



Staff Town Hall Scheduled for Jan. 27

President Fithian will hold a staff town hall on **Wednesday, Jan. 27, from 10:30 to 11:45 a.m.** He will provide updates on preparations for the spring semester and address your questions and concerns. To make the most of our limited time, please consider submitting your questions in advance to presidentsoffice@clarku.edu.

Zoom details to follow closer to the event.

Fidelity and TIAA Retirement Appointments Available

Do you have questions about your retirement fund options? Representatives from Fidelity and TIAA are available to meet with you virtually.

Fidelity

A Fidelity representative is available for appointments on the following date:

- Wednesday, Jan. 27; 9 a.m. to 3 p.m.

Schedule a phone or video appointment by calling 800-642-7131 or visiting [fidelity.com/schedule](https://www.fidelity.com/schedule).

TIAA

A TIAA representative is available for appointments on the following dates:

- Thursday, Feb. 4; 9 a.m. to 4 p.m.
- Tuesday, March 2; 9 a.m. to 4 p.m.

- Wednesday, April 14; 9 a.m. to 4 p.m.
- Tuesday, May 11; 9 a.m. to 4 p.m.
- Wednesday, June 9; 9 a.m. to 4 p.m.

Register at TIAA.org/schedulenow or by calling 800-732-8353, weekdays, 8 a.m. to 8 p.m. (EST).

Event Will Honor the Rev. Martin Luther King Jr.

This Friday, Jan. 22, from 11:45 a.m. to 1 p.m. EST, [a special celebration](#) will honor the life and legacy of the Rev. Martin Luther King Jr. Dean of the Faculty Esther Jones and co-facilitator Ousmane Power-Greene, professor of history, will be joined by a panel of experts for “What Just Happened, and Where Do We Go From Here? Lessons from Black Studies on Political Activism, Elections, and Democracy Past and Present.” [Click here](#) for Zoom log-in information, and join us to reflect upon Dr. King’s life of service and sacrifice in the context of the challenges we continue to face today.

This event is co-hosted by the [Office of Diversity and Inclusion](#), [Center for Gender, Race, and Area Studies \(CGRAS\)](#), and the [Africana Studies Program](#).

W-2s now available online

Employees who previously consented to receive their W-2s online may now view or print them via CUWeb. Paper W-2s will be mailed by Jan. 29; however, if you would prefer to view/print copies of your W-2 electronically, [click here](#) and scroll down to “Consent for Electronic W-2.” If you have any questions or experience problems, please contact the Payroll staff at payroll@clarku.edu.

In addition, **Human Resources will mail Form 1095** (confirming your health insurance coverage) to all employees at the mailing address on file. Please note that you do not need this form to file your taxes; it is informational only, and you should keep it with your tax return.

Please submit December leave reports

Administrative leave reports for December are overdue. If you haven’t already, please submit your report to your supervisor so they may approve it by the end of the day on Friday, Jan. 22.

Be sure to notify your supervisor when you submit, as the system does not generate automatic alerts.

Even if you did not use any time in a given month, you must submit a report. To ensure your paid time off balances are accurate, please plan to submit your report by the first Friday of the subsequent month.

[Read instructions on how to view, submit, and approve monthly leave reports »](#)

News from Staff Assembly

Staff members may use the [Staff Assembly Feedback Form](#) to submit questions for the Jan. 27 staff town hall with President Fithian. If you wish, you can submit the form anonymously.

Resources and Opportunities

- Clark's Employee Assistance Program provides confidential, free assessments and referral services for legal and financial consultations, child care, crisis support, mental health treatment, lifestyle coaching, substance abuse treatment, and more. Visit [New Directions Behavioral Health](#); our company code is "Clark University."
- Visit [ClarkNow](#) for the latest news from campus, and check out where Clark faculty and staff experts appear [in the media](#).
- Learn about employment opportunities Clark by visiting the [Job Opportunities](#) page on the [Office of Human Resources](#) website.
- Check out the [Healthy Clark Dashboard](#) for a daily report of the number of positive COVID-19 test results at Clark over the last seven- and 30-day periods, the number of students in isolation and quarantine, and information about cases in Worcester.



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