help anybody advance their technological knowledge and be a pro at iPad lingo and use!

Sustainable Living at SJC

Some simple sustainable choices for Faculty/Staff-
Reduce Energy Use by:

- Turning off your personal computer at the end of the day.
- Turning off lights when leaving the office/classroom.

Reduce Resource Use by:

- Printing only when necessary and double sided if possible.
- Bring your own cup for beverages and enjoy a discount at Mercy Market!

Coming Soon: Online Open Enrollment!

Benefit selections will be completed online this year through ADP. We will still be holding open enrollment informational meetings on November 12th, 14th, and 17th. Keep an eye out for future communications regarding meeting times.

In preparation for open enrollment, we ask that if you have not yet registered on ADP, to please do so as soon as possible!

Reminder How to Register:

<https://workforcenow.adp.com/public/index.htm>

- Click Register Here
- The SJC Registration Code is: **stjosephco-ipay**
- Enter your name
- Select last four digits of your **SSN**
- Enter Date of Birth
- Click Confirm
- A message will be displayed saying that you can now register.
- The rest of the self-registration process is completed based on answers you provide.

Direct Deposit Reminder:

To increase efficiency and reduce mailing costs, we are getting ready to switch to paperless pay checks and pay stubs. This means that everyone will need to be set up with Direct Deposit. This change will take effect on **January 1, 2015**. However, you do not need to wait to sign up and we recommend signing up today! There are two ways to sign up for direct deposit:

1. Visit your [ADP Portal](#) and electronically sign up by going to **Myself > Direct Deposit > +** (add new). (note: no voided check needed for this method).
2. Come visit us in Human Resources to fill out a direct deposit authorization form (please bring a voided check if applicable).

After you sign up for direct deposit, please turn off your paper pay statements by going to **Myself > Pay Statements** and clicking on **Go Paperless**. It will walk you through deactivating the paper. Not to worry though! You will still receive a pay statement; it will be an electronic copy through ADP. Don't forget to activate the email notifications so you will be alerted when you have a new statement on payday!

If you have any questions please contact Samantha Smith at ssmith@sjcme.edu or x7753 or Michelle Scribner at mscribner@sjcme.edu or x7738.

Payroll Reminders:

- Out sick unexpectedly? Please complete a request time off for that time away, even if it's after the fact. NOTE: In the case of a sick day, supervisors can enter time off requests on behalf of the employees and it is automatically approved!

- Supervisors with student workers – Please make sure when you are approving time it is for hours worked in **your** department. The department worked in can be seen on the timecard under the column department.

- Reminder to Salaried employees: ET and LTI are now reflected in hours, not days however, must be used in full-day increments.

Know About Noses

It is general knowledge that when something hurts, it should probably be looked at or in some way treated. Headaches and migraines are a common symptom of these natural warning signs we get from our body. A common cause these headaches is smells and scents. Perfumes, colognes, air fresheners, and other smells can trigger allergic reactions. They cause the lining of the throat, nose, and chest to become irritated or swollen, which pushes on nerves resulting in headaches or migraines. In the workplace it is easy to get caught up in a cloud of perfume, cologne, personal hygiene products or air fresheners. Be aware of how much you are spraying, and how it can and does affect the people around you.

Important Notice from Saint Joseph's College about Your Prescription Drug Coverage and Medicare

Recently a notice was issued regarding prescription drug coverage. This notice has information about your current prescription drug coverage with Saint Joseph's College and about your options under Medicare's prescription drug coverage. This information can help you decide whether or not you want to join a Medicare drug plan.

You can find more information by clicking [here](#).

Be Well

Join us in November to let go of stress in a brand new 5 week Stress Series presented by Susan Ahlers. The series will be offered on Wednesdays from Noon – 1pm in the Alford Center starting November 5th. You will work on avoiding unhealthy stress behaviors by adopting healthier coping techniques. By attending you will learn why time management and stress management go hand in hand and see how stress affects your physical and mental health. If you would like to sign up please email Jenna Chase at jchase@sjcme.edu

Are you interested in a free massage to help with your stress? In November we will be hosting 10 minute massages on four different dates. You must sign up for an appointment and they are first come, first serve!! The dates for a free massage are November 7th, 13th, 17th, 25th from 11am-1pm. Book your free massage today by emailing Jenna Chase at jchase@sjcme.edu

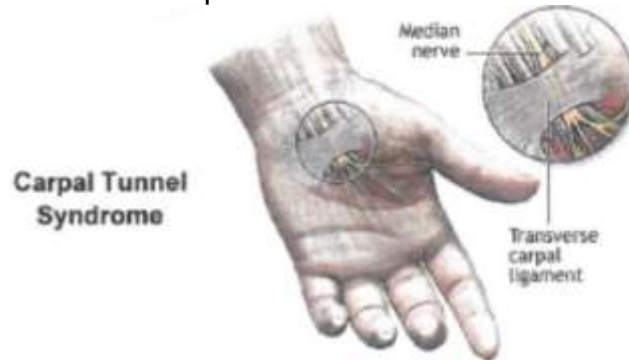
New Faculty/Staff Parking Decals

Campus Safety will be offering new Faculty and Staff parking decals, which includes the Mercy Shield design, throughout the month of November to make sure everyone is enrolled in the current registration system. To successfully register you will need the current state registration for your vehicle, proof of insurance, and your driver's license. As part of the new registration process, you will be required to sign a pre-authorization statement that states if you do not follow the established parking guidelines and a parking ticket is issued, there will be an automatic deduction from payroll for the fine. **Everyone** must stop by the Campus Safety Office to register, whether previously registered or not. Any cars that are not registered after November 30th will be ticketed and/or towed.

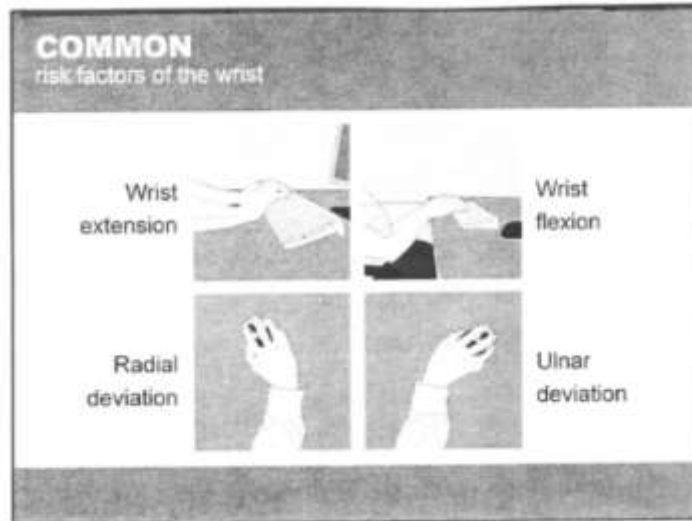


Ergonomic Tip of the Month: CARPAL TUNNEL SYNDROME

Carpal Tunnel Syndrome is caused by compression and swelling of the median nerve inside the carpal tunnel of the wrist.



Carpal Tunnel Syndrome occurs when inflammation increases pressure on the median nerve as exhibited in the photos below. Wrist extension, wrist flexion, radial deviation and ulnar deviation are some of the main causes of Carpal Tunnel Syndrome. Pressure inside the carpal tunnel is highest when the wrist is bent backward as in the top left photograph.



Early symptoms appear as numbness, tingling or pain in the hand and forearm. The syndrome can cause permanent nerve damage if these undesirable habits are not changed or left untreated in severe cases. Other risk factors include side-to-side hand movement (ulnar and radial deviation) and contact stress on the wrist area. Resting on your wrist rather than the pads of your palm is often seen when typing or mousing. Avoid resting on the soft tissue of your wrist. A good habit to develop is resting on the pads of your palms. Using a palm rest on your keyboard platform or in front of a keyboard provides a surface for resting on the pads of your palm.

If you have any questions please contact Carlene Lemieux at clemieux@sjcme.edu or x7754.

Employee Assistance Program:

The Employee Assistance Program offered through CIGNA provides a multitude of options. You can take advantage of their Face-to-Face Assistance or their Full-Service Work/Life Support. For more information, please visit our website:

<http://www.sjcme.edu/hr/EmployeeAssistance>

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