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EAP Articles
Take a minute to visit EAP’s website and you will find wonderful articles on topics like:
- Family & Relationship Issues
- Stress Reduction & Management
- Workplace Issues
- Nutrition
Available at www.CAEAP.com
800.777.9376

Welcome Spring 2016
Professional and Organizational Development (POD) has been continuously committed to the education, professional development and job skills training for all employees; to not just empower but also enrich each Titan during their career trajectory. In the year of 2015, POD has developed more than 35 sessions of courses/seminars/workshops in both spring and fall semesters with more than 1300 participants! Thank you Titans for your participation and support!

POD is also in the process of confirming more management development opportunities to support our management staff. We are pleased to announce the Performance Evaluation training is now online and available to staff 24/7 on demand through the Employee Training Center (ETC) site. On-site training sessions will still be made available. This is just the beginning of new developments that will be made available to our campus community. We continue to solicit your feedback as we move forward in diversifying training avenues to support an ever evolving work environment.

For questions about any of the upcoming Professional & Organizational Development Courses, please contact Dr. Victoria Morris at x3736 or vicmorris@fullerton.edu

Performance Evaluation Training
On-line
Performance Evaluation training (facilitated on-site by Elizabeth Castello, Manager Employee Relations) is now available on-line through the ETC site on your portal. You can access the training on demand for your convenience.

To access the site:
Performance Evaluation Training

Onsite training will take place on the following dates and times:
March 02: 10:00—12:00 p.m.
March 7: 1:00—3:00 p.m.
April 11: 1:00—3:00 p.m.
May 02: 1:00—3:00 p.m.

All sessions will be held in CP-700.

February Workshops
Learn Forms for Accounting and Financial Reporting
Lynn Ganac, CSUF Accounting Services & Financial Reporting

Accounting Services Team will be available to assist with questions during this hands-on training. Designed for all campus employees, participants will understand the differences and correct usage of the various accounting forms:
• Expenditure Transfer Request Form
• Deposit or Reimbursement to University Account form
• Request for Invoice (RFI)

Friday, February 5th
10:00 a.m. - 11:30 a.m.
SGMH - 2101
Workshops

Understanding Your TSA and Your Plan Options

Fidelity Representatives

This workshop, presented by Fidelity Investments Representatives, will allow you to make the most of your workplace savings transition. Participants will learn:

◆ New Plan Features
◆ Key transition dates and plan changes
◆ How to choose investment options

Wednesday, February 9th
10:00 a.m. - 12:00 p.m.
OR 2:00 - 4:00 p.m.
CP - 700

Social Security Questions & Answers Workshop

Jeffrey Rodriguez, SSA Public Affairs Specialist

Jeffrey Rodriguez, SSA Public Affairs Specialist for Orange County, will provide an introduction to Social Security programs and benefits. If you plan to receive benefits in the future, you want to be ready. The presentation will cover the actions you can take today to ensure that you will receive the maximum benefits. The presentation will primarily cover retirement benefits and Medicare, but the topics of survivor and disability will be covered briefly. Come ready to receive life changing information, and bring your questions to get the right answers.

Wednesday, February 10th
10:00 a.m. - 12:00 p.m.
CP - 730

Resume Writing

Jeffrey Lum, CSUF HRDI Recruiter

Melvin Alegado, CSUF HRDI Lead Employment Specialist

HRDI recruiters will share tips for resume writing. Participants will learn what recruiters look for in a resume and how to format a resume for best results.

Thursday, February 11th
10:00 a.m. - 12:00 p.m.
CP - 730

Changes in the Law: Your New Social Security Strategies

Janice Wheeler, Waddell and Reed


Wednesday, February 17th
12:00 - 1:00 p.m.
CP - 700

P-Card Policies and Procedures

Michael Pruitt, Manager e-Business, Contracts and Procurement, CSUF

Required training for everyone using a university-issued procurement card (P-card) and/or approving P-card purchases made by others. Participants will learn:

◆ Purpose and intent of P-card purchasing authority.
◆ Cardholder and approving official fiduciary responsibilities.
◆ Types and advantages of different procurement Card Programs including the One Card, Department P-Card, and Declining Balance P-Card.
◆ Prohibited and restricted transactions, policy violations and consequences.

Thursday, February 18th
10:00 a.m. - 11:30 a.m.
CP - 700

For questions about any of the upcoming Professional & Organizational Development Courses, please contact Marian Sherman at x5107 or msherman@fullerton.edu
**Workshops**

**CalPERS Workshop**
CalPERS will be presenting a workshop for California State University Fullerton employees nearing retirement. This workshop helps you plan and prepare for retirement. Attendees will learn more about CalPERS retirement benefits and the retirement process.

**Friday, February 19th**  
9:00 - 11:30 a.m. OR 1:00 - 3:30 p.m.  
CP-700

**Understanding the State, CSU, and CSUF Budget**

*Joe Lipnisky, CSUF Budget Planning & Administration*

Designed for individuals interested in gaining an understanding of sources and types of university funds, participants will:

♦ Gain a general perspective on university budgeting.  
♦ Understand the overall budget processes for the State, the CSU and Cal State Fullerton.

**Tuesday, February 23rd**  
10:00 - 11:00 a.m.  
CP - 700

**The “Me” in Customer Service**

*Marian Sherman, Organizational Development Analyst, Professional & Organizational Development*

Professionals excel when they first know and understand their own strengths and communication style. This kick-off session incorporates the use of an assessment instrument, self-analysis, and group discussion focused on assisting participants in recognizing and appreciating their strengths and interaction styles and using these to achieve excellence.

**Friday, February 26th**  
10:00 a.m. - 12:00 p.m.  
CP - 700

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**Wellness Series**

**Meditation Mondays**

*Natalie Tran, Professor of Ed Doctorate*

Learn basic mindfulness skills, manage stress, increase self-awareness, reduce negative emotion & enhance positive thinking in thirty minute meditation sessions.

**Mondays**  
11:30 - 12:00 p.m.  
CP - 730

**Webinar Wednesdays**

**Wednesday February 3rd**

Topics:

♦ Do More Great Work: How to Increase Your Time, Space, and Courage  
♦ The Happiness Advantage: Linking Positive Mindset to Success  
♦ Fired up Leadership: How to Make Your Team Thrive

**Wednesday February 17th**

Topics:

♦ Beyond Words: Reading the Hidden Communications in Your Professional Interactions  
♦ How to Read Financial Statements  
♦ The 8th Habit: New Paradigm for Leadership

**Go to:** [http://hr.fullerton.edu/ProfessionalDevelopment/](http://hr.fullerton.edu/ProfessionalDevelopment/)

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*For questions about any of the upcoming Professional & Organizational Development Courses, please contact Marian Sherman at x5107 or msherman@fullerton.edu*
February 2016

3 Webinar Wednesday
   http://hr.fullerton.edu/ProfessionalDevelopment/

5 Learn Forms for Accounting & Financial Reporting
   10:00 AM - 11:30 AM | SGMH-2101

9 Understanding Your TSA & Your Plan Options
   10:00 AM - 12:00 PM | CP-700
   2:00 PM - 4:00 PM | CP-700

10 Social Security Questions & Answers
   12:00 PM - 1:30 PM | CP-730

11 Resume Writing
   12:00 PM - 1:00 PM | CP-700

17 Changes in the Law: Your New Social Security Strategy
   12:00 PM - 1:00 PM | CP-700

18 P-Card Policies & Procedures
   10:00 AM - 11:30 AM | CP-700

19 CalPERS Workshop
   9:00 AM - 11:30 AM | CP-700
   1:00 PM - 3:30 PM | CP-700

23 Understanding the State, CSU, & CSUF Budget
   10:00 AM - 11:00 AM | CP-700

26 The “Me” in Customer Service
   10:00 AM - 12:00 PM | CP-700

For questions about any of the upcoming Professional & Organizational Development Courses, please contact Marian Sherman at x5107 or msherman@fullerton.edu

Register for all events through ETC

- Log into the CSUF Portal
- Select Training tab or Employee Training Center (ETC) Icon.
- Select ETC Login Link on left menu bar
- Select Instructor Led Training Sessions
- Locate the session you want to attend from the list of courses, and select Action
- Select Enroll

Need help with the registration system?
WINTER STORM PREPARATION

El Nino conditions are brewing off the coast and the predictions are that some really large and wet storms will come to Southern California this winter. So get prepared now with these few tips.

YOUR HOUSE
Check your roof and clean out your gutters. Make sure water does not pool near the base of any structure, so if you have slope issues, fix them. Getting some sandbags and plastic sheeting are probably a good idea too. Painting exposed wood will keep your structure strong and dry. You thought you had ants before? HA! The rains will really bring them in. Caulk cracks and other entrances and maybe hire someone to help you with pest strategies.

YOUR CAR
Go ahead and buy new wipers. You probably need them anyway. And check your headlights and tires. All of those are important to safe driving in the rain.

ON THE ROAD
Check road conditions before you travel on websites such as sigalert.com, or www.localconditions.com/weatherorangecalifornia/92865/traffic, to name a couple. And NEVER drive through standing water. Unless you absolutely know that it is only a couple inches deep, do not enter it. Water can be much deeper than expected and strong undercurrents can sweep your car away in a matter of seconds.

MOVING WATER
Even if the sun is shining, NEVER go in swift moving water in rivers or storm drains. Sadly, many people have died because they didn’t realize the force of the water, or could not see all of the hidden debris below the surface.

INSURANCE
Take photos of your house now. It will help a lot with claims later.

Go to http://bos.occw.gov/alertoc/alertoc.asp to sign up for county-wide alerts. Know what is going on so you can prepare yourself and your family especially if you are traveling. Go to your portal and make sure your emergency information is up to date, too, as the University will send pertinent information about storm effects that impact campus activities.
Cultivating Happiness
Five Tips to Get More Satisfaction & Joy Out of Life

Tip 1: Train your brain to be more positive
Express gratitude or keep a gratitude journal

Tip 2: Nurture and enjoy your relationships
Make a conscious effort to stay connected with quality time

Tip 3: Live in the moment and savor life’s pleasures
Notice and savor small pleasures

Tip 4: Focus on helping others and living with meaning
Practice kindness & go with the flow

Tip 5: Take better care of your health

Your EAP is here to help!

800.777.9376  www.CAEAP.com
Cultivando Felicidad
Cinco consejos para obtener más satisfacción y alegrías de la vida

Consejo 1: Entrene su cerebro a ser sea más positivo
   Expresar gratitud o mantener un diario de gratitud
Consejo 2: Nutrir y disfrutar sus relaciones
   Haga un esfuerzo consciente para mantenerse conectado con el tiempo de calidad
Consejo 3: Viva en el Momento y saborear los placeres de la vida
   Ver y saborear los pequeños placeres
Consejo 4: Enfoque en ayudar a otros y vivir la vida con sentimiento
   Practicá la bondad y seguir la corriente
Consejo 5: Tome mejor cuidado de su salud
   Hacer ejercicio, comer sano, y visitar regularmente a su médico

¡Su EAP está aquí para ayudar!

800.777.9376  www.CAEAP.com
COMMUNITY ACTION Employee Assistance Program

As you begin 2016, remember that your EAP is here 24/7 to help you and your family members!

2 EASY ACCESS methods:

📞 Telephone: 800-777-9376 for all EAP services

💻 On-line: For web information, just log onto www.caep.com in your browser. Your login and password are easy to remember!

♦ Login: CSUF
♦ Password: CSUF

Log on to find articles, classes, legal & business forms, and more for you and your family members from the comfort of your own home or office!

We are available to help 24/7! Just give us a call or log on!

📞 800.777.9376  📲 www.CAEAP.com
Su Conexión de Bienestar...

¡accesso fácil a tu alcance!

Programa de Asistencia al empleado COMMUNITY ACTION

¡Empezando el año 2016, recuerde que su programa de asistencia está aquí 24 horas 7 días para ayudarle a usted y su familia!

2 métodos de acceso fácil:

☎ Teléfono: 800-777-9376 para todos los servicios de EAP

✉ Internet: ¡Para la información sobre el web sólo tienes que entrar en WWW.caecap.com en su navegador. Su nombre de usuario y contraseña son fáciles de recordar!

◆ Su nombre de usuario: CSUF
◆ Clave: CSUF

¡Inicie su sesión para encontrar artículos, clases, formas jurídicas y empresariales, y más para usted y los miembros de su familia desde la comodidad de su propia casa o oficina!

¡Estamos a su disposición aquí 24 horas 7 días a la semana!

¡Sólo nos dan una llamada o entre a nuestro sitio de web!

☎ 800.777.9376  ✉ www.CAEAP.com