

GSD Staff News

Winter 2017



WHO'S WHO? WHO'S NEW?

Anne Cowie - Senior Major Gift Officer, Development
(acowie@gsd.harvard.edu)

Riordan Frost - Research Assistant, Joint Center for Housing Studies
(riordan_frost@harvard.edu)

Linda Gregory - Staff Assistant, Library (lgregory@gsd.harvard.edu)

Seah Lee - Recruitment Assistant, Student Services
(slee@gsd.harvard.edu)

Rebecca Stromberg – Executive Assistant to the Dean, Dean's Office
(stromberg@gsd.harvard.edu)



specific event tickets for a wide variety of performing arts and professional sports, as well as any day tickets for movies, museums and seasonal attractions. The Harlem Globe Trotters, Museum of Science, and Cirque Du Soleil are just a few of the tickets available today! To see a full listing and sign up for weekly alerts visit the O&I webpage outingsandinings.harvard.edu

Reward and Recognition

Does someone on the GSD Staff deserve a pat on the back, or have they gone above and beyond the call of duty... helped you on a project...really stepped up?

The GSD Reward & Recognition Committee wants to know!

Each month during the Academic Year, based on your nominations, we will applaud one person or team by giving them a certificate and a \$50 bonus.

Nominations will be awarded monthly and are accepted through April, 2018. Nominations should be submitted to: lplosker@gsd.harvard.edu.

Here are some rules regarding the nominations:

- Staff being nominated must have been employed at the GSD for one full year (please check with HR for hiring dates)
- All committee members (past Dean's Award recipients) and past committee members are not eligible
- Staff who have received an Applause Award within the past two years are not eligible.

To view past Dean's Award and Applause Award recipients please visit: <http://www.gsd.harvard.edu/resources/staff-awards-recognition/>

Sincerely,

The 2017-2018 GSD Reward & Recognition Committee:
Hal Gould, Tim Hoffman, Meghan Sandberg, Rachel Vroman & Lisa Plosker (HR Ex-Officio)

Outings & Innings

[Outings & Innings](http://outingsandinings.harvard.edu) is an internal Harvard University service for staff, faculty, retirees, students and other Harvard affiliates that offers a dynamic menu of date-

GSD Green Team Holiday Donation Stations

The GSD Green Team is sponsoring holiday donation stations throughout the GSD **through December 21st**. Your donations will benefit the following charities; Bread Of Life, Habitat for Humanity and YWCA of Cambridge.

Donation bin are located at:

- Chauhaus
- Building Services office, Gund L30
- Development & Alumni Relations, S304

Wanted donation items include:

- Toys (original, unopened packaging only)
- Unopened dry food (canned goods and boxed items)
- Unopened household cleaning supplies
- Unopened personal care items and/or toiletries
- Clothing
- Shoes (tied together)

Save the Date

Welcome Back Coffee Break

9:00 a.m. – 10:00 a.m.

Wednesday, January 3rd, 2018

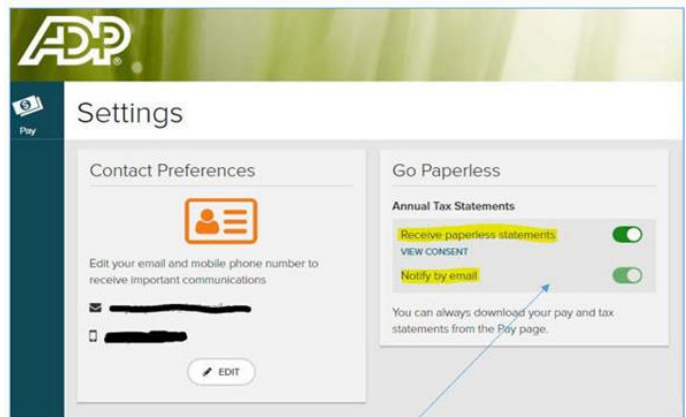
Porticos



Want to get your W2 sooner? Go Green!

To receive an email notification as soon as your W2 is available for viewing, register with ADP following these instructions:

Find the link to [Harvard's ADP Portal](https://oc.finance.harvard.edu/how-to/central-payroll/order-copy-your-w-2) at <https://oc.finance.harvard.edu/how-to/central-payroll/order-copy-your-w-2> and log in with your Harvard Key: The link will bring you here. If you arrive at a different ADP screen, select "settings" under your profile in the upper right hand side.



You must enter your email first, or else an error message appears. We recommend using a personal email address. **To receive your W2 for 2017 electronically, you must make the election before December 31, 2017!** Your election will remain in effect for future years unless you opt out.

Learning & Development

Harvard Human Resources provides a wide variety of classes that encourage you to explore, develop, and grow professionally and personally, while learning practical skills that will help you in your current job and support your long-term career development. On the training portal you'll find access to classes in

Career Development

Computer Skills

Communications

Engagement

Financial Management and Financial Systems

Human Resources

Systems Innovation

Managing at Harvard

Productivity