

**Subject:** This Week at UH West O'ahu - Week of Nov. 25, 2019  
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A BULLETIN FOR UH WEST O'AHU FACULTY AND STAFF  
**This Week at UH West O'ahu**  
Week of Nov. 25, 2019

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### Note Campus Closures This Week

Happy Thanksgiving Week! Reminder: Thursday is a holiday and Friday is a non-instructional day. On Thursday and Friday, there will be no mail service and the following will be closed: Nāulu Center, dining hall, bookstore, James & Abigail Campbell Library, Pueo Fitness Center, and University of Hawai'i Federal Credit Union. On Friday, the Library Building will be closed to the public; appointments for testing/meetings will be allowed.

### Test of University's Emergency Notification Procedures, Dec. 3

The University will conduct a test of its emergency notification procedures on Tuesday, Dec. 3. There WILL NOT be an evacuation drill as a part of this training. **As a reminder, when UH West O'ahu is not in evacuation training mode, anytime you hear an audible alarm activated in your building, please evacuate to the Great Lawn.**

As a part of the drill, a UH Alert email message will go out to all students, faculty, and staff, and UH Alert text messages will be sent to those who have signed up to receive emergency text messages at [hawaii.edu/alert](http://hawaii.edu/alert). All members of the UH West O'ahu community are urged to sign up to receive these opt-in text messages.

UH West O'ahu's evacuation procedures are as follows:

- Remain calm. Walk quickly to the nearest exit.
- Do not use elevators.
- Only take essential personal possessions such as cell phones, car keys, and handbags in case you are not able to re-enter the building.
- Close doors behind you when leaving. Check to make sure everyone is out before closing the door.
- Evacuate to Great Lawn. Be prepared to relocate if instructed.
- Security or Emergency Responders: If an evacuation area is downwind of smoke or fumes, relocate to an upwind location.
- Await further instruction from Campus Security or Campus Administration

Additionally, here are pre-planning tips:

- Know all exit locations in a building. Most people recall how they entered, but if this entry/exit is blocked or overcrowded, it is important to know an alternate exit location. If unfamiliar with the building, follow the overhead exit signs.
- Have a pre-designated meeting place for everyone in your office or classroom.
- Know who is not present for the day so that they can be accounted for at the designated meeting place.
- If an evacuation is necessary, the building can be evacuated either by the fire alarm being sounded or by instruction to leave by Campus Security, Campus Administration through UH Alert, or emergency response personnel.
- Alarm-pull stations, extinguishers, AEDs, and exit locations are identified on the floor plans posted in each building near the elevator.

As a part of the drill, a UH Alert email message will go out to all students, faculty, and staff, and UH Alert text messages will be sent to those who have signed up at <http://www.hawaii.edu/alert> to receive emergency text messages. All members of

the UH West O'ahu community are urged to sign up to receive these opt-in text messages.

The UH West O'ahu homepage at <http://www.westoahu.hawaii.edu> and UH West O'ahu social media pages will be also updated to reflect the UH Alert test.

View UH West O'ahu's Emergency Operations Plan and related annexes at [westoahu.hawaii.edu/campussecurity](http://westoahu.hawaii.edu/campussecurity)

### **Online Reservations Ends Nov. 29 for Apple Faculty & Staff Appreciation Event**

To show appreciation to faculty and staff, the University of Hawai'i Bookstores is offering a one-day (Dec. 11) special pricing, plus tax-free savings, on select Apple Macs (save up to \$300) and iPads (save up to \$200) for personal use.

Order today and your device will be delivered to the UH Bookstore nearest you. The first 50 paid reservations will receive a 25% off coupon for one regular-priced UH apparel and a free gift. Orders can be placed online through a reservation site ([www.uhbooks.hawaii.edu/computers/resform.asp](http://www.uhbooks.hawaii.edu/computers/resform.asp)), or walk-ins are welcome at the UH Mānoa Bookstore on event day. But online reservations are highly recommended. Reservations will close 6 p.m. Nov. 29.

Here are the details for the Apple Faculty & Staff Appreciation Event:

When: 8 a.m. to 5:30 p.m. Dec. 11

Where: UH Mānoa Bookstore or reserve online now

What: One-day sale on select Apple MacBooks and iPads

Who: UH employee with valid UH ID

Can't pick up your Apple product on event day and want to take advantage of this sale? If you reserve now, you'll be able to pick it up anytime after Dec. 11. For any questions, contact the bookstore's TechHUB Department at (808) 956- 4317 or [compsale@hawaii.edu](mailto:compsale@hawaii.edu).

In addition, UH Bookstores take in old devices for money. Trade in your device(s) and receive the value of the trade-in, plus an additional 10% toward your new purchase.

This tax-free plus educational pricing offer is good for PERSONAL purchases only. Offer not valid for departmental purchases (IDOs/POs) or PCard payment. Discount exclusive to Apple computers or iPads; may not be combined with other promotions. Products are available on a first-reserve, first-come basis, while supplies last. Prices may vary based on individual product. All sales are final.

### **Institute of Engaged Scholarship Faculty Research Event Dec. 6 Cancelled**

Please note: The Institute of Engaged Scholarship Faculty Research Event that was scheduled for 2 to 4:30 p.m. Dec. 6 at Kapolei Golf Club has been cancelled.

### **Volunteer at Fall 2019 Commencement**

Faculty and staff interested in volunteering at our UH West O'ahu Fall 2019 Commencement Ceremony on Dec. 14 should sign up at: <https://www.signupgenius.com/go/10C0F4EA8A72AA1F85-fall1>

1. You do not have to create an account in SignUpGenius, but it is helpful to do so if you anticipate additional changes to your schedule as commencement day draws near.
2. Choose multiple shifts and invite your colleagues and friends to volunteer with you. Volunteering is a fantastic opportunity to celebrate our graduates, build bridges and create connections.
3. Watch for volunteer roles/areas with multiple slots. Several of our areas require a team effort and tremendous coordination; these are denoted by the number of slots in parenthesis.

If you have any questions, please contact Clinton Nishida at [kamakura@hawaii.edu](mailto:kamakura@hawaii.edu) or Leslie Opulauoho at [opulauoh@hawaii.edu](mailto:opulauoh@hawaii.edu).

## W-2 Forms Available Electronically for UH Employees

University of Hawai'i employees can now receive their W-2 Wage and Tax Statement electronically for the upcoming tax season.

The benefits to receiving W-2 statements electronically include:

- Access to W-2 statements earlier than the traditional paper process.
- Eliminates the chance of W-2 statements getting lost or misdirected.
- Employees can retrieve their W-2 statements 24 hours a day/7 days a week as long as they have an active status or within 120 days of their termination effective date.
- Employees can print multiple copies at their convenience.
- Employees are contributing to cost savings (e.g. forms, envelopes, postage, duplicate copy fee, etc.).
- W-2 statements will remain online for multiple years (beginning with calendar year 2018).

To receive W-2 statements electronically, employees should log into the Employee Self Service website: [hihpsso.hip.hawaii.gov](http://hihpsso.hip.hawaii.gov). Once logged in, employees can click on "W-2/W-2c Consent." The Consent Form page will display a statement about the form, the current consent status, and a checkbox to consent to receive an electronic form. By default, the box to consent to electronic W-2 and W-2c forms will be unchecked. Checking the box and clicking "Submit" provides consent to receive an electronic W-2 form. A confirmation page will appear indicating that the submission was successful.

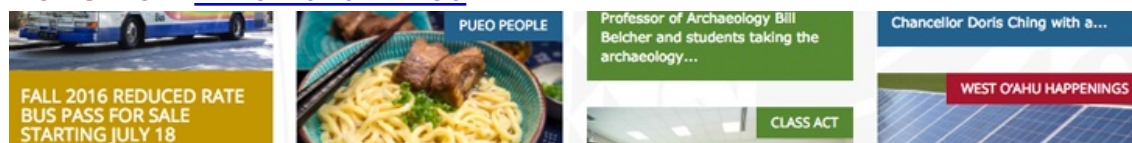
The last day to consent to an electronic W-2 statement is Monday, Dec. 30, 2019. If an employee terminates, their consent will be revoked and their W-2 statement will be received in the paper format.

If there are any questions, email the payroll office: [payroll@hawaii.edu](mailto:payroll@hawaii.edu)

## Distance Learning Tip of the Week - Google Tasks

[Google Tasks](#) is an organizational tool that allows you to create to-do lists in your email and link those tasks to your calendar. Tasks offer the ability to create detailed notes to help you think through the steps you need to take to be successful. You can find more information and tech tips on the [Office of Distance Learning's microsite](#).

## News from E Kamakani Hou



[Building STEM Pathways to UH West O'ahu](#) - Gathering vital insight into how best to serve Native Hawaiian students interested in STEM careers in Leeward O'ahu and developing a STEM ecosystem within the University of Hawai'i–West O'ahu were among the goals at "Pūko'a Kani 'Āina: Building STEM Pathways to UH West O'ahu," an event held Nov. 15 on campus.

[Aloha 'Āina Talk Story and Screen Printing, Nov. 25](#) - Students, faculty, and staff are welcome to take part in a cultural art demonstration that will help bridge indigenous students' experiences in higher education, 10 a.m. to noon, Nov. 25 at the Nāulu Center.

[Learn how to make pumpkin crunch, Nov. 26](#) - Still wondering what to bring to that upcoming Thanksgiving potluck? Pumpkin crunch! Learn how to make the popular fall dessert at a food demonstration for students, 12:30 to 1:30 p.m. Nov. 26 at the Nāulu Center. Also learn about alternative, healthy ingredient options.

[Tutoring support, study sessions, and more at Cram Jam, Dec. 3-4](#) - Students can find much-needed support during the busiest time of the semester at the [No'eau Center](#) Cram Jam, 5 to 9 p.m. Dec. 3 and 4, at B-203.

[World championship win for powerlifter and UH West O'ahu professor](#) - There's a powerlifting champion on the University

of Hawai'i–West O'ahu campus, and he also happens to be the Business Administration Division chair. [Dr. Matthew Chapman's](#) world championship win took place at the [International Powerlifting League \(IPL\) Drug Tested World Powerlifting Championships](#), which were held Oct. 24 to 27 in Limerick, Ireland.

## UH West O'ahu Calendar of Events

### Monday, Nov. 25

- Registration for new classified (degree-seeking) transfer students for Spring 2020 begins
- Registration for first-time new classified (degree-seeking) freshmen students for Spring 2020 begins. Note: Pending passing online orientation
- Nohona Hawai'i - Living a Hawaiian Way with Aunty Lynette Paglinawan. Lōkahi: Akua/Aina/Kanaka. 9:30 to 11 a.m., Hale Kuahuokalā
- Aloha 'Āina Talk Story and Screen Printing, 10 a.m. to noon, Nāulu Center

### Tuesday, Nov. 26

- Yoga with PowerCore Yoga, 9:30 and 11 a.m., Nāulu Center
- Pumpkin Crunch food demonstration, 12:30 to 1:30 p.m., Nāulu Center
- Play to Learn (Free Play), 3 to 7 p.m., Great Lawn

### Thursday, Nov. 28

- Thanksgiving holiday, no mail service, Nāulu Center closed, dining hall closed, bookstore closed, James & Abigail Campbell Library closed, Pueo Fitness Center closed, University of Hawai'i Federal Credit Union closed

### Friday, Nov. 29

- Non-instructional day, no mail service, Nāulu Center closed, dining hall closed, bookstore closed, James & Abigail Campbell Library closed, Pueo Fitness Center closed, University of Hawai'i Federal Credit Union closed
- Library Building will be closed to the public; appointments for testing/meetings will be allowed.

### Sunday, Dec. 1

- Admissions Final Deadline for Spring Semester applications. \*Late applications may be accepted after the final deadline as Non-Degree Unclassified applicants
- Registration in STAR GPS to be closed for Spring 2020 classes

### Monday, Dec. 2

- Dec. 2 to 20, Mondays through Fridays: daily mail service to/from the University of Hawai'i at Mānoa, dining hall open, bookstore open
- Select classes restricted by major and/or campus (DE) available to eligible classified students for Spring 2020 (9 a.m.)
- Nohona Hawai'i - Living a Hawaiian Way with Aunty Lynette Paglinawan. Last class! Potluck pupu sharing. 9:30 to 11 a.m., Hale Kuahuokalā
- Graduate & Professional Schools Fair, 10 a.m. to 3 p.m., Nāulu Center, Campus Center Plaza

*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](#).*

WESTOAHU.HAWAII.EDU



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