HR Newsbrief: January 2015 Edition

W2’s
Thank you all for your patience regarding access to the electronic W2s. You can now go into the Payroll and Financial Center and print your W2. Below you will find a few key elements/tips that might help you in your efforts.

Main Website Link: www.link.nebraska.gov
Instructions: Click Here
Center: Payroll and Financial Center
Forgot Your Password? Initiate a new password request via Forgot your Password Link Under the Payroll and Financial Tab

Tips:
- Be sure you are in either Internet Explorer or Safari browser and not in Firefox.
- Once you have submitted the Print request, it sends the request into the que for processing. With everyone accessing the system, you may see “WAIT” in the processing line. It may take a bit, but it’ll flip over to “DONE” and then you can proceed.
- You will also receive an email in your state email account when the process is completed. This allows employees to submit the request and then logout and go back in when the W2 is ready.

Hardcopies are being placed in the mail for those employees who did not elect the electronic option.

Space Heater Policy
Just a friendly reminder, the Department of Administrative Services, State Building Division has a policy regarding the use of Space Heaters in state-owned buildings. If your specific unit does not meet their criteria, it should be removed for safety purposes.

Ensure that the space heater itself is on the floor, clear of debris/supplies/paper, and is shut off and unplugged nightly. It should NOT be sitting on top of paper boxes, surrounded by paper, and left on a timer or plugged in.
Retirement

A new edition of "Retirement News" for State and County plan members is now available on the NPERS website. There is an interesting article on rollovers. Take a look.

Wellness WebPage

A Wellness webpage has been added to the DAS website. On this page, you can find information that was previously housed on the old wellNEssoptions platform, along with some new additions. Currently, only those enrolled in a State health plan have access to the wellNEssoptions website.

Some highlights of the new webpage include:
- Wellness Wall of Fame Testimonials
- Community Wellness Events Calendar
- Recognition Photos

Additional Training Opportunities

The Department of Administrative Services recently published a list of classes for some of the Microsoft products (e.g. Access, Excel, and Word). If you are interested in signing up for these classes, please log into the Employee Development Center.

Employees are encouraged to participate in EAP sponsored complimentary and confidential webinars. Each month, www.deeroaks.com features a health and wellness theme; articles, tips, and interactive skills builders related to that theme will be featured on our home page. In addition, each month, one of our providers will host an hour-long webinar related to our theme, with tips, education, and new perspectives to help you achieve a greater sense of a work/life balance. To register in advance, please visit www.deeroaks.com (username and password: SON), and click on the "webinars" section.

Administrative Memorandum “800 Series” Refresher

TO: All NDE Employees:

The Nebraska Legislature has convened and bill hearings are underway. As a reminder, NDE Administrative Memorandum 801 addresses in part how NDE staff should handle information related to state and federal legislation. The State Board of Education considered its position on Legislative Bills at a legislative retreat on January 28, 2015.

Please be mindful about NDE’s current position on any bills when you are discussing legislation with Senators, staff of Senators, and other individuals or groups.
Since October, quite a few new employees have joined the Nebraska Department of Education.

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Position</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sara Cooper</td>
<td>Curriculum, Instruction &amp; Innovation</td>
<td>Education Specialist III</td>
<td>10/01/2020</td>
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<tr>
<td>Kunal Dash</td>
<td>Data, Research, Evaluation &amp; IT</td>
<td>Program Specialist III</td>
<td>10/06/2014</td>
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<td>Stephen Swafford</td>
<td>Network Technology Srv</td>
<td>IT Infrastructure Support Analyst</td>
<td>10/06/2014</td>
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<td>Deirdre Smith</td>
<td>Human Resources</td>
<td>Administrative Specialist II</td>
<td>10/15/2014</td>
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<td>Tresa Christensen</td>
<td>Vocational Rehabilitation Svc</td>
<td>Office Associate III</td>
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<td>Elise Lima</td>
<td>Vocational Rehabilitation Svc</td>
<td>VR Service Specialist</td>
<td>10/20/2014</td>
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<td>Jessica Nickels</td>
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<td>Aimee Navas</td>
<td>Vocational Rehabilitation Svc</td>
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<td>11/03/2014</td>
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<td>Rex Reason</td>
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<td>Whitney Antons</td>
<td>Curriculum, Instruction &amp; Innovation</td>
<td>Early Childhood Education Specialist II</td>
<td>11/10/2014</td>
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<td>Laura Keck</td>
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<td>Marla Kurtenbach</td>
<td>Fed Prog &amp; Nutri Svc</td>
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<td>Cristina Winings</td>
<td>Vocational Rehabilitation Svc</td>
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<td>Blaine Harvey</td>
<td>Vocational rehabilitation Svc</td>
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<td>12/08/2014</td>
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<td>Susan Pierce</td>
<td>Special Education</td>
<td>Program Specialist I</td>
<td>12/08/2014</td>
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<tr>
<td>Clifford Troyer</td>
<td>Vocational Rehabilitation Svc VR Service Specialist</td>
<td>Started 12/08/2014</td>
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<td>Andrew Malan</td>
<td>Curriculum, Instruction &amp; Innovation Program Specialist I</td>
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<td>Janine Theiler</td>
<td>Curriculum, Instruction &amp; Innovation Education Specialist III</td>
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<td>Diane Lewis</td>
<td>Early Childhood Program Specialist II</td>
<td>Started 01/02/2015</td>
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<tr>
<td>Julie Katt</td>
<td>Adult Program Services Program Specialist II</td>
<td>Started 01/06/2015</td>
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We Are Glad You Are Here!
NEBRASKA STATE BOARD OF EDUCATION

The State Board of Education is an elected, constitutional body that sets policy and ensures that the State Department of Education functions effectively within the framework developed by the state Legislature and the Board. By law, the Board and the Department have broad leadership functions to carry out certain regulatory and service activities.

The Board is elected on a non-partisan ballot, with one member from each district. Board members serve four-year terms. Board members are not paid, but are reimbursed for their expenses.

Matthew L. Blomstedt, Ph.D.
Commissioner of Education
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(402) 471-5020
matt.blomstedt@nebraska.gov
Dr. Blomstedt began serving as Nebraska Commissioner of Education on January 2, 2014

Rachel Wise
President
District 3
1480 County Road J
Oakland, NE 68046
(402) 380-3331
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Elected to State Board of Education - 2013

Lillie Larsen
Vice President
District 11
4041 Thorn Court
Lincoln, NE 68520
(402) 488-7028
llellarsen@windstream.net
Elected to State Board of Education - 2013

Glen Flint
District 2
13108 Lake View Drive
Springfield, NE 69109
(402) 253-2809
glenflintlin@netnebraska.org
Appointed to State Board of Education March 29, 2014

John Witzel
District 4
905 Edgewood Boulevard
Papillion, NE 68046
(402) 597-1175
john.witzel@nebraska.gov
Appointed to State Board of Education March 29, 2014

Patricia Timm
District 5
1020 North 21st Street
Beatrice, NE 68310
(402) 229-4254
patricia.timm4@gmail.com
Appointed to State Board of Education - 2004
Elected to State Board of Education - 2007

Maureen Nickels
District 6
1275 10th Road
Chapman, NE 69327
(308) 984-2462
maureen.nickels@gmail.com
Elected to State Board of Education - 2015

Molly O’Holloran
District 7
1001 S. Deerwood Drive
North Platte, NE 69101
(308) 533-8700
molly.oholloran@gmail.com
Elected to State Board of Education - 2010

Patrick McPherson
District 8
4720 South 102 Circle
Omaha, NE 68122
(402) 706-1157
patrick.mcpherson@wwu.com
Elected to State Board of Education - 2015