



**TO:** All benefits eligible employees  
**DATE:** Wednesday, January 10, 2018  
**SUBJECT:** Weekly HR Announcements – 1/10/2018

Dear Colleagues,

This week from the Office of Human Resources:

- [2018 Retirement Contribution & January 2018 Private Counseling Sessions](#)
- [Calendar Year 2017 Staff Performance Reviews due February 28](#)
- [Register to receive your 2017 W2 online](#)
- [Tuition Waiver Notification for 2018 Spring Semester due February 16](#)
- [TRAINING OPPORTUNITY: Staff Performance Review Information Sessions for Supervisors](#)

Next university holiday: Monday, January 15, 2018 – Martin Luther King’s Birthday.

Questions or Feedback?

Contact us at [hr@tulane.edu](mailto:hr@tulane.edu) or 504-865-HR4U (4748).

Thank you,

Office of Human Resources