



California State University
SAN MARCOS

CSUSM
Corporation



HR & Payroll Newsletter
October 28, 2020

Reminder: Open Enrollment Closes Saturday, 10/31

Open Enrollment is a once-a-year opportunity to review your benefit choices, change plans, add or drop dependents, and enroll **or re-enroll** in Flexible Spending Accounts. During Open Enrollment, you choose benefits for January 1, 2021, through December 31, 2021. After Open Enrollment ends, you cannot change your benefit elections until the next Open Enrollment in 2021, unless you experience an eligible life event, like a change in your marital status, a new baby or child in the family, or the loss of other healthcare coverage.

Please reference the reminder email that was sent by Daniela Moehlecke on 10/26/20 for open enrollment instructions, materials and links. Link to 2021 Benefit Information is here: [Open Enrollment Information](#)



Gratitude Exercises

Though it is a difficult time, there is always something to be grateful for. With the holidays approaching, remember to find joy and happiness in the little things. Here are a few gratitude exercises to try:

- Find a jar or box, and each day, think of three things throughout your day that you are grateful for, and slip the notes into the jar.
- Go on a gratitude walk and simply observe, appreciate and breathe in the things you see around you.
- Write a gratitude letter or email to a someone you appreciate, describing how their kindness or generosity touched you.

For more ideas, visit Positive Psychology's [website](#).

CSUSM Staff Center

If you haven't already heard, CSUSM has a new Staff Center and they are seeking your feedback on their website and suggestions for addressing current staff needs. Feel free to send your suggestions to the Center directly at staffcenter@csusm.edu or reach out to your CSUSM Corp representative, Marcia Agnew. The Center also wants to celebrate your accomplishments and achievements through the new Cougar Wins program. To learn more about the Staff Center, upcoming events, or submit a Cougar Win, visit the website: [CSUSM Staff Center Website](#).

Employee Self-Service

Did you know that you can update your personal information yourself directly in ADP? Examples of changes that you can make on your own are listed below:

Address: Myself→ My Information→Profile→View More

Direct Deposit: Myself→Pay→Payment Options

Tax Withholdings: Myself→Pay→Tax Withholdings

Go Paperless: Do you want to stop the printing of your check stubs and only view them online? If so, take the following steps: Myself→Pay→Pay Statements→Go Paperless→Answer questions & click done

Steps to View Your Statements:
Myself→Pay→Pay Statements

Flu Shots

Getting a flu shot during the 2020-21 flu season is more important than ever as we continue to navigate through the COVID-19 pandemic. Visit this [website](#) for wellness tips and info on flu vaccine clinics in San Diego County.