



Hello:

The following are important updates for your information and action, if needed:

	Activity	Additional Information
1	Class Assignments	<p>January – June 2021 class assignments are currently being offered. Once assignments are completed, classes for July – December 2021 will be extended.</p> <p>Please remember, class assignments may be subject to change for various reasons. For example:</p> <ul style="list-style-type: none"> • An open enrollment class may be rescheduled or cancelled, • The dates of an onsite contract class may be changed by the customer, agency, or • Circumstances may require that we reassign you to deliver a different class due to your experience and qualifications. <p>If a class is cancelled, <i>we will try to assign you to the next available teaching opportunity.</i></p>
2	<p>Faculty Professional Development Workshop</p> <p>December 18, 2020 10:00 a.m. – 2:30 p.m. (ET)</p> <p>Save the date, an agenda a meeting invite will follow.</p>	<p>Join Zoom Meeting https://graduateschool.zoom.us/j/98305426011?pwd=S093dEdBeE9wZ2xUUUpSdnRPaFpiZz09</p> <p>Meeting ID: 983 0542 6011 Passcode: 025822</p>

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3	End-of-Year Record Keeping:	<p>To ensure you receive your end-of-year tax information timely, please update any personal information in SynchHr https://clients.synchr.com/synchr/ by December 31, 2020. If you need assistance with resetting your password, please contact Caelether.Matthews@graduateschool.edu, 202-314-3305.</p> <p>If you are a contractor employee and need to update your personal information, please contact Natasha.Motley@graduateschool.edu, 202-314-3370.</p>
4	GSUSA Email	<p>Effective Monday, January 4, 2021, all Graduate School USA (GSUSA) instructors will be required to use their GSUSA email address. If you have not activated your GSUSA account, please do so ASAP. If you need assistance, please send an email to Helpdesk@graduateschool.edu</p>