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[**Weekly Relays User Guide**](https://ispace.utmb.edu/xythoswfs/webview/_xy-12470404_1)

**TOPICS LEGEND**

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| C:\Users\krhensle\Desktop\SMALL LOGO (2).jpg | WEEKLY RELAYS | **Dec. 6, 2018** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
| Nothing to report |  **ACTION ITEMS: 2018 tax forms:**In preparation for your year-end tax forms, please complete the following actions:* Review and update your home and mailing addresses in [Employee Self Service](https://ebizhr.utmb.edu/psp/ps/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=CO_EMPLOYEE_SELF_SERVICE&FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVICE&IsFolder=true&) by Dec. 31.
* Submit your consent through [Employee Self Service](https://ebizhr.utmb.edu/psp/ps/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=CO_EMPLOYEE_SELF_SERVICE&FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVICE&IsFolder=true&) to receive an electronic copy of your W-2 tax form for 2018 if you have not already done so. The consent link is located under the Payroll and Compensation section. Any employee who does not sign up for the digital delivery of the form by Jan. 13 will receive a paper copy through the U.S. mail no later than Jan. 31. For questions or more information about your W-2, email payroll.services@utmb.edu.
* Sign up at [www.MyTaxForm.com](http://www.MyTaxForm.com) to receive an electronic copy of your 1095-C tax form for 2018. This form contains information about your health care coverage that will be needed to complete your tax return. Any employee who does not consent to the digital delivery of the form by Jan. 9 will receive a paper copy through the U.S. mail after Jan. 20. See <https://utmb.us/2d4>  for more 1095-C information or email hrservic@utmb.edu.

**Note:** If you previously signed up to receive your W-2 and 1095-C forms electronically, you do not have to complete the consent processes again.**Thank you for helping UTMB hit its 2018 SECC goal:**The 2018 State Employee Charitable Campaign wrapped up on Nov. 30 and UTMB employees once again exceeded the $500,000 goal. As of Dec. 6, more than **$515,000** had been contributed by **2,327** employees to support one or more of the many deserving local, national and international charities that were part of the SECC. Thank you to those who contributed to this year’s campaign, the 25th consecutive at UTMB.**2019 Martin Luther King Jr. Service Award Ceremony and Luncheon:**All members of the UTMB community are invited to the 2019 Dr. Martin Luther King Jr. Service Award Ceremony and Luncheon on Jan. 9 from 11:30 a.m. to 1 p.m. in the Levin Hall Dining Room on the Galveston Campus. Email events.oua@utmb.edu or call (409) 747-6735 by Jan. 4 to reserve your seat. Nominations are still being accepted for the award for UTMB employees or students who have a record of promoting diversity, inclusion and civic engagement and have made a profound difference to the university and the greater community. The deadline for nominations is Dec. 14. See [iUTMB](http://intranet.utmb.edu/iutmb) for more details or to submit a nomination. |
| TOPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| **UTMB community encouraged to participate in Vision Galveston survey:**As the largest employer in Galveston County, UTMB is part of the steering committee for Vision Galveston, a grassroots project aimed at defining the future for the city of Galveston. As part of that effort, Vision Galveston has launched an online survey open to anyone who lives and/or works in Galveston and is interested in providing their input regarding resiliency, the economy, housing, jobs, education, parks, land use, transportation and other topics. To take the survey, visit <https://www.visiongalveston.com>.**REMINDER****GALVESTON CAMPUS****Alumni Field House to be closed during Dec. 7 active shooter training exercise:**The UTMB Police Department will conduct an active shooter training exercise from 12:30 to 3 p.m., Dec. 7, at the Alumni Field House. During this drill, the Field House will be closed, and the area will not be accessible. A UTMB Alerts (Everbridge) notification will be distributed at the beginning and end of the exercise. Visit the UTMB Alerts web page at <https://www.utmb.edu/emergency_plan/communications/utmbalerts/overview> for instructions on how to review and update your information to ensure you receive emergency notifications through the system. |  **Upcoming Health System holiday celebrations:*** The UTMB Health Angleton Danbury Campus will host a Holiday Celebration for physicians and staff on **Dec. 11** at 4 p.m. in the North Lobby of the hospital.
* The Health System’s Annual Holiday Celebration will be held on the Galveston Campus **Dec. 14** from 2:30 to 4 p.m. and 9:30 to 11 p.m. in Café on the Court, located in John Sealy Hospital.
* The League City Campus and ambulatory locations across our service area received holiday baskets on **Dec. 6**.
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| **DID YOU KNOW?**A six-month stint aboard the International Space Station is coming to an end for UTMB clinical assistant professor and NASA astronaut Dr. Serena M. Auñon-Chancellor. Scheduled to return to Earth on Dec. 20, Dr. Auñon-Chancellor has been conducting various scientific studies in space, including some involving endothelial cells and how they respond to chemo therapy drugs. A graduate of UTMB’s Graduate School of Biomedical Sciences, Dr. Auñon-Chancellor completed her residencies in Internal Medicine and Aerospace Medicine here at UTMB. Dr. Auñon-Chancellor is one of 36 UTMB aerospace medicine graduates who has gone on to work for either NASA Johnson Space Center or one of its contractors, such as Wyle Integrated Science and Engineering Group. Overall, the program has graduated 50 people to date. |