

LINDENWOOD
UNIVERSITY

DIGEST

EMPLOYEE NEWSLETTER



December 13, 2023

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

GOOD MORNING LINDENWOOD LIONS!

Digest Holiday Schedule



Thank you to all colleagues for their contributions to the Digest in 2023. This year, the Communications team received more than 630 submissions for the Digest! As the year comes to a close, please see the Digest Holiday Schedule below:

The final Digest for 2023 will be distributed Wednesday, December 20.

The first Digest for 2024 will be distributed Wednesday, January 10.

LATEST NEWS

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Year-End Preparation for Annual Tax Forms

Year-end processing is underway. In order to ensure accuracy of your tax and benefit information, 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.

Early Access to W-2s

For employees that opt-in for paperless delivery of their W-2 tax documents, they will receive access to those documents Friday, January 12, 2024. For employees that do not, they will receive access near the end of the month through the postal system.

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, contact [Monica Seiter](#).

Nominations for Student Academic Showcase Now Open

Nominate excellent students or group projects for the 2024 **Student Academic Showcase!** Nominations and submissions are now open for individual and group posters, and presentations. The showcase will be Tuesday, April 9.



Dr. Martin Luther King, Jr., Award Nominations

The Diversity, Equity, and Inclusion Task Force is seeking for nominations for student, staff, and faculty who embody the spirit of Dr. King's work through positive impacts on the Lindenwood community. These individuals embrace creativity, leadership, scholarship, and service toward an outcome intended to positively impact the Lindenwood community, with emphasis on activities that relate to the core values of diversity, equity, and inclusion. To make a nomination, email your name/position, and the nominee's name/position, along with a 50-word nomination to [Chajuana Trawick](#) and [Paula Stewart](#) by 3 p.m. Friday, December 22. Winners will be notified Friday January 12, 2024.



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 do what is right.

Paula Stewart's job is one that is behind the scenes but is essential to creating a safe, welcoming environment for our students. She has to investigate personal and highly sensitive issues. Paula works hard to make people feel comfortable, creating a sense of trust. She is committed to doing her job to the best of her abilities and focuses on finding the truth. She does what is right and doesn't let the complexities of an issue or problem impact her. This type of work is important and meaningful. Keep up the good work!

Dr. Susan Purnell meticulously reviews our field placement sites where our students complete their practicum/internship. Upon encountering evidence from students and from certain sites where

students were not getting a satisfactory comprehensive internship experience, Dr. Purnell took the initiative to remove these sites from our list of recommended field placement sites for counseling students. This is never easy to do, and turning a blind eye requires a lot less labor than does following the proper protocols as Dr. Purnell did. She did right by both our students and our profession!

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

[Submit Your VIP Moment](#)

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LEARNING ACADEMY

Associate Deans Monthly Session

December 14, 10-11 a.m.

Online

Join us the first Thursday of each month to further develop leadership and strengthen our relationships as a team. The 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](#)

Virtual Graduate Attribute Lunch and Learn

December 15, 11 a.m.-noon

Online

Bring your lunch (or brunch!) and learn more about the Graduate Attributes during these virtual workshops! On the third Friday of each month during the fall semester, we will overview the Graduate Attributes, alignment in courses and programs, and assessment using signature assignments at 11 a.m. via Teams. Bring your ideas and questions as we workshop our way to the Graduate Attributes!

RISE Award Nominations

The 2024 RISE Awards nominations are now open! Consider nominating a colleague or yourself for at least one of the awards. The four awards to be presented are:

- Faculty RISE Award
- Adjunct Faculty RISE Award
- RISE Online Award
- RISE Accessibility Award

Complete your nominations no later than **Wednesday, January 10, 2024** by using the [Qualtrics form](#).

[Register](#)



December's Learning Academy Challenge Winner – Jessica Butcher

Congratulations to Jessica Butcher on winning a JBL Bluetooth speaker by being the first staff member to complete the Learning Academy Challenge published in December's Learning Log.

Jessica took an honest look at her personal communication skills, noting the areas she excelled, and brainstorming ideas for areas that can be improved. Thank you, Jessica, for your submission!



WINTER BREAK HOURS

LARC/LIBRARY SERVICES

December 9-21

- Monday-Friday: 8 a.m.-5 p.m.
- Saturday-Sunday: Closed

EVANS COMMONS REC CENTER

December 9-22

- Monday, December 11-Friday, December 15: 8:30 a.m.-6 p.m.
- Saturday, December 16-Sunday, December 17: Closed
- Monday, December 18-Friday, December 22: 8:30 a.m.-6 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



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