New Online Travel Process Available

If you plan on traveling for work this year, there are new online procedures to help. On November 1, 2014, Weber State University began using a new process to request and reimburse individual business travel. Instead of employing the paper travel log envelope to record and reimburse expenses, an online application found on the eWeber portal is now in place. This new online application allows for increased efficiency and accuracy of individual business travel information and reimbursements. The application can be found at https://portalapps.weber.edu/Travel/default.aspx.

There are several benefits achieved through this new process.

- Expenses, mileage and per diem are automatically calculated, eliminating common math errors.
- Images of trip receipts are uploaded to the application allowing original receipts to be attached to the traveler’s p-card statement.
- Reimbursements are direct deposited to the traveler’s bank account.

Half-Day Supervisor Conference to be Held During Employee Learning Week

Register early to join us for the 5th annual WSU Supervisor 1/2 day Conference. Vikki Carrel, author, national speaker and empowerment expert, will teach us how to be more productive in our leadership roles. Spend the morning with us and load up your empowerment toolbox! Topics will include:

- Resistance to change
- Managing perceptions in the workplace
- Minimizing distractions and maximizing productivity
- Developing good decision-making skills leading to optimal choices
- Creating innovative empowerment strategies
- Accepting change as a constant in life

When: Thursday, March 12th from 8:30 am - 12:30 pm
Where: TBA
Who: Anyone in a supervisory or management role

Only 100 seats available. Breakfast and lunch included. Register in Training Tracker for course# 250-00.

Spotlight

Megan Ostler graduated this past December with a bachelor’s degree in English and a minor in Dance. Megan says she loves to laugh, read books, dance, and spend time with her family (including her 10 rambunctious, yet adorable, nieces and nephews). Megan worked for the Copy Center in the Student Union for 5 years and is now EXCITED to be a full-time WSU employee with Printing and Art Services.

Please join us in welcoming Megan to our Wildcat crew!

As a service-oriented division of WSU, this quote from Martin Luther King, Jr. (whose birthday we celebrate this quarter) seems a fitting reminder:

Life’s most PERSISTENT and URGENT question is,

‘What are you doing for others?’

-Martin Luther King, Jr.
How would you like to earn an extra $30 a month? It’s easy if you are a Weber State University PEHP policy holder. Wellness Saves is a voluntary incentive program that provides participants with their basic health numbers and encourages them to maintain or improve those numbers in the coming years. You get paid to participate. Another bonus: If a qualified spouse participates, you can earn an additional $20 per month.

To get onboard and get paid you must meet the following requirements:

- Complete the online Wellness Questionnaire
- Complete a Wellness Assessment that includes the following measures:
  - Fasting Total Cholesterol
  - HDL Cholesterol
  - Fasting Glucose
  - Blood Pressure
  - BMI or Body Fat Percentage
  - Tobacco/Nicotine Questionnaire

Testing must be completed between January 1, 2015 - December 31, 2015. Requirements change a little each year, so check out the wellness website for more details on this and other great programs: http://www.weber.edu/employeewellness/

Wellness Saves — Helping Wildcats get physically and financially fit!

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**Staff Awards Luncheon**

Mark your calendar for the annual Staff Awards Luncheon on Wednesday, January 28, 2015. The event will be held in the Student Union Ballrooms from 12:00 to 2:00 p.m. If you are receiving an award, or are the immediate supervisor of an awardee, you must RSVP to Julie Hamilton in HR at ext. 6032 no later than Friday, January 16. There will be no charge for your meal.

If you are not an immediate supervisor or not receiving an award, but want to attend, there will be an $18 charge per meal payable at the cashier’s office. Please bring your receipt and choice of meal (pot roast, parmesan crusted tilapia or Portobello mushroom napoleon) to Julie Hamilton in the Miller Administration Building, room 111.

Hope to see you there!

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**Upcoming Campus Events**

- **January 1**
  Wellness Saves Incentive Program Begins
- **January 11**
  Spring 2015 Semester Begins
- **January 18**
  Martin Luther King, Jr. Day Holiday
- **Jan. 28**
  Staff Awards Luncheon
- **Feb. 6**
  Staff Development Grant Application Deadline (Round 3)
- **February 15**
  Presidents’ Day Holiday
- **March 7-11**
  Employee Learning Week/Spring Break

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Please direct newsworthy items or questions to Leslie Simpson, mail code 1016, or call extension 7710.

Visit us at http://departments.weber.edu/owl/