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.

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

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](#).