

Having trouble reading? [View as web page.](#)



July 2020

Greetings Wesleyan Colleagues!

If you're like me, you blinked and the last few months disappeared. In some ways, it seems like we were all just on campus preparing for the end of the school year and looking forward to a bit of a summer reprieve. In other ways, it seems like forever since we've been on campus with each other. This pandemic has been the most challenging experience of my professional career and I'm guessing that many of you can make the same statement. Yet, here we are.....our staff continue to demonstrate their support for the University mission in a million different ways, our faculty are developing new ways to teach, and many of our colleagues are working long hours to ensure that our return to campus is as safe as it can be. Each day, I'm reminded of the phrase "it takes a village".....now more than ever, we all need to support each other and do our part to keep our campus and each other safe and well.

We are doing our best to provide information on the Return to Campus plans and all that this entails. Please reach out if you have questions or can offer helpful suggestions on how we can do better to keep you informed.

In the meantime, stay Wesleyan Strong!

Lisa

Lisa Brommer

Associate Vice President for Human Resources

Return to Campus

Detailed plans for [reactivating campus](#) this fall are available on the website. This includes information on instruction, campus life, returning to work, and health and safety. Cabinet members are working with their teams to determine which positions are needed on campus. Staff who have questions about their return to campus should contact their immediate supervisor.

Employees with underlying health conditions should consult their personal health care provider to determine their level of risk. Individuals in a high risk category or who have other considerations should complete the [Special Considerations form](#) and discuss their need for an accommodation with Human Resources.

You can find the latest updates on [Wesleyan and the COVID-19](#) virus on the Wesleyan Website.

Talent Acquisition and Employment

Employees on the Move

Human Resources welcomed 5 new staff members to the university since May 1, 2020. For a full list of new staff and departures from May and June 2020, visit [Employees on the Move](#).



Payroll Self-Service

Wesleyan employees can now perform several self-service functions in [WesPortal](#) including:

- View pay statements and W2 forms under My Information through iPay

- Change or update Direct Deposit information under Employee Information/Benefit, HR & Payroll Forms (Faculty and Staff)
- Update Federal and State W4 information under Employee Information/Benefit, HR & Payroll Forms (Faculty and Staff)

If your issue or request cannot be handled through self-service, please request assistance through a Payroll Services ticket. Use WesPortal under Employee Information (Payroll Help) and Finance (Request a Payroll Payment). The Payroll Office will respond within one business day. Please note that the email address payroll@wesleyan.edu has been inactivated.

Verifications of employment should be forwarded to payrollvoe@wesleyan.edu.

Workforce Time Update

Beginning Monday, July 27th, Workforce Time will be used by all staff and students, including their faculty and staff supervisors, thus replacing the variety of current methods of timekeeping including ATTrack, TimeClock, Student Time Entry, Temp Time Entry, and paper timesheets. Hourly staff and students will record their hours worked and their leave time in Workforce Time and exempt staff will use the new system to record their leave. Workforce will be accessed through [WesPortal](#).

Workforce Time training is available for registration in [Success at Wes](#) and will continue through October. Training sessions will be offered via Zoom and [recorded sessions](#) are available to view on demand starting on July 13th on WesPortal .

Vacation and sick leave balances will be transferred to Workforce Time on Saturday, July 25th, so it is important that those balances are accurate at that time. All staff are encouraged to review and update their leave in ATTrack prior to July 25th. Any leave recorded in ATTrack after that date will not be moved to Workforce Time.

Additional information on Workforce is provided in the [FAQ's](#).

Connecticut Minimum Wage Increase

As of September 1, 2020, the minimum wage in Connecticut will increase to

\$12.00 per hour. This is part of the Minimum Wage Public Act No. 19-4 which was signed by Governor Lamont in May of 2019, **phasing in an increase to \$15.00 per hour by June 1, 2023.**

Questions regarding the minimum wage increase can be sent to **Anjali Tamhankar**. Questions about student employment can be directed to **studentemployment@wesleyan.edu**.



Recognition

Eight employees celebrated a Wesleyan anniversary in May and June. A complete list of this year's employee anniversaries can be found at **[Employee Service Recognition](#)**.

Cardinal Achievement Award Recognition Program
The Cardinal Achievement Award program provides Wesleyan faculty and staff the opportunity to recognize their colleagues who have demonstrated extraordinary initiative or service that advances the mission of the University. Eligibility requirements and instructions are located on the **[Human Resources website](#)**.

Congratulations to the following employees who were recently presented with Cardinal Achievement Awards.

- Tina Frazer, Administrative Assistant III, Continuing Studies
- John Elmore, Art Director, Center for the Arts



Taking Care of Yourself During COVID-19

Delaying care during the pandemic may lead to worsening symptoms and more invasive and costly treatments. Our health care partners have provided helpful materials on seeking or continuing care during COVID-19. Telehealth options through Cigna are also available.

- [Keeping Kids Healthy During COVID-19](#)
- [Returning to the Dentist – What to Expect](#)
- [EyeMed COVID-19 FAQs](#)
- [EAP Resources](#)
- Cigna Telehealth Options
 - Amwell - [Amwellforcigna.com](https://www.amwellforcigna.com)
 - MDLive - [mdliveforcigna.com](https://www.mdliveforcigna.com) or 1-888-726-3171

Financial Wellness

Our partners at Fidelity and TIAA offer valuable resources to assist you with your financial well being.

TIAA

- [1:1 Advice Sessions](#)
- [Live and On-Demand Webinars](#)

Fidelity

- [Fidelity's Taking Control Webinar](#)
- Log onto [Fidelity.com](https://www.fidelity.com) to access their NetBenefits Resource Library

Medical Expense and Dependent Care Reimbursement Accounts

Changes in flexible spending accounts are permitted in 2020 without a qualifying event due to the pandemic. Please complete the [form](#) and return it to the benefits secure drop box using the instructions below.

Please use the [secure drop box](#) to upload your benefit forms. Be sure to include your Last Name, First Name, email address and brief file description.

NOTE: Please email the Benefits team (benefits@wesleyan.edu) when you have uploaded your forms. While we check the drop box regularly, the notification is helpful.

Group Insurance Plan Summary Annual Report

Please refer to the [COVID-19 FAQs](#) for more information regarding your benefits during COVID.

Adult Fitness

The summer session of Adult Fitness is here! Classes are offered virtually via Zoom, giving you the flexibility to join them live or enjoy the recording on your own time. Classes run from July 13th through August 28th and the [schedule](#) includes the Zoom link to each class. Classes are free and participants are welcome to join at any time. [Registration is required](#). Sign up today! Email questions to wellness@wesleyan.edu.

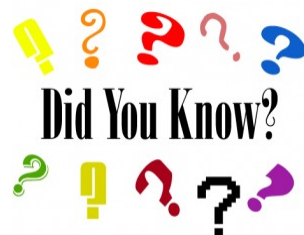
Success at Wes

All [Success at Wes trainings](#) for the fall will be done via Zoom. The schedule is being finalized but some courses have been added to the website.

Workforce Time Trainings

[Live Zoom sessions](#) are scheduled through the summer and into the fall. Sign up for the training that best meets the needs of your job type.

On Demand training is available in [WesPortal/My Information/Workforce Time](#).



Wesleyan recently placed an order for 7 million disinfecting wipes and over 60,000 face coverings as part of our return to campus planning!

[Facebook](#)[Instagram](#)[YouTube](#)

[Wesleyan homepage](#) | [HR homepage](#)

This email was sent by Wesleyan University

45 Wyllys Avenue, Middletown, CT 06459, United States

[View and manage](#) your e-mail subscriptions. [Unsubscribe](#) from this type of message.