Welcome New Employees!

Ronald Chartrand – HVAC Mechanic I – Facilities
Lindsay Hassett – Admin Assistant VI – University Advancement
James Jalbert – HVAC Mechanic I – Facilities
Diane O’Keefe – Marketing Programs Manager-Marketing & Communications
Kristopher Sullivan – Assistant VP for Academic Affairs

Open Enrollment Continues through May 3, 2013

See the Open Enrollment page for forms! If you are adding or changing medical or dental plans or electing voluntary plans, you'll need to complete an enrollment form.

All 2013 Payroll Deadlines have been posted on the HR website.

APRIL PAYROLL DEADLINES
Staff:
Need Some Help?

In the wake of Monday's tragic events, WPI's Employee Assistance Plan provider, The Wellness Corporation, stands ready to assist anyone who needs to talk. Simply dial 1-800-828-6025 to speak to a trained counselor. The Wellness Corporation has released the following articles which may be of interest:

**Leading People Through Traumatic Times**

**When Your Community is Affected by a Traumatic Event**

The home page of the [wellnessworklife.com](http://wellnessworklife.com) website also features articles for helping children cope with traumatic events. And remember, as a WPI employee your EAP plan covers all your immediate family members.

Speaking of Wellness, Let's Focus on Your Health!
MEDS@Work Series Continues!

Donna Bartlett, PharmD, CGP, RPh, pharmacist and assistant professor at Mass College of Pharmacy and Health Services University, will return to campus to offer MEDS@Work (Medication Education Sessions at Work).

Upcoming topics:

Diabetes: Tuesday, April 23rd, 12-1pm
Asthma: Tuesday, May 7th, 12-1pm

Both sessions will be held in the HR Training Room, Forkey Conference Room in Harrington. Enter via the side door near the Sports & Rec Center.

If you were unable to attend last week’s session on Blood Pressure and Cholesterol, here is the presentation.

Training Opportunity
Designing an Effective PowerPoint Presentation

A good PowerPoint presentation should be able to grab the audience’s attention and clearly communicate the message without taking the focus off the presenter. Learn how to plan your presentation using design theory to build effective and attention catching slides. April 24th from 9:00am - Noon. Details and Registration

April 19, 2013