

The City of Spokane

Weekly News Update for Jan. 17

Stay up-to-date on City of Spokane and employee news with our weekly Employee Update.

Verify W-2 Mailing Address TODAY!

In preparation for processing W-2s later this month, the Payroll Department needs you to verify your mailing address on PeopleSoft. Once again, all W-2s will be mailed.

All address changes need to be done by the **close of business TODAY!** To verify or update your mailing address log onto [PeopleSoft](#), click on the 'Personal Details' tile, then the 'Addresses' tile, then on the > symbol on the right side of the address you want to update. This will bring up a window for you to make the change. **Remember to SAVE your changes.**

Payroll will not be pulling any individual W-2s for pick up. All W-2s will be mailed.

Once W-2s have been processed and the hard copies have been mailed, Payroll will notify departments when online copies will be available.

2023 Winter United Way Giving Campaign

We are so excited to host a two-week giving campaign from Mondays, Jan. 23 to Feb. 6 to support Spokane County United Way! We choose to host this campaign year after year because we know that Spokane County's United Way is a trusted leader, partner, and steward of our community's investments and resources. Thanks to our generous community partners, we will be holding a raffle drawing every single day of the campaign! Prizes will include numerous gift cards, tickets to local sports games and Riverfront Park activities, and even donuts delivered to your office by City Administrator Johnnie Perkins! The campaign will launch next Monday, Jan. 23 so watch your email for our kick off day notification.



City Switching to STA Connect Cards

The Spokane Transit Authority (STA) has moved over to Connect cards and **on Wednesday, Feb. 1 City IDs will no longer work on the bus.**

Things to know before you request Connect

- Employee's 18 and younger can get a Connect card free through the STA. The City of Spokane will not register these cards until the employee is 19 and required to pay fares.
- You have the option to download the [STA Connect app](#) to your smart phone and use your phone as the Connect card or you can request a physical Connect pass. The City of Spokane will only register one of these per employee since they are considered two different passes and have two separate fare caps.
- Volunteers can get a Connect card as well. Because we are unable to track these as easily, HR will maintain a spreadsheet of volunteers and their Connect cards will automatically expire at the end of the year unless the department extends it.
- Connect cards will be unregistered with the City of Spokane at time of separation, but can still be used by the separated employee by creating their own account with STA.

If you are a current bus rider, or are planning to ride the bus soon, please email the following information to: [Human Resources Connect Card Bus Pass](#).

- Your Legal Name
- Employee Number (located on your paystub or in PeopleSoft)
- If you have already downloaded the STA Connect app, or have a Connect card, provide the 20-digit member number so we can register you on the City of Spokane portal through STA.
- If you do not have a card yet and do not plan to use the STA Connect app, please email us that you would like a card sent to you.

Employees who do not ride the bus will not need to request the connect card and can obtain one later if they plan to start riding STA.

Human Resources does not have these cards on hand at this time, so collection of this information will be used to interoffice out cards as soon as we can. Do not stop by HR for a pass or you will be sad 😞.

More Information to Assist You

Here are some more resources from our Employee Assistance Program:

[Get Outside to Beat Winter Blues](#)

Shorter days, colder weather, and increased time spent indoors in the winter can lead to feelings of moodiness and depression. Even if you live in a warmer climate, you may still feel the effects of some sadness in the winter, especially after the holidays pass. Getting outdoors can improve your mood in these ways:

- Exposure to sunlight increases levels of serotonin, a mood booster
- Awakens the senses to help you feel more alert
- Fresh air can be rejuvenating and help clear away the cobwebs that are often experienced with “cabin fever”
- When combined with exercise, the endorphins produced can help improve mood

If you are noticing a pattern of feeling down every winter and it is impacting your daily functioning over a significant period of time, you might be experiencing Seasonal Affective Disorder (SAD). There are many effective treatment options. Contact your health care provider or arrange to meet with a counselor free of charge through your Employee Assistance Program. Contact Kepro at the number below to get started.

Employee Information Portal (covid19.spokanecity.org/)

Remember, this Employee Information Portal is a great resource for employees to stay current on what’s happening with the COVID-19 response. The [Employee Information Portal](#) can be accessed from work or home, using a computer or mobile device. All of the emailed information we have sent to employees is archived here.