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Office of Marketing and Communications

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News and Events

2012 Electronic W-2 Forms Available

You can streamline your personal tax process by signing up for an electronic W-2 form. Financial Services is offering GSU employees the option to update their employee profile through GSU’s online portal to consent to receiving an electronic W-2. Signing up for the service allows all employees to access, view, and print their W-2 forms.

Your W-2 will be available for viewing and printing on or before January 31, 2013. All GSU employees will receive an electronic communication when the W-2s have been updated in Datatel Colleague.

Sign up today for an electronic W-2 by following the steps in this memo.

Get Ready for Winter Break

GSU will be closed for winter break beginning Saturday, December 22. The university will reopen for all regular business, including the GSU Library and the Recreation and Fitness Center, on January 2, 2013. The spring semester begins January 22. For more information, visit www.govst.edu.

FDM Looks for New Ways to ‘Beet’ Snow, Ice

As the official start of winter approaches, GSU is looking ahead to keeping university roadways clear of snow and ice. This year, Facilities Development and Management (FDM) is turning to newer types of de-icing agents that are friendlier to the environment, and especially water quality.

Newer types of organic de-icers are carbohydrate byproducts of sugar beet production. Beet juice is used to treat rock salt. It reduces the bonding of snow and ice to pavement and enhances the melting capabilities of other de-icers in various methods. As a result, FDM can reduce the overall use of de-icing products, including rock salt.

Organic de-icers are safe to use and do not harm people, plants, or pets. They are water
soluble and will not permanently stain clothing, carpets, or flooring. They reduce corrosion to cars and other equipment and are safer for concrete and other pavements compared to other typical de-icers.

For further information, contact FDM at 708.534.4515.

**Benefit Information Posted on Portal**

Gail M. Bradshaw, Associate Vice President for Human Resources and Diversity, last week announced that GSU staff members can access their leave plan and benefit accrual balances on the employee profile section of the GSU portal.

The new information has been posted on the portal thanks to the cooperation of employees in submitting their November timesheets prior to the end of the month, Bradshaw said.

“A summary of your sick and vacation accruals will be on your Pay Advice and you will be able to view all of your accrual information on your Benefit Plan Summary screen,” she said. “Please note that you may see some information on your leave balances in December. Please ignore them since our task of inputting all of the information is not yet complete and all of the information has not been verified.”

Employees need to submit their signed December timesheets by Friday, December 21.

**GSU Café Hours for This Week**

GSU Café will be open from 8 a.m. to 2 p.m. through December 19.

On December 17, 18, and 19, GSU will feature a fixed menu with three-course meal for $5 plus tax (drink not included). Meals will include choice of soup or salad, entrée of the day, and dessert of the day.

Entrées on those days are:
- December 17: Roast Turkey
- December 18: Roast Pork Loin
- December 19: Roast Beef

**The Knowledge Exchange – Registration**

“Never stop learning” could be the mantra of students in The Knowledge Exchange, sponsored by the School of Extended Learning. Classes are offered for adults on a wide range of topics. Registration for winter classes begins on December 17. Classes begin on January 18 and are held Fridays, from 10 a.m. to noon, and 1 to 3 p.m.
Course offerings include history classes focusing on the ancient empires and the wives of Henry VIII, cinema studies of stage plays turned into movies, investigations into Great Decisions of recent international affairs, and life in the Soviet Union in the 1920s and 1930s.

The Knowledge Exchange is a continuation of The Adult Learning Exchange (T.A.L.E.) with the same focus – to continue to offer unique and diverse non-credited courses at a reasonable price ($73 per class, $28 for an additional class). Classes are designed for participants aged 55 years and over and provide a relaxed and friendly environment, open to shared learning, and the free exchange of opinions and ideas.

Classes are peer-led by a community of dedicated volunteers including GSU faculty and many former Exchange students.

To request more information or to register, contact Suzanne Patterson at 708.534.4393.

**Planning Under Way for Black, Women’s History Months**

Plans are in the works to commemorate Black History Month in February and Women’s History Month in March with a series of programs and events sponsored by Student Life. The theme of Black History Month is Cross Roads of Freedom. Women and Innovation, Paving the Road is the theme for Women’s History Month.

Faculty are invited to contribute by hosting an “open class.” Open classes provide faculty with the opportunity to invite the wider GSU community to attend one of their own scheduled class meetings to participate in a relevant educational opportunity. In February, a topic relevant to the African American experience and contributions and, in March, topics related to Women’s contributions would be appropriate.

Please consider contributing to the dialogue and programming honoring Black History Month and Women’s History Month.

To submit one or more open classes for the GSU calendar of events, please complete the simple online form by January 10. The online form is available at [https://www.surveymonkey.com/s/gsuopenclass](https://www.surveymonkey.com/s/gsuopenclass).

For more information, contact Aurelio Valente, Dean of Students and Associate Vice President of Academic Affairs.