Please review the November Monthly informational Newsletter below.

- **Minors**: Be sure proper protocol is being followed if your department has any activities or programs where minors are involved. Please work with your Fiscal Associate to register any Activities and Programs with Minor Participants. These require about 4-6 weeks lead time, and require approval within the College and Office of Human Resources. For additional information, click [here](#) to review the policy.

- **Upcoming Deadlines**:
  - **Open Enrollment**: November 1-14, 2017
    - Click [here](#) for more information
  - **Personal Health and Well-Being Assessments (PHAs)**: November 30, 2017
    - Click [here](#) for more information
  - **Bucks for Charity** is an important way The Ohio State University gives back to the central Ohio community. Click [here](#) to donate now!
    - Please donate by November 30th

- **Do you have purchases that need to be made?** Plan head. The more notification to your Fiscal Associate, the BOC, and purchasing the better. There is a lot of work done behind the scenes especially if the vendor is not currently set-up in our system.

- **Stressed?** The OSU Health Plan Massage therapist will be at 426 Hitchcock on November 8th providing 10-minute chair massages. There’s still several spots available. If you are interested in signing up, please follow this link and select your timeslot: [https://doodle.com/poll/p9f7esfpr4szitn9](https://doodle.com/poll/p9f7esfpr4szitn9)
  - The massages start at 10:00 am and run every 10 minutes till approximately 1:50 pm. The waiver for workers compensation coverage is required prior to getting a massage, so please either send me a copy or take a copy with you.