

Subject: This Week at UH West O'ahu for the week of August 26, 2019
From: UHWO Communications Department <uhwocomm@hawaii.edu>
To: uhwo-all-l@lists.hawaii.edu
Date Sent: Monday, August 26, 2019 8:23:08 AM GMT-10:00
Date Received: Monday, August 26, 2019 8:23:49 AM GMT-10:00

A BULLETIN FOR UH WEST O'AHU FACULTY AND STAFF

This Week at UH West O'ahu

Week of August 26, 2019

Welcome back to the Fall 2019 semester!!!



Free Office365 for UHWO faculty, staff and students

UHWO Information Technology is proud to announce that we have Microsoft Office365 for all qualified faculty, staff and students. Please share this message with your fellow UHWO faculty, staff and students.

All faculty & staff will be renewed every year.

- You can visit westoahu.hawaii.edu/it/pueoid
- You will need to login with your UH username and password
- Once you have logged in you will see a web page that describes all the services that you have with the PUEO ID and at the bottom of the page, a place to set your PUEO ID password.
 - If you have been using your PUEO ID already, you do not need to set up a password.
 - If this is your first time, then you will need to set a password in the box.
- Once you have done this, you may go to www.office.com. Your email address will be your PUEO ID@uhwo.hawaii.edu. For example, jdoe@uhwo.hawaii.edu and you would use your PUEO ID password.

If you experience problems with this process, please contact the UHWO IT Help Desk at (808) 689-2411 or uhwohelp@hawaii.edu. We will check on your account and get back to you within 2 business days.

No school next Monday, Labor Day is observed on September 2

The campus will be closed on Monday, Sept. 2, to observe Labor Day.

Sample Coca Cola Products, Sept. 5

Please join us in sampling a few new flavors by "Coca Cola" on Thursday, Sept. 5, from 11:30am – 1:30pm. Sampling is complementary to UHWO students, faculty, and staff, in the Dining Hall. Tokai Students, Staff, and Faculty are also welcome.

Contract Renewal Application and Process, Sept. 6

The Fall 2019 Contract Renewal, Tenure, and Promotion Workshop series continues with Contract Renewal Application and Process on Sept. 6, 1:30 p.m. in D237.

This panel will provide an overview of the contract renewal application process, including procedures, timelines, and strategies. We will also discuss ways to structure your contract renewal application so that your work prepares you for the tenure and promotion application process. This session will be particularly valuable for probationary (tenure-track) faculty in their first or second years of employment as well as non-tenure-track faculty who submit contract renewals annually. However, the session is open to everyone!

- Alan Rosenfeld, Associate Vice Chancellor for Academic Affairs
- Loea Akiona, Associate Specialist and Coordinator for Career Services
- Carmen Nolte-Odhiambo, Assistant Professor of English
- James Kardash, Associate Executive Director of UHPA

Mahalo for a successful Professional Development Day, Convocation

See [photos](#) from our August 21 PD Day/Convocation. Thanks to Terri Ota, Brian Miyamoto, and Communications Department student Loa Haleamau.

Nohona Hawai'i - Living A Hawaiian Life

Nohona Hawai'i with Auntie Lynette Paglinawan returns this semester. Mondays, 9:30 a.m. to 11 a.m. in Hale Kuahuokalā. This class is meant for UH West O'ahu faculty, staff and for our beloved community.

Important tax information for UH employees

If you want to change your federal and/or state income tax withholdings via W-4 forms, please continue to work directly with your department's HR representative.

Recently the Hawaii Information Portal Employee Self Service started an online method for individuals to make changes to their withholdings, but University of Hawai'i employees should NOT use this service.

Any UH employee who makes a change to their income tax withholdings through Hawaii Information Portal will find those changes eventually overwritten by the university's payroll file.

Please contact your department's HR representative if you have any questions. Thank you for your understanding, and we apologize for any inconvenience.

Invitation to Self-Identify Veteran and/or Disability Status

The University of Hawai'i-West O'ahu is an affirmative action employer, committed to employing and advancing in employment qualified persons with disabilities and qualified protected veterans. In compliance with federal regulations, we have a responsibility to invite all employees to identify their veteran and disability status.

If you have already completed the survey you do not need to do it again, however if you are unsure you can go to the link below and it will display your last responses.

Please indicate your veteran and disability status using the confidential UH login below:

[Invitation to Self-Identify Veteran Status and/or Disability Survey](#)

This information will be confidential and submitted directly to the EEO/AA Office. It will be used only for federal reporting purposes and will not affect your current employment.

As a reminder, federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Employees who require a reasonable accommodation to perform their job should contact me at uhwoeeo@hawaii.edu or (808) 689-2523.

If you have any other questions or problems filling out the survey, please feel free to contact Janice Takase Sunouchi at (808) 689-2523 or janice.sunouchi@hawaii.edu.

Distance Learning Tip of the Week - Distance Learning Compliance Training

The Office of Distance Learning is offering Distance Learning Compliance Training Modules. The training consists of five online modules that provide current information for compliance with state and federal regulations as well as regional accreditation standards. The module topics include Regular and Substantive Interactions, Academic Integrity and Student Identity Verification, FERPA and the Internet, Copyright and Digital Content, and Accessibility. The modules are available on the [UHWO Online DE Laulima site](#). Please email any questions to uhwode@hawaii.edu.

News from E Kamakani Hou



[Fall 2019 Professional Development Day/Convocation prepares campus for upcoming semester](#) - University of Hawai'i-West O'ahu faculty and staff regrouped and returned energized for the start of the semester at the Fall 2019 Professional Development/Convocation on August 21, 2019.

UH West O'ahu Calendar of Events


Monday, Aug. 26

- Fall 2019 Semester begins. Ends Dec. 13
- [Registration for students](#) using Faculty/Staff Tuition waiver and guests through Senior Citizen's Visitor program
- Late registration begins and continues through Sept. 3

Monday, Sept. 2

- Labor Day holiday

The deadline to include your item in the next This Week is Thursday night. Please submit your item using the Communication Department's [Communications Request Form](#).



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