

THE ROAD AHEAD

TDOT Weekly News

Important Announcements

Week of January 31-February 4

- **End of Pay-Period.** The last day of timesheet entry for employees and timekeepers is Tuesday, February, 1st. The last day of timesheet entry for supervisors is Wednesday, February, 2nd.
- **Pay for Performance.** In December 2021, the Department of Human Resources announced one-time cash bonus rewards for the 2020-2021 performance cycle. If you meet the eligibility criteria, these cash bonuses are reflected on the January 31, 2022 paycheck. Visit the P4P website [here](#) for more information.
- **W-2's Now Available in Edison.** 2021 W-2s are now available for viewing and printing for all State Employees through Self Service. If you have not consented to receive the form electronically, a paper form will be sent to your current mailing address. Click [here](#) for instructions to help guide you along the process.
- **COVID-19 Information.** Visit the State of TN COVID-19 website for information about COVID-19 response, including vaccines, monoclonal antibodies, testing, and treatment. TDOT specific information is available [here](#).
- **Weekly Wellness.** This month let's try out the "Mix Up Your Moves" challenge. Use the [PDF tracker](#) to try out daily workouts and keep note of some of your favorites. Keep in mind, it's okay if you don't enjoy each workout this is simply about trying. There will be FIVE PRIZES available (via a random drawing) if you submit number of workouts completed by Friday, March 4! Click [here](#) for the submission form.
- **Safety Monday.** This week, join Jay Norris and special guest, Jason Quicksall, as they discuss Work Zone Updates at TDOT.
- **TDOT Edison.** New Out-of-State Travel Procedures went into effect on December 16, 2021. Please follow instructions prior to travel in order to expedite the expense claim process in order to insure TDOT is in compliance with Policy 8.

State Holidays – state offices closed

- Monday, February 21 – President's Day
- Friday, April 15 – Good Friday

Upcoming Events

- Tuesday, February 1 – Your Tech Office Hours (Forms) hosted by [TDOT Technology Training](#)
- Wednesday, February 2 – MS Teams Envisioning Session hosted by [TDOT Technology Training](#)
- Thursday, February 3 – Microsoft PowerPoint Level 100 Training hosted by [TDOT Technology Training](#)

Check back next week for more weekly news updates!

TDOT Internal Communications

TDOT.TheRoadAhead@tn.gov



VOLUME 1, ISSUE 8