



*Next Monday, May 30, Clark University will be closed in observance of Memorial Day.*

*As you enjoy the long weekend — the unofficial start of summer — with your family and friends, we encourage you to pause and reflect on the ultimate sacrifices made by American men and women to ensure our peace and prosperity.*

## June 3 Payroll Deadline

The usual deadline for approving web time entry timesheets is Mondays at noon. However, because campus will be closed on Monday, May 30, all hourly employees (including students) should submit their time on Friday, May 27. Supervisors should approve all timesheets by the end of the day on May 27 to ensure timely processing for the June 3 payroll. Thank you for your assistance — if you have any questions, please [email the Payroll Office](#).

## Please Submit Self-assessments by This Friday

Clark's Annual Employee Performance Review Process is underway. So you can be better prepared for your in-person performance review meeting, and so your supervisor can integrate your achievements, challenges, and goals into your final performance review, we encourage you to submit your [FY2022 Self-Assessment and Goal Setting Form](#) to your supervisor no later than this Friday, May 27. [View instructions on how to access and complete the form »](#)

Check out [LinkedIn Learning](#) videos on how to [write a self-assessment](#); [define goals and objectives](#); and [give and receive feedback](#), and access other [professional development training modules](#).

Please note that due to a Microsoft software glitch, you are unable to print the form directly. As a workaround:

- When you are given the option to print, under “Printer,” choose “Microsoft Print to PDF.”
- Scroll down to “More settings” and add a Scale % of 87%.
- Click “Print”; a popup box will open and you will be able to save the file.

If you have already submitted your form, you can go to the confirmation email you received and perform this process.

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## Last Chance to Register for the June 1 WooSox Staff Event

Our staff appreciation event at Polar Park is next Wednesday, June 1! We look forward to enjoying an afternoon at the ballpark with you as the WooSox take on the Syracuse Mets; the first pitch is at 12:15 p.m. [Please RSVP by tomorrow, May 27.](#)

Enjoy all-you-can-eat hamburgers, hot dogs, and mac 'n cheese (vegetarian/vegan options available by request) until 2 p.m. on the Hanover Deck.

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## At-home COVID Test Coverage

The website to order another free batch of at-home COVID-19 test kits from the federal government is now live, and every residential household is eligible [to order eight more rapid antigen COVID-19 tests](#) (which come in two packages of four tests each).

If you choose to purchase at-home tests over-the-counter at a local pharmacy, you will need to pay for them up front and request reimbursement from Harvard Pilgrim Health Care (the plan as currently designed covers the tests on a reimbursement-only basis). HPHC — not OptumRx, Clark's pharmacy benefit manager — will reimburse you for up to eight [FDA-authorized tests](#) per month; you will need to [submit the HPHC Member Reimbursement Form](#) with copies of your receipts. We have been told by HPHC that the reimbursement process is within 30 days.

Please note that due to IRS regulations, if you use your Flexible Spending Account to pay for the tests, those purchases are not eligible for reimbursement. We highly recommend that you pay for the at-home tests out-of-pocket and follow HPHC's [reimbursement process](#).

Don't hesitate to [email Human Resources](#) with any questions.

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## Welcome to Clark!

Please join us in welcoming our newest Clark colleagues who joined the University in May.

- Christine D'Angelo, Office Manager, School of Professional Studies
  - Domenica Perrone, Director of Community Engagement and Volunteering
  - Patricia Turcotte, Associate Director, Alumni and Friends Engagement
  - Kelvin Rivera, Custodian, Facilities Management
  - Rosa Cuautle, Custodian, Facilities Management
  - Steen Swenson, Groundskeeper, Facilities Management
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## Join the edHEALTH/HPHC Living Well Program

edHEALTH — the health care collaborative of which Clark is a member — is pleased to offer, in partnership with Harvard Pilgrim Health Care, the Living Well program. It's easy to participate using the online digital engagement platform, which is accessible from most devices.

Create your [HPHC wellness account](#) to start earning rewards for participating in a variety of informative, fun, and interactive activities including healthy eating, financial literacy, self-care, stress management, and volunteerism.

If you have questions about the program, [email Living Well Support](#) or call 877-594-7183 (Monday through Friday, 9 a.m. to 5 p.m.).

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## Join edHEALTH's June Walking Challenge

edHEALTH's fifth annual Walking Challenge, co-sponsored by Harvard Pilgrim Health Care, begins Monday, June 6, and ends Monday, July 4. We encourage you to join forces with your colleagues to compete against other edHEALTH schools. You do not need to be a Harvard Pilgrim member to participate.

Last year, Clark topped the leaderboard and earned the "Walk This Way" trophy by logging the highest average number of steps per walker: an incredible 372,946 steps per participant. Can we do it again?

[Learn more »](#)

If you have questions about the Walking Challenge, [email Living Well Support](#) or call 877-594-7183 (Monday through Friday, 9 a.m. to 5 p.m.).

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## Join the Conversation with Staff Assembly in Microsoft Teams

The Staff Assembly Steering Committee (SASC) invites you to connect with your colleagues through its user groups within the Microsoft Teams environment. These groups provide opportunities for staff to ask questions and find (or provide) support to their colleagues in a variety of areas. The groups are set up as channels within the [Staff Assembly Team](#) — you'll be able to connect with your colleagues and ask questions about or share tips and tricks on Clark systems, software, and other topics.

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## Retirement Learning 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. June webinars will cover financial strategies for women, responsible investing, identity theft and cybersecurity, and saving for your ideal retirement.

### Fidelity

[Visit the Fidelity Learning Center](#) to find live and on-demand webinars and other resources. June webinars will cover topics including option trading, common market indicators, investing for self-reliance, and the geopolitical landscape affecting the markets.

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## Resources and Opportunities

- [Find previous employee newsletters »](#)
- 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.
- 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 »](#)
- 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.”



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