

VOLUME 16 ISSUE 7 • JANUARY 2026

APSS NEWSLETTER

THE LATEST NEWS & UPDATES FROM GVSU'S APSS UNION & ITS MEMBERS

photo by Audrey Kelly

ISSUE FEATURES

APSS EVENTS COMMITTEE

Consider joining the APSS Events Committee!
more on page 2

ESTA QUESTIONS ANSWERED

A breakdown of common questions about the Michigan Earned Sick Time Act.
more on page 3

MARTIN LUTHER KING, JR COMMEMORATION WEEK

See a list of events occurring next week on campus to commemorate MLK Jr. Day.
more on page 8

HIGHLIGHTS

Favorite gifts, New Year's resolutions, Holiday Break fun, and the recommendations corner!
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UNION NEWS



APSS EVENTS COMMITTEE

The APSS E-board would like to offer to all membership the opportunity to serve on the APSS Events Committee. Members of this committee would be responsible for planning the annual luncheon, student employee appreciation week events, and more! If you are interested, please contact President Tami John at president@apssgvsu.org. Additional information to follow depending on interest.



Cheers to the new year from your APSS E-board!

UNION NEWS

Your questions about ESTA (Earned Sick Time Act) Answered. [Click here to view the full PDF version to download or share!](#)



ESTA FOR APSS (MICHIGAN EARNED SICK TIME ACT)



THE FACTS YOU NEED TO KNOW!

WHAT IS ESTA?

The Michigan Earned Sick Time Act (ESTA) requires employers to provide paid sick leave for their employees.

72 HOURS

For GVSU employees who already have Salary Continuation (sick time) as a benefit, 72 hours of salary continuation requested will be provided as ESTA time on an annual basis.

WHEN CAN ESTA BE USED?

Personal Use

- Mental or physical illness
- Preventative Care
- Injury
- Health Condition
- Domestic violence or sexual assault (victim counseling, medical care, legal services, criminal proceedings)
- Employer closes due to public health emergency

Family Member Use

- Family Member Use
- Same as personal reasons & includes:
- Meeting at child's school/daycare
- Closure of child's school/daycare due to public health emergency



REASONS TO USE ESTA OVER SALARY CONTINUATION

- ESTA is a specific kind of salary continuation. Unless the employee advises otherwise, ESTA will be utilized for the first 72 hours of salary continuation that an APSS staff requests in a calendar year.
- ESTA can be used for a few additional reasons outside of salary continuation policy (see above)
- The employer is limited on requesting information for the reasoning for use of ESTA time. If a direct supervisor asks the reason for the use of ESTA, they only need to know that it falls under one of the reasons listed above, and they should NOT disclose this information to others.

HOW DO I ENTER ESTA ON MY TIMECARD?

In Workday:



- Open the "Request Absence" Task
- Choose the date/date range of the absence from the calendar
- Select "Salary Continuation" as the Type of Absence.
- A warning notice will indicate that the first 72 hours of salary continuation will be provided as ESTA.
- If you **DO NOT** want to use ESTA for this leave, you **MUST write in the comment section, "This time-off request is in accordance with the salary continuation policy."**
- Fill out the remainder of the form as applicable and submit for approval
- *Note:* If you are entering an absence on your time card rather than requesting an absence, you will not receive the warning listed above, but **you should still note in the comments** if you wish to use salary continuation rather than ESTA.

ADDITIONAL RESOURCES

- ✓ GVSU's Human Resources Website: www.gvsu.edu/hro/esta
- ✓ GVSU SLT Policy 4.8: <https://www.gvsu.edu/policies/policy.htm?policyId=DB4156E0-AAB8-C393-AE2F2B06072C5B65>
- ✓ Michigan Earned Sick Time Act Policy: <https://www.michigan.gov/leo/bureaus-agencies/ber/wage-and-hour/paid-medical-leave-act>
- ✓ Workday Help Article - How to Request ESTA Time: [https://www.myworkday.com/gvsu/d/inst/25755\\$428/rel-task/2998\\$40834.html](https://www.myworkday.com/gvsu/d/inst/25755$428/rel-task/2998$40834.html) (Note - is NOT specific for PSS - see above for notes)



LEARNING OPPORTUNITIES

Windows 11, Microsoft 365, and Zoom

Register for any number of webinars in this series to save time, simplify tasks, and maximize workplace productivity. Learn how to maximize the planning and task-management tools offered in Microsoft 365. All training is conducted via Zoom, and recordings are made available to registered participants.

MICROSOFT 365 EFFICIENCIES SERIES

This webinar is designed to help both faculty and staff effectively use Microsoft OneDrive for file storage, sharing, and collaboration. This session will guide you through organizing course materials, syncing files across devices, and using OneDrive to streamline your academic workflow.

- 1/7/26 1:00 pm - 2:00 pm
- 2/18/26 1:00 pm - 2:00 pm
- 5/13/26 1:00 pm - 2:00 pm

[Register here](#)

MICROSOFT EXCEL 101

- 1/28/26 - 1:00 PM – 2:00 PM
- 4/1/26 - 1:00 PM – 2:00 PM

[Register here](#)

GETTING STARTED WITH MICROSOFT TEAMS

- 3/18/26 - 1:00 pm - 2:00 pm
- 4/22/26 - 1:00 pm - 2:00 pm

To get started with Microsoft Teams, see [this resource](#).

[Register here](#)

MAXIMIZING PRODUCTIVITY WITH FREE MICROSOFT COPILOT FEATURES

Learn how to take advantage of Microsoft Copilot's most useful tools at no cost. This session covers core features, time-saving examples, and simple ways to start using AI to work smarter.

- 1/14/26 1:00 pm - 2:00 pm
- 3/4/26 1:00 pm - 2:00 pm

[Register here](#)

MICROSOFT BOOKING BASICS

- 2/4/26 - 1:00 pm - 2:30 pm

To get started with Microsoft Bookings, see [this resource](#).

[Register here](#)

20 MS 365 TIPS TO WORK SMARTER, NOT HARDER

This session highlights 20 powerful Microsoft 365 features that can help streamline your daily tasks, improve organization, and enhance collaboration. Learn quick wins and hidden tools you can start using immediately to boost productivity.

- 2/25/26 1:00 PM - 2:00 PM
- 4/15/26 1:00 PM - 2:00 PM

[Register here](#)



LEARNING OPPORTUNITIES

SUPPORTING STUDENTS OF CONCERN: MOTIVATIONAL INTERVIEWING PART 1 BY UNIVERSITY COUNSELING CENTER

In this session, we will talk about using Motivational Interviewing as an intentional approach to supporting students who may be struggling, and outline how this approach may be helpful for our work here at GVSU. Motivational Interviewing is an empathetic approach that helps staff and faculty meet students where they're at and move toward positive change.

In this session, we will:

- Explore the Core Principles: Understand the foundational concepts of MI
- Begin the Development of Practical Skills: Learn the basics of using open-ended questions, affirmations, reflections, and summaries to engage clients and foster a collaborative relationship.
- Apply Techniques: Gain hands-on experience with case studies to practice in real-world scenarios.
- Address Challenges: Identify common pitfalls and obstacles in MI practice and discover strategies to overcome them.

This presentation is an introduction and is great for all faculty and staff who want to add to their student support toolkit!

[Register here](#)



**VIRTUAL
EVENTS**

BY ALUMNI RELATIONS

Join Alumni Relations for several virtual events coming up, open to staff and community members, including the Retire Well series, career coaching, Future of Work webinar with Marouane Kessentini, Dean of the College of Computing.

More information on these events can be found at www.gvsu.edu/alumni/virtual. Additional events will be added in the coming weeks.

ADULT FIRST AID/CPR/AED

BY REC WELL

- 
- Hands-on training covering lifesaving skills.
 - Intended for individuals to use in the workplace and schools
 - Classes that meet OSHA Guidelines for First Aid Programs
 - Basic courses and do not meet any type of advanced or professional rescuer type of credentialing.
 - Classes that combine lecture with interactive video demonstrations featuring emergency scenarios that are likely to occur in a variety of environments.

For more information or to register, please visit our website: [RecWell CPR, AED & First Aid](#)



BENEFITS & WELLNESS

2025 ELECTRONIC W-2S NOW AVAILABLE

BY HUMAN RESOURCES

If you opted in to electronic delivery **only** for your W-2, your 2025 W-2 is now available in your Workday profile.

For those that have **not** opted-out of receiving paper copies, your W-2 is being processed and will be postmarked by January 31, 2026, and your **electronic copy in Workday will not be available until January 31.**

To learn how to view the electronic copy of your W-2, follow the [Help article](#)



OPTING FOR ELECTRONIC-ONLY W-2S & 1095-CS

BY HUMAN RESOURCES

The default setting for W-2s in Workday is both electronic and paper delivery. **To ensure faster and more secure access to your tax documents** next year, we encourage you to provide consent for electronic-only W-2 and 1095-C form delivery.

Electronic-Only W-2 Form

To update your preference, navigate to **Personal > Pay > My Tax Documents > Edit** under printing election and submit your consent.

Electronic-Only 1095-C Form

To update your preference, navigate to **View Profile > Actions > Benefits > Change 1095-C Printing Election > select "Receive electronic copy of 1095-C" > click "OK" >click Done.**

If consent is not submitted, you will not receive a hard copy of your 1095-C unless you request a copy via email.

CAMPUS NEWS & EVENTS

WORKDAY FINANCE HANDBOOK – AVAILABLE NOW!

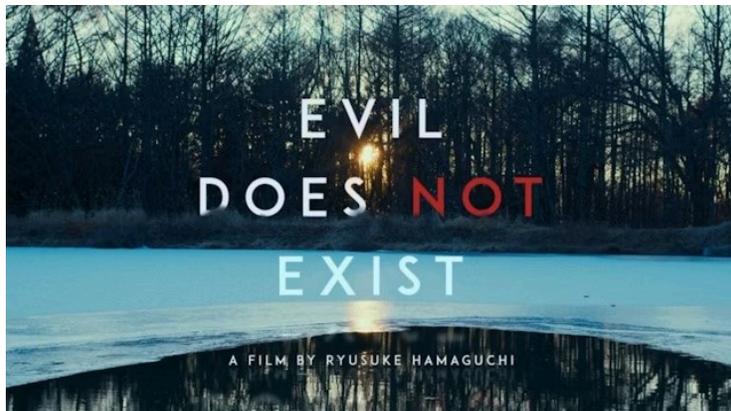
BY BUSINESS AND FINANCE

We are excited to announce that the Finance Workday Handbook is now available. This resource provides comprehensive guidance on Workday processes in the following areas of Finance:

- Introduction & Basics of Accounting at GVSU
- Workday Concepts
- Fiscal Year End
- Updates to Worktags and New Requests
- Travel & Expense
- Workday Accounting/Transfer Processes
- Monitoring Your Department Budgets with Workday Reports
- Procure-to-Pay
- Cash Sales
- Customer Invoicing
- Payroll Costing Allocations
- Spend Authorizations

Please share this guide with the appropriate individuals in your areas to ensure they have access to the latest information. It will also be updated periodically as needed along with the various help articles, learning courses and demo videos available currently in Workday.

You can access the handbook at the top of this website: [Finance Workday Resources](#)



IFF INTERNATIONAL SUNDAY EVENT

BY INTERNATIONAL FACULTY AND FRIENDS

Event Title: International Sunday: Japanese Film Screening at Wealthy Theater

Hosted By: International Faculty & Friends (IFF) Affinity Group

Date: Sunday, March 1, 2026

Time: Film begins at 2:00pm (admission is free). We recommend you may your way to Wealthy Theater by 1:30pm.

Film Location: Wealthy Theatre

Address: 1130 Wealthy St SE, Grand Rapids, MI 49506

Google Maps: <https://maps.app.goo.gl/a1xaH6cXvYw7ci9U7>

Description:

Join the International Faculty & Friends Affinity Group for International Sunday, featuring a free screening of the Japanese film *Evil Does Not Exist* (2023), directed by Ryūsuke Hamaguchi. This beautifully crafted film explores community, environment, and moral responsibility in rural Japan - offering plenty to reflect on together.

2026 GVSU CALENDAR DESKTOP BACKGROUNDS

BY ALUMNI RELATIONS

Share your Laker pride every month with the 2026 GVSU calendar! The calendar features designs from landmarks across GVSU's campuses. [Download the 2026 calendar](#)



APRIL 20 26

1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

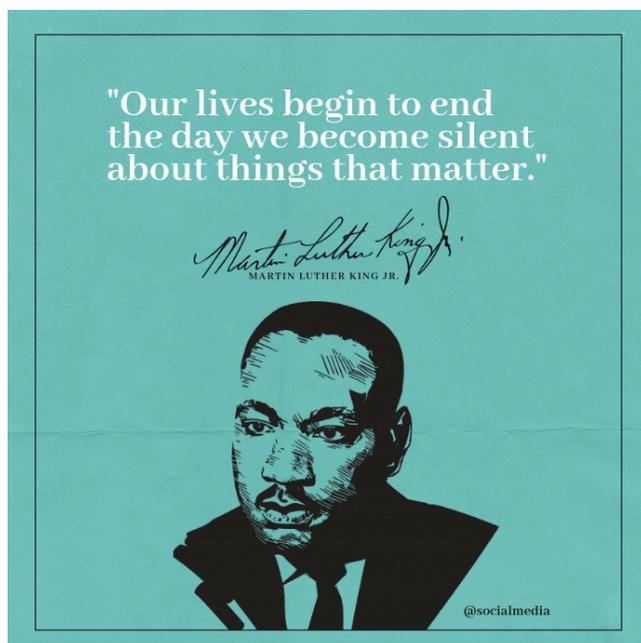
26 27 28 29 30

GRAND VALLEY STATE UNIVERSITY ALUMNI

CAMPUS NEWS & EVENTS

GVSU Martin Luther King, Jr. Commemoration Week

For a full list of events during the 2026 Commemoration Week, visit www.gvsu.edu/mlk/events-2.htm.



SILENT MARCH

Wednesday, January 21, 4 pm
Allendale Campus

Join GVSU leaders, students, faculty and staff for a silent march through the Allendale Campus. Participants will assemble at Zumberge Hall and end at the Kirkhof Center, in time for the keynote presentation.

KEYNOTE SPEAKER DERRICK JOHNSON

Tuesday, January 20, 10 am
Kirkhof Center, Grand River Room

Zoom webinar link: [Click here to join the meeting and watch](#)

Derrick Johnson, president and CEO of the NAACP, is a native of Detroit. Johnson has served as NAACP president since 2017. A longstanding leader of the NAACP, he has helped guide the organization through a period of re-envisioning and reinvigoration.

KEYNOTE SPEAKER DAR MAYWEATHER

Wednesday, January 21, 4:30 pm
Kirkhof Center, Grand River Room

Zoom webinar link: [Click here to join the meeting and watch](#)

Dar Mayweather, '07 and '09, is a leadership studies faculty member at the University of North Carolina Wilmington. In that role, Mayweather empowers college students to identify their unique talents and articulate those strengths to industry leaders, ensuring they secure jobs or graduate school placements before graduation.

HIGHLIGHTS



Photo from *The Local Epicurean* website

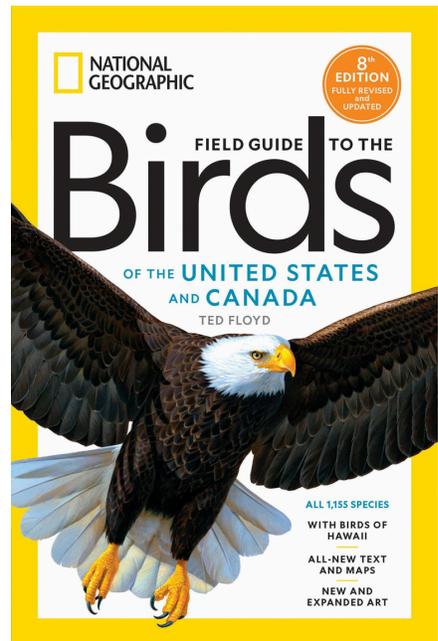
Tammy Brasic, Admissions, received an experience gift from her oldest daughter and family to [The Local Epicurean](#) to make dinner together and then eat together!

Favorite gifts

Georgine Bello, Art Museum, received the new revamped 8th edition of the National Geographic Field Guide to the Birds of the US and Canada, a house plant, and Frida Kahlo perfume!

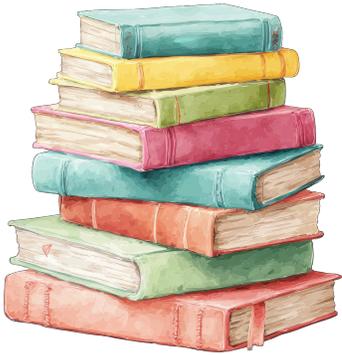


Kelli Dykstra, Public Safety, received The Office Polly Pocket set. "A childhood favorite combined with a young adult favorite made for the perfect gift!"





HIGHLIGHTS



Georgine Bello, Art Museum, My new year's resolution is to "go more paperless at work, for class, where possible; and stop buying books and read and listen to the books I own (TBR pile anyone?)"

New Year's Resolutions

Elle Hilley, Registrar's Office, My new year's resolution is "saving up money and purchasing a new car."



Self Care tips

Stay focused

Georgine Bello, Art Museum, "Going slow (not hurrying) and focusing on the task at hand instead of thinking many things while trying to get something done."



Elle Hilley, Registrar's Office, "Going to group fitness classes at the YMCA like dance and yoga."

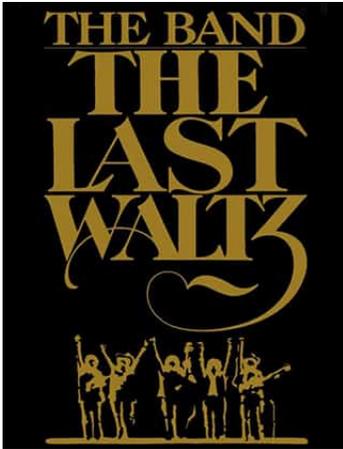
Reminder of the GVSU/YMCA partnership and free Y membership for GVSU faculty/staff: <https://www.grymca.org/gvsu-membership/>





HIGHLIGHTS

Holiday Break Fun!



From **Allison Bazaire, College of Computing**: “This is a holiday/any day recommendation, but a newer Christmas Day tradition in my family is putting on The Last Waltz, the iconic concert film capturing The Band’s legendary final performance. Directed by Martin Scorsese, it’s easy to find on YouTube and makes a nice low-key watch while relaxing on the holiday. A good pick for people who love ’60s and ’70s music anytime of the year! It also gives me a little break from all of the holiday themed stuff going on as well.”



From **Susan Weise, CLAS Dean’s Office**: I adopted 2 senior kitties! Their names are Freddie (14) and Toby (12). Freddie is the short-haired one laying on the pillow, the ottoman, and closest to me in the couch photo. Toby is the long-haired one in the window and furthest in the couch photo. My 20-year-old cat passed in December, and I just adopted these two over break. I got them from Reuben’s Room Cat Rescue, and I highly recommend them if anyone is looking for a cat to adopt!



HIGHLIGHTS

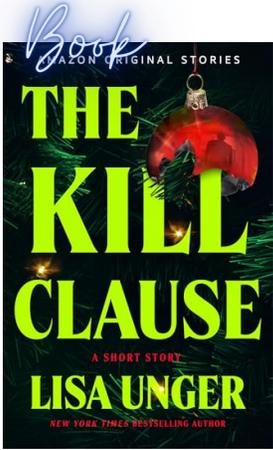
Restaurant



Recommended by **Tammy Brasic, Admissions**: "Favorite food place right now is **Gypsum at the Mines Golf Course** on Covell south of Lake Michigan Dr."

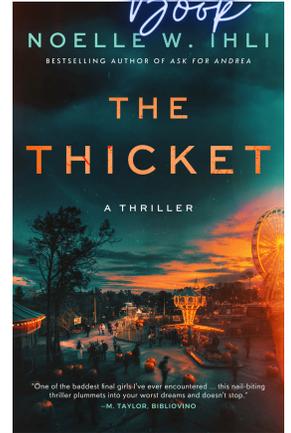


Kitchen by **Banana Yoshimoto**. Recommended by **Sue Dix, Office of Financial Aid**. "2 stories in one book. Kitchen is about a girl who feels drawn to and comforted by being in kitchens. Moonlight Shadow is about love and loss and empathy and magic. Translated from the Japanese."

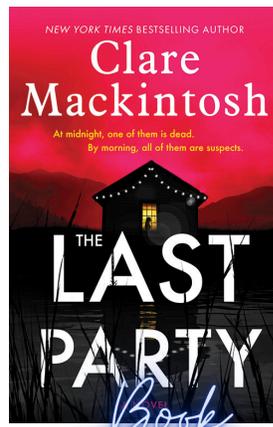


The Kill Clause by **Lisa Unger**. Recommended by **Tammy Brasic, Admissions**. From Goodreads: "A hired killer finds herself caught between her conscience and her contract over the holidays in this riveting short thriller."

The Thicket by **Noelle Ihl**. Recommended by **Tammy Brasic, Admissions**. From Goodreads: "...a serial killer thriller about one of the most haunted places in the US."



The Last Party by **Clare Mackintosh**. Recommended by **Allison Bazaire, College of Computing**. "This is the first book of my current favorite detective series! It is set in a small village in Wales, and the crime takes place on New Year's Eve - so a somewhat timely read!"



Restaurant



Recommended by **Kelli Dykstra, Public Safety**: "**Pinball Land** in Rockford is an awesome, family friendly activity! Pay by the hour (\$9/hour) to play 25 Pinball games and many more nostalgic arcade games - no quarters needed!"



Recommended by **Elle Hilley, Registrar's Office**: The **Tea Time Cafe**, right off the Allendale campus (in the Meadows Crossing apartment complex).

2025-2026 EXECUTIVE BOARD

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VICE-PRESIDENT

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CON, HON, JHZ, LMH

DENISE GROSS

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MARISA VREDEVOGD

ASH, AGS, LHH, LSH, PAC

BRIAN DENUYL

AH, CUB, SER

TREENA GILBERT

BIK, CEC, IDC, KEN, WAT

CAMPUS DATES

1ST - NEW YEAR'S DAY
19TH - MARTIN LUTHER KING JR. DAY
[GVSU.EDU/EVENTS](https://www.gvsu.edu/events)

BIRTHDAYS

1ST - LUKE MADDEN
1ST - ARNIE VANDEBRAKE
3RD - SHELBY HARRISON
14TH - SAM CONDON
20TH - VICKI WENGER
22ND - SHERYL NELSON
22ND - HANNAH NOORMAN

GVSU ANNIVERSARY

2ND - LOLITA SALINDONG
2ND - LUKE MADDEN
2ND - TAMI JOHN
5TH - ANNA VANBRAGT
5TH - CRAIG HAMMERLIND
6TH - AUDREY KELLY
7TH - JENNA BENCH
9TH - DAMIAN MARTINEZ
12TH - ERICA BAKER-BRINGEDAHL
13TH - HEIDI FELDPAUSCH
20TH - AMALIA VARGAS
22ND - ARNIE VANDEBRAKE
26TH - TRACY MCLENITHAN
MICHELLE HOLSTEGE
ELLE HILLEY

WEDDING ANNIVERSARY

NONE



SHARE YOUR FAVORITE HOBBY OUTSIDE OF WORK, A SMALL WIN FROM YOUR WEEK (WORK RELATED OR PERSONAL), OR YOUR FAVORITE GO-TO PRODUCTIVITY SNACK/DRINK FOR NEXT MONTH'S NEWSLETTER

THIS NEWSLETTER IS PUBLISHED MONTHLY. FOR SUBMISSION INFORMATION, CONTACT THE COMMUNICATIONS DIRECTOR.