



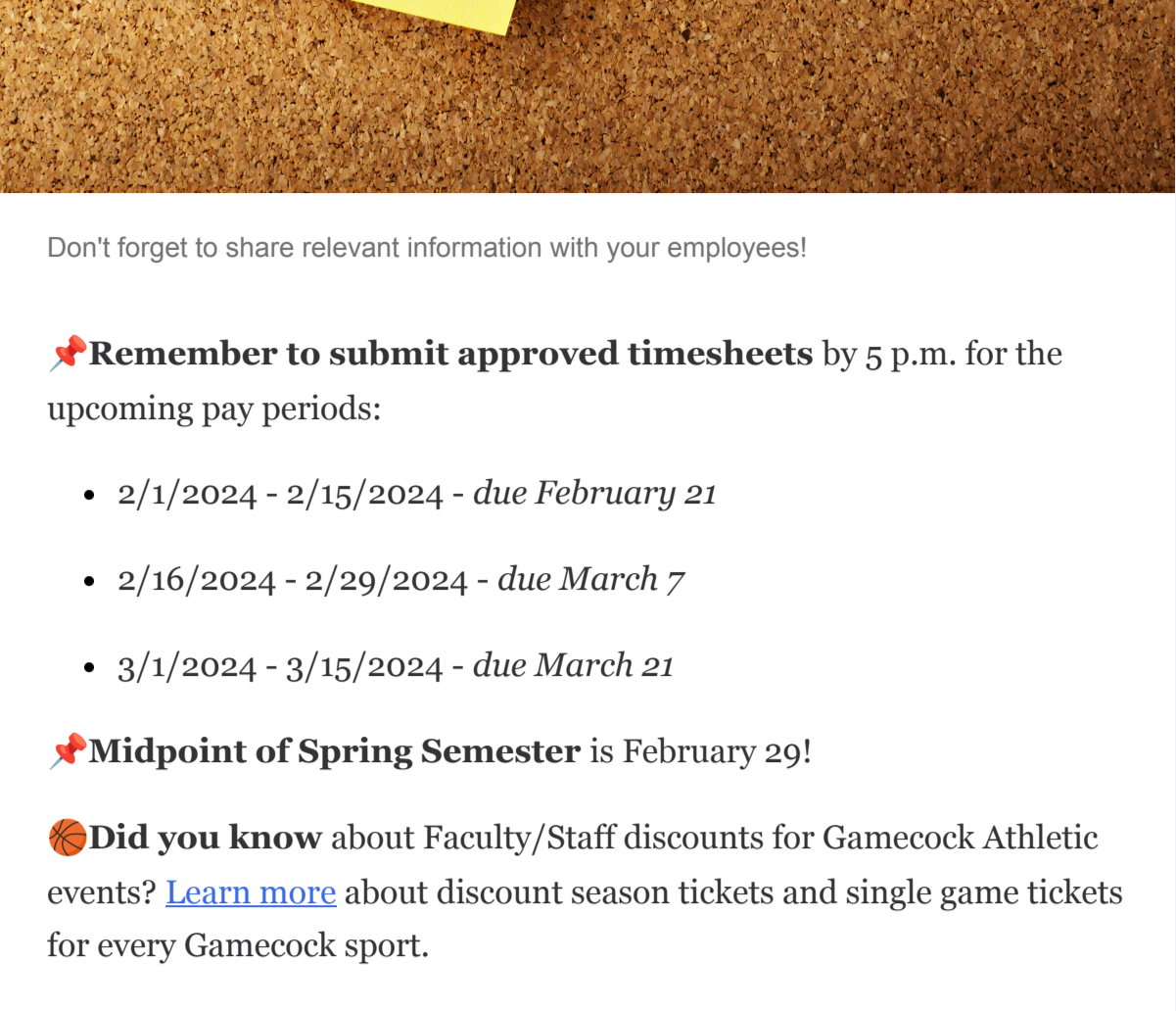
News for Faculty & Staff Leaders

By HR • Feb 15, 2024

Smart Brevity® count: 3.5 mins...934 words

We're here to make your job easier by providing important announcements, useful resources, and answers to challenging situations while focused on fostering a strong supervisor community, ensuring employee success and enhancing our campus culture.

Announcements and Important Dates



Don't forget to share relevant information with your employees!

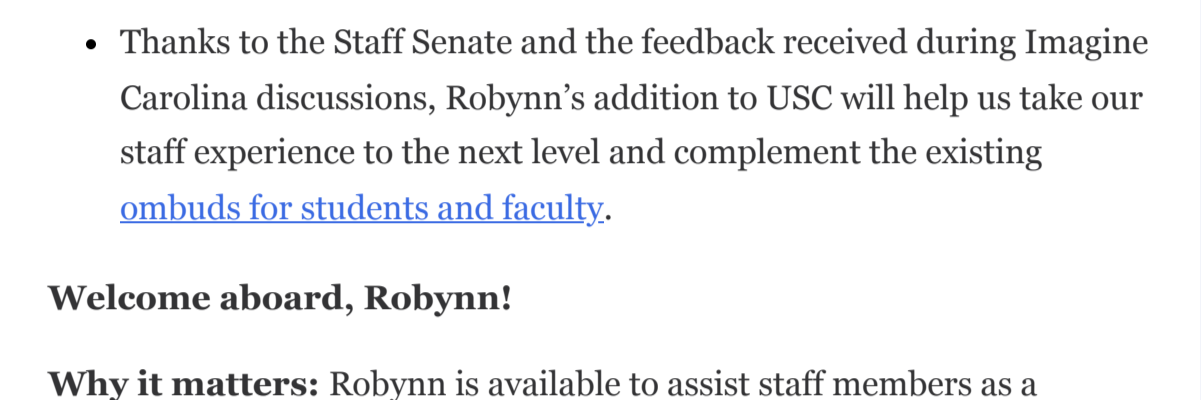
★ **Remember to submit approved timesheets** by 5 p.m. for the upcoming pay periods:

- 2/1/2024 - 2/15/2024 - due February 21
- 2/16/2024 - 2/29/2024 - due March 7
- 3/1/2024 - 3/15/2024 - due March 21

★ **Midpoint of Spring Semester** is February 29!

🕒 **Did you know** about Faculty/Staff discounts for Gamecock Athletic events? [Learn more](#) about discount season tickets and single game tickets for every Gamecock sport.

HR Highlight: Staff Ombuds



We are so excited to welcome Robynn Pease to the Gamecock Community to serve as the new Staff Ombuds!

- Thanks to the Staff Senate and the feedback received during Imagine Carolina discussions, Robynn's addition to USC will help us take our staff experience to the next level and complement the existing [ombuds for students and faculty](#).

Welcome aboard, Robynn!

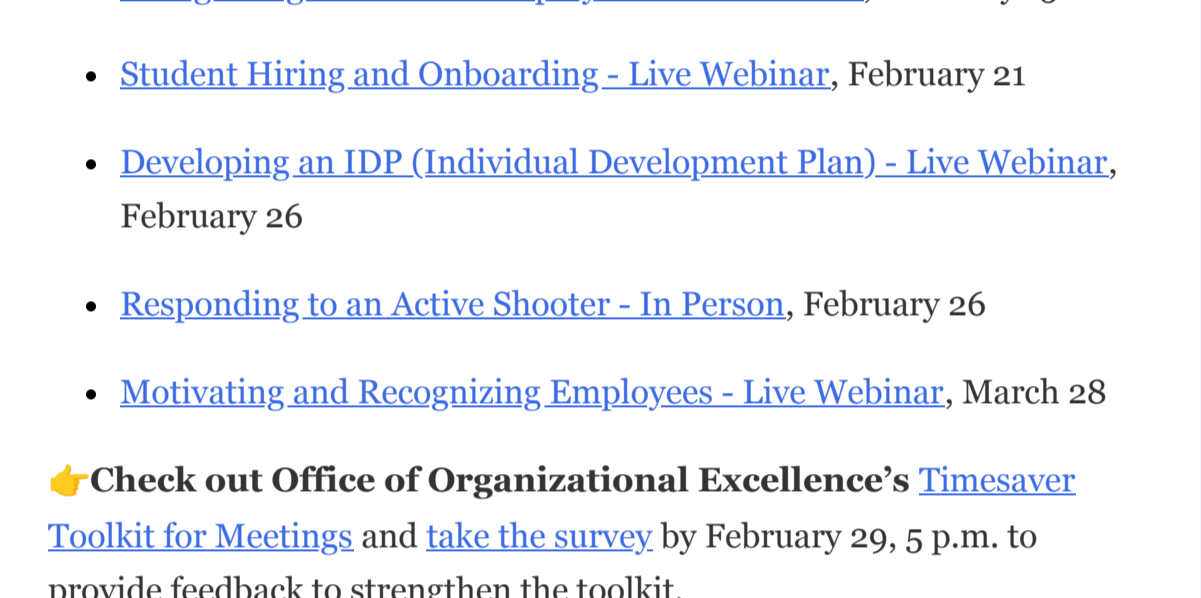
Why it matters: Robynn is available to assist staff members as a neutral and confidential resource. She's your go-to person for airing concerns and helping to identify and evaluate options for solving problems and addressing issues.

Robynn previously served as the organizational ombuds at Oregon State University and has additional experience serving students, faculty and staff as assistant director of OSU's Family Resource Center.

Connect with Robynn today! rpease@mailbox.sc.edu

Go deeper: Visit the [Staff Ombuds page](#) to learn more.

Training and Development



Athletics Academic Support Team

Supervisor Trainings Just for You:

- [Recognizing a Troubled Employee - Live Webinar](#), February 15
- [Student Hiring and Onboarding - Live Webinar](#), February 21
- [Developing an IDP \(Individual Development Plan\) - Live Webinar](#), February 26
- [Responding to an Active Shooter - In Person](#), February 26
- [Motivating and Recognizing Employees - Live Webinar](#), March 28

👉 **Check out Office of Organizational Excellence's Timesaver Toolkit for Meetings** and [take the survey](#) by February 29, 5 p.m. to provide feedback to strengthen the toolkit.

📖 **AI Trainings:** Did you know University Libraries offers training on AI? Sign up today for their upcoming AI events:

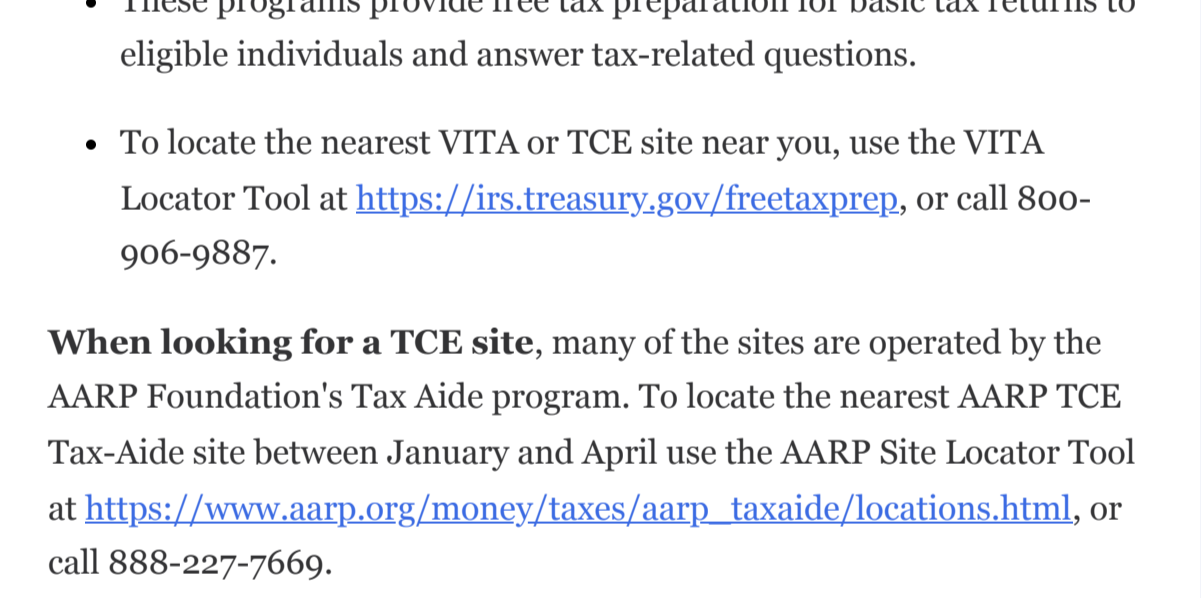
- [What's the Buzz\(word\) in AI? Some AI-Related Terms You Should Know - Live Webinar](#), February 20
- [You've Got the Power BI for Data Visualization - Live Webinar](#), February 22

Visit **University Libraries' Exhibits, Events and News page** to find more learning opportunities.

📖 **What we're reading:** [The 5 Languages of Appreciation in the Workplace](#)

🎧 **What we're listening to:** [Reality-Based Leadership Podcast](#)

Wellness



❤️ **February is American Heart Month.** [Learn more](#) about how to keep your heart healthy.

💡 **Tax season is here,** and as usual, there are numerous questions and concerns about where to find answers. Our Employee Assistance Program, MYgroup, is a resource you and your employees can rely on.

To access tax information, log into the work-life portal at [mygroup.com](#) using the *username* "USC" and the *password* "guest".

- From the Homepage, click on "Living" where a Search bar will appear.
- Type in "taxes" and a range of articles full of tax tips will appear, including "[Free Tax Return Preparation for Qualifying Taxpayers.](#)"

This article includes resources to programs offered by the Internal Revenue Services (IRS), such as Volunteer Income Tax Assistance (VITA) and Tax Counseling for the Elderly (TCE).

- These programs provide free tax preparation for basic tax returns to eligible individuals and answer tax-related questions.
- To locate the nearest VITA or TCE site near you, use the VITA Locator Tool at <https://irs.treasury.gov/freetaxprep>, or call 800-906-9887.

When looking for a TCE site, many of the sites are operated by the AARP Foundation's Tax Aide program. To locate the nearest AARP TCE Tax-Aide site between January and April use the AARP Site Locator Tool at https://www.aarp.org/money/taxes/aarp_taxaide/locations.html, or call 888-227-7669.

MYgroup Employee Assistance Program also provides a link to [TaxSlayer](#), a tax preparation software that includes all the resources needed to file simple state and federal returns for free, although more complex tax returns may require additional fees.

📖 **Visit MYgroup's February supervisor newsletter** for more advice and tips.

📖 **Personal Growth:** Read up on [the 25 Habits of High-Impact Managers](#)

Connection and Community



Radical Candor "Train-the-Trainer" Session, January 19, 2024

🎉 **One fun thing:** Last month, Dr. Anna Edwards (Associate Vice President for Student Life and Chief of Staff for the Division of Student Affairs & Academic Support) and Megan Colascione (Assessment Director for Student Life and Vice President for Staff Senate) partnered with OPD to deliver a "Train-the-Trainer" Radical Candor session.

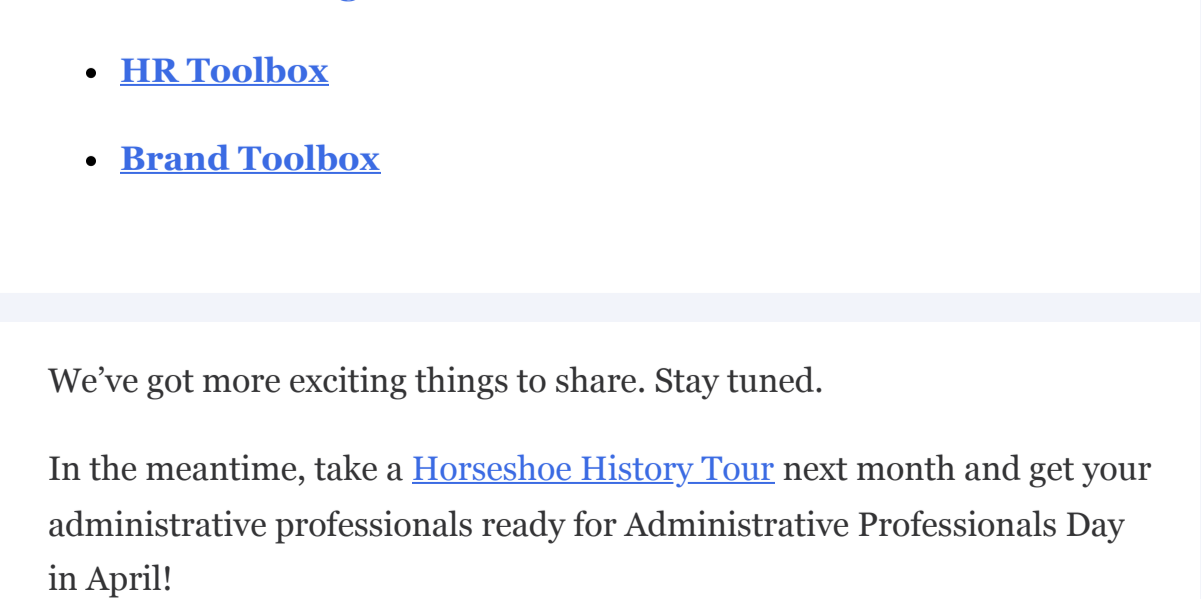
Why it matters: Be on the lookout for more information about Radical Candor from our growing number of Radical Candor trainers on campus! Future "Train-the-Trainer" sessions are in the works, so if you missed out in January, you'll get another chance soon.

In the meantime: Watch [Radical Candor in 6 Minutes](#), check out the [Radical Candor Quick Start Guide](#), there's even a [podcast](#) you can listen to on your commute!

👉 **Upcoming Supervisor Event:** On April 9, Cindy Wentz (Assistant Director of Organizational Development) and Lisa Cote (Senior Associate Director for Recruitment, Office of Undergraduate Admissions) will host a virtual **Supervisor Forum on Managing Remote or Hybrid Employees**. [Register today](#) and take the poll below.

Go deeper: See what Workweek has to say about [why managing in the hybrid world is so hard](#).

Supervisor Poll



What challenges are you facing managing remote or hybrid employees?

- Building meaningful team connections with remote/hybrid employees
- Managing productivity expectations
- Keeping employees engaged
- Establishing communication norms/standards
- Technology and software

Your response is anonymous

(Even) More Resources

- [Organizational and Professional Development](#)
- [Center for Teaching Excellence](#)
- [Office of Access and Opportunity](#)
- [University Libraries](#)
- [Office of Organizational Excellence](#)
- [Law Enforcement and Safety](#)
- [Campus Recreation](#)
- [Environmental Health and Safety](#)
- [Talent Management](#)
- [HR Toolbox](#)
- [Brand Toolbox](#)

We've got more exciting things to share. Stay tuned.

In the meantime, take a [Horseshoe History Tour](#) next month and get your administrative professionals ready for Administrative Professionals Day in April!

Feedback

Anonymously tell us what you thought of this edition. Your responses will help us create better content for you!

Was this edition useful?

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