



LINDENWOOD
UNIVERSITY

DIGEST

EMPLOYEE NEWSLETTER

November 8, 2023

CAMPUS-WIDE NEWS BROUGHT STRAIGHT TO **YOUR INBOX.**

GOOD MORNING LINDENWOOD LIONS!

Tailgate Showdown Winners



event.

The winners of this year's competition are:

- **First place** – Human Resources
- **Second place** - Enrollment Management
- **Third place** – College of Science, Technology, and Health

One point separated the top two contenders at this year's Lindenwood Tailgate Showdown. Every department's effort undoubtedly contributed to a memorable and enjoyable tailgate

LATEST NEWS

[Read Campus News](#)

STAY CONNECTED

[Join LindenConnect](#)



The victory was the second straight for the Human Resources department, and it recognizes the department's creative setup and enthusiastic approach that included a performance with the Lindenwood Marching Band.

We look forward to more exciting competitions in the future.

Year-End Preparation for Your Annual Tax Forms

Year-end processing is underway. In order to ensure accuracy of your tax and benefit information, please log in to Workday and ensure the following information is up to date:

- Correct spelling of your legal name (should match your social security card information)
- Mailing address
- Social security number

Employees Will Receive Two W-2s

As a reminder, all employees will receive one W-2 from the Lindenwood Education System for time worked through June 30 and one W-2 from Lindenwood University, LLC, for time worked on and after July 1. The same will occur for ACA forms. The generation of two sets of tax forms is a one-time occurrence and will not be repeated in upcoming years. All items with an annual limit, such as social security tax withholding and retirement contributions, will have predecessor values accounted for, eliminating the potential to over-withhold in the new structure.

Paperless Processing

All employees are encouraged to opt-in for paperless delivery of their tax documents. Paperless delivery provides employees with early access to their tax forms through Workday. W-2s, once ready, will be posted to Workday under the Benefits and Pay Hub – My Tax Documents.

Change to electronic only W-2 forms

Access the [My Tax Documents](#) area in Workday. Click "edit" under the "printing election" column and change your election to "receive electronic copy of my Year End Tax Documents."

Change to electronic only 1095-C forms

Access your [1095-C election](#) in Workday. Change your election to "receive electronic copy of 1095-C."

Make Filing Your Taxes Easier and Send your W-2 Information to TurboTax Automatically

If you use TurboTax as your tax filing software, Workday has an option to securely transmit your W-2 data without needing to retype in the information from your W-2 statement. Access the [My Tax Documents](#) area in Workday. Review the transmission election under the "third party automatic transmission" section. We have created a [how-to guide](#) to help you opt in.

For more information, or if you have any questions, please contact [Monica Seiter](#).

Business Ethics Panel

The Hammond Institute for Free Enterprise and Plaster College of Business and Entrepreneurship invites you to its fall **Business Ethics Panel** on Tuesday, November 14, in Dunseth Auditorium in Harmon Hall.



A free buffet lunch will be from 11-11:30 a.m., and the program is scheduled from 11:30 a.m.-12:45 p.m.

Join experienced business professionals as they share valuable insights into real-life ethical dilemmas, along with their firsthand, personal approach to resolution. The event is free and is co-hosted with the Rotary Club of St. Charles.



Recognize Employees Who Live Out Lindenwood's Core Values!

Use the [link](#) under the 'Announcements' section on your Workday home screen to access the form that allows us to recognize employees that we see living out LU's core values.

Value: We thrive together.

We found out last-minute a large delivery was arriving, which required extensive prep in our building. **Brian Brunner, Kenneth Meyer, Jen Wunder, and Josh Bell** worked incredibly hard and fast to make sure the space was ready. They moved/ disassembled heavy furniture, cleaned, and made sure the delivery went well. It was a true team effort!

We are currently an employee down in the Compliance Office. With NCAA National Signing Day coming up in December, this is one of our busiest times of year. **Jacqueline Baetz** stepped in to help us with the high school evaluations we have to process on all incoming signees prior to being able to generate their athletic scholarship paperwork. She is clearly demonstrating "we thrive together" as her help is invaluable right now.

Jennifer Tadsen has gone over and beyond in developing partnerships with area school administrators in getting students assigned to classrooms for their field experiences. She has worked tirelessly to communicate with Lindenwood students, instructors, and various school district administrators to pair students with host teachers, who will support their learning and help them strengthen the skills essential for effective teaching. This task has required a great amount of problem solving and thoughtful consideration to meet students' needs. Throughout the process, she

has considered ways to streamline the process so students will be well matched with host teachers, now and in future semesters.

View all of the [submissions](#) that recognize employees who live out our values.

[Submit Your VIP Moment](#)

LINDENWOOD

UNIVERSITY

LEARNING ACADEMY

Faculty Self-Evaluations Due November 15

The faculty self-evaluation period is currently open and closes Wednesday, November 15. During this time, all faculty should complete their self-evaluations and upload evidence into the evaluation software. Once this is complete, don't forget to submit your self-evaluation to your academic administrator. Please make sure you complete this step by the Wednesday, November 15, deadline. [Reach](#) out with any questions or concerns.

Associate Deans Monthly Session November 9, 10-11 a.m. Online

Join us on the first Thursday of each month to further develop leadership and strengthen our relationships as a team. Discussion topics will differ each month, but the premise of each meeting is to grow both professionally and personally as leaders. These meetings are for Associate Deans.

[Register](#)

Financial Wellness: Put Your Retirement Plan to Work November 9, Noon-1 p.m. Online

Learn how to use your employer-sponsored plan to build your retirement savings. We'll also discuss other tax-advantaged ways to save.

[Register](#)

Leadership Development Monthly AVP Sessions: Culture and Values Connection November 14, 10:45-11:45 a.m. Lindenwood Learning Academy, LARC 009

Safe Zone 2.0 November 15, 10 a.m.-Noon Online

Lindenwood's core values impact and are designed to unite all employees; they are essential and create a sense of purpose. They withstand the test of time because core values go beyond products and services, and articulate the driving ideology of any organization. Using the Barrett Model, Behaviors + Values = Culture, we will explore how our values influence our culture and how that can drive acceptable behaviors on our teams.

[Register](#)

This interactive training session is for anyone who has completed Safe Zone training. Safe Zone 2.0 will focus on the current events, issues, and policies impacting the LGBTQ+ community nationally and globally. It also will help participants examine bias, prejudice, and privilege through hypothetical social scenarios. You must take Safe Zone 1.0 in order to attend this course.

[Register](#)

Leadership Development Monthly Director/Manager Sessions: Culture and Values Connection

November 15, 10:45-11:45 a.m.

Lindenwood Learning Academy, LARC 009

Lindenwood's core values impact and are designed to unite all employees; they are essential and create a sense of purpose. They withstand the test of time because core values go beyond products and services, and articulate the driving ideology of any organization. Using the Barrett Model, Behaviors + Values = Culture, we will explore how our values influence our culture and how that can drive acceptable behaviors on our teams.

[Register](#)



FALL SEMESTER HOURS

LARC/LIBRARY SERVICES

- Monday-Thursday: 8 a.m.-10 p.m.
- Friday: 8 a.m.-5 p.m.
- Saturday: 10 a.m.-3 p.m.
- Sunday: 2 p.m.-10 p.m.

EVANS COMMONS REC CENTER

- Monday-Friday: 6 a.m.-9 p.m.
- Saturday-Sunday: 11 a.m.-4 p.m.

LU BOX OFFICE

- Tuesday-Friday: Noon-4 p.m.
- Saturday: 10 a.m.-2 p.m.
- Sunday-Monday: Closed

STARBUCKS

- Monday-Friday: 7 a.m.-5 p.m.
- Saturday: Closed
- Sunday: 2 p.m.-9 p.m.

BOYLE FAMILY ART GALLERY

- Monday: 1-6 p.m.
- Tuesday: Noon-5 p.m.
- Wednesday-Friday: 1-6 p.m.
- Saturday-Sunday: Closed



Lindenwood University | www.lindenwood.edu



Marketing and Communications | 209 S. Kingshighway St., St. Charles, MO 63301

Sent by ludigest@lindenwood.edu powered by

