



# HR Update



## 10 THOUGHTS ABOUT LEADERSHIP

- 1. People follow the leader first and the leaders' vision second**—It doesn't matter if the leader shares a powerful vision, if the leader is not someone who people will follow the vision will never be realized. As a leader, who you are makes a difference. The most important message you can share is yourself.
- 2. Trust is the force that connects people to the leader and his/her vision**—without trust there is a huge gap between the leader and the vision. Without trust people will stay off the bus. However if people trust the leader they will hop on the bus with the leader and help move the bus forward towards the vision.
- 3. Leadership is not just about what you do but what you can inspire, encourage and empower others to do.**
- 4. A leader brings out the best within others by sharing the best within themselves.**
- 5. Just because you're driving the bus doesn't mean you have the right to run people over**—Abraham Lincoln said "Most anyone can stand adversity, but to test a man's character give him power." The more power you are granted the more it is your responsibility to serve, develop and empower others. When you help them grow they'll help you grow.
- 6. "Rules without Relationship Leads to Rebellion"**- Andy Stanley said this and it's one of my favorite quotes. As a leader you can have all the rules you want but if you don't invest in your people and develop a relationship with them they will rebel. This applies amazingly to children as well. It's all about relationships.
- 7. Lead with optimism, enthusiasm and positive energy, guard against pessimism and weed out negativity.**
- 8. Great Leaders know they don't have all the answers.** Rather they build a team of people who either know the answers or will find them.
- 9. Leaders inspire and teach their people to focus on solutions, not complaints.** (*The No Complaining Rule—www.NoComplainingRule.com*).
- 10. Great leaders know that success is a process not a destination**—Winning was the product of great leadership, teamwork, focus, commitment and execution of the fundamentals. As a leader focus on people and process, not the outcome.

(Adapted from [www.JonGordon.com](http://www.JonGordon.com))

## Shippensburg University

Human Resources Department  
1871 Old Main Dr. Suite 109  
717-477-1124  
[www.ship.edu/HR](http://www.ship.edu/HR)



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## Online W-2 Form Now Available



For all PASSHE employees who elected to receive their 2012 form online in ESS, the form is now available to view, print and /or to save. Just click on the "Payroll" tab, then "Display W-2 form".

You then need to select the tab under the "Search Results for Online Forms W2/W2-c" next to "SSHR" tax Company and click on "Display".

Open the "W2-Output" tab and your form and links to helpful instructions will be displayed. Further instructions are available under the "Help Documents" tab, "Display W2 Form".

Please contact Payroll department if you experience any problems. More information can be found in the Help Documents section of ESS.



## Payroll Changes for 2013

Outlined below are 2 key changes to 2013 payroll taxes that will impact the majority of employees within the State System.

1. The payroll tax cut that reduced the employee share of social security tax from 6.2% to 4.2% in 2011 and 2012 expired on December 31, 2012. Therefore, social security tax will be withheld from employees' wages paid at the rate of 6.2% on or after January 1, 2013.
2. The employee's share of PA unemployment tax decreased from .08% to .07%.

Both of these changes are already in effect for the pay date of 1/11/2013.

## Emergency Preparedness Tips

All you need to know to keep you and your family safe in the face of a true emergency.

From blackouts to big storms, the items you need to get through a worst-case scenario may already be in your home—just not stored in one place. Since every second counts in a true emergency, corral these basics in a portable container in the area of the house where you'll seek shelter, but within easy reach for evacuation: three days' worth of food and water, a first aid kit, battery-powered (or hand-crank) flashlights and radio, batteries (if needed), trash bags and duct tape (for sheltering-in-place; see [ready.gov](http://ready.gov) for details), regional maps, and any personal sanitation or specific family needs, like pet supplies. Your only specialty buy: medical masks to protect against air-quality problems and infections.

(Hearst Communications, Inc.)



## Welcome Aboard

Donald Blakelock—Energy Management & Campus Utilities  
Toan Do—Professional Continuing Distance Education Studies  
Pamela Osbaugh—Health Center  
Kimberly Shaffer—University Relations  
Adam Sheibley—Athletics  
Jeffrey Ward—Dean of Students  
Cathy West—Professional Continuing Distance Education Studies





# Message to employees about the Flu Influenza

Influenza continues to be widespread throughout Pennsylvania and the nation. With the start of classes, all members of the campus community are advised to take appropriate precautions to prevent either contracting or spreading the flu.

The Centers for Disease Control and Prevention lists three major actions to fight the flu: Get a flu shot, take everyday preventive measures to stop the spread of germs, and take flu antiviral drugs if your doctor prescribes them.

Flu-like symptoms include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Some people also may have vomiting and diarrhea. People may be infected with the flu, and have respiratory symptoms without a fever.

The CDC recommends a yearly flu vaccine as the first and most important step in protecting against flu viruses. The recommendation is for everyone six months of age and older, especially people at high risk including young children, pregnant women, people with chronic health conditions like asthma, diabetes or heart and lung disease, and people 65 years old or older. It is not too late to get the vaccine, according to the CDC.

Precautions to take include:

- Try to avoid close contact with sick people.
- If you are sick with flu-like illness, the CDC recommends that you stay home for at least 24 hours after your fever is gone except to get medical care or for other necessities. (Your fever should be gone without the use of a fever-reducing medicine.)
- While sick, limit contact with others as much as possible to keep from infecting them.
- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub.
- Avoid touching your eyes, nose and mouth as germs spread this way.
- Clean and disinfect surfaces and objects that may be contaminated with germs like the flu.

According to the CDC, if you get the flu, antiviral drugs can treat the illness.

Antiviral drugs are different from antibiotics. They are prescription medicines (pills, liquid or an inhaled powder) and are not available over-the-counter.

Antiviral drugs can make illness milder and shorten the time you are sick. They may also prevent serious flu complications. For those with high risk factors, treatment with an antiviral drug can mean the difference between having a milder illness versus a very serious illness that could result in a hospital stay.

Studies show that flu antiviral drugs work best for treatment when they are started within 2 days of getting sick, but starting them later can still be helpful, especially if the sick person has a high-risk health or is very sick from the flu. Follow your doctor's instructions for taking this drug.

More information is available online from the CDC at <http://www.cdc.gov/Features/FluHighRisk/index.html> and from the Pennsylvania Department of Health at <http://www.flufreepa.com>.



# 5210 PA Every Day!

The 5210 campaign is part of a national health promotion campaign to increase healthy eating and active living. 5210 PA Every Day highlights these daily messages: eat 5 or more fruits and vegetables; have no more than 2 hours of screen time; get 1 or more hours of physical activity; and consume 0 sugar-sweetened beverages.

## 5210 Every Day!

Follow the 5-2-1-0 message to a healthier you.

### 5 or more fruits & vegetables



- Try new fruits and vegetables multiple times.
- A meal is a family affair—have the family help plan meals.
- Frozen and canned are just as nutritious as fresh.

### 2 hours or less recreational screen time



- Keep TV and computer out of the bedroom.
- No screen time under the age of two.
- Turn TV off during meal time.
- Plan your TV viewing ahead of time.

### 1 hour or more of physical activity



- Let physical activity be free, easy and fun!
- Take a family walk.
- Turn on the music and dance.
- Use the stairs.

### 0 sugary drinks, more water & low fat milk



- Drink water when you are thirsty. It's the #1 thirst quencher!
- Keep a water bottle on hand.
- Put limits on 100% juice.

[www.5210pa.org](http://www.5210pa.org)



Adapted from materials developed by "Let's Go!, www.letsgo.org

## Employee Discount

Click here: [Check out all the discounts for Shippensburg University Faculty/Staff](#)

