



Now that the fall semester is underway, we'd like to thank you for your hard work and dedication to getting the new academic year off to a solid start — and for your flexibility in our return to campus and new hybrid work environment. Clark's administration is committed to making this new policy successful for all employees, so if you have any questions or concerns, we urge you to speak with your supervisor or contact Human Resources.

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## A Note from Payroll About Labor Day

The University will be closed on Monday, Sept. 6, for Labor Day. We hope you'll be able to relax and recharge over the long weekend — but before you do, please be sure to submit and approve all timesheets!

To ensure timely processing of the Sept. 10 payroll, we ask that all hourly employees (including students) submit their time on **Friday, Sept. 3**, and that supervisors approve the timesheets by the end of that day.

*All hourly timesheets should be submitted by employees and approved by supervisors no later than 5 p.m. on Friday, Sept. 3.*

If you have any questions, please [email the Payroll office](#).

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## Updates from the Student Employment Office

As we begin the new year, we'd like to remind everyone about resources on the [Student Employment webpage](#):

- How to post jobs on Handshake
- How to review application materials and message students (please message students when a position has been filled and is no longer available!)
- Hiring forms and procedures
- Offer letter and budget templates, and an important information sheet to give to the students you hire
- Onboarding checklist for student staff
- A recording of our workshop on inclusive student hiring practices

Questions? [Email Julie Bolduc](#), director of career operations and on-campus student employment.

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## Planning an On-Campus Event?

In a welcome departure from last year, this semester will present significant opportunities to enjoy events on campus. To help protect the health of attendees, all organizers and hosts of

**internal, Clark-only events** are responsible for running their events in a way that corresponds with the University's current COVID-19 protocols.

[Read the policy »](#)

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## Changes to the FSA Claim Submission Process

If you have a Flexible Spending Account through BASIC, Clark's FSA vendor, please note that claim submission procedures have changed as of today. Claims can no longer be submitted via email; due to the sensitive nature of personal health and financial information, please use the secure online portal or mobile app (claims may also be submitted via fax or U.S. mail).

BASIC claim submission options:

- Employee Portal (preferred; Chrome is recommended browser): [cda.basiconline.com](https://cda.basiconline.com)
- Mobile App (preferred): BASIC Benefits App
- Secure Claim Upload: [claims.basiconline.com](https://claims.basiconline.com) (no login required)
- Fax: 269-327-0716

Mail: BASIC CDA, PO Box 6278, Monona, WI 53716

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## Retirement Education Opportunities

TIAA and Fidelity offer live webinars each month to help you with your financial goals. You do not need to be enrolled with either company to access the webinars, which also are available for viewing on demand.

### TIAA

[Register here for access](#) to the webinars and other resources. If you are not enrolled in a TIAA retirement account, you may register for guest access. In September, live webinars will cover topics including planning for college with a 529 plan; managing income and debt; developing a financial plan (for women at the start of their careers); saving for retirement; understanding Medicare; and using online tools and resources.

### Fidelity

[Visit the Fidelity Learning Center](#) to find live and on-demand webinars and other resources. Live webinar topics in September include the basics of exchange traded funds (ETFs); financial guidance created specifically for women; inflation, interest rates, and income; what the market charts tell us; and trading strategies.

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## Resources and Opportunities

- [Find previous employee newsletters](#)
- LinkedIn Learning offers a vast catalog of courses covering technical and professional skills, as well as personal development. [Learn more »](#)
- The University's ombudsperson, Israela Brill-Cass, is an informal, confidential, neutral, and independent resource for staff and faculty who want to discuss any topic without fear of retaliation or judgment. [Learn more and make an appointment »](#)
- 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 at Clark by visiting the [Job Opportunities](#) page on the [Office of Human Resources](#) website.



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