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May 2020

Greetings Wesleyan Colleagues!

Patience, flexibility, compassion, understanding....what do these attributes have in common? They are all critical ingredients to successfully navigating the University's transition to distance learning and remote work. Never in the world of work have we experienced such a drastic shift from our regular ways of operating to what has become our new normal....at least for the foreseeable future. It is truth to say that our homes have become offices, classrooms, places of worship, daycares, movie theaters, jungle gyms, and for some of us, dog parks! Meetings are happening over a variety of technologies and while we scramble to get up to speed on the most recent, our children are tugging at our sleeves needing help with a math problem, our spouse is holding a Zoom meeting just across the hall, our newborn baby needs a diaper change, and the dog just threw up a pile of grass under the kitchen table/workstation! At the same time, supervisors are wondering just how to stay connected with their teams, staff are wondering how to stay connected to their colleagues, and we're all wondering how to stay connected to each other.

If you have come across Pluto Living on Facebook, you'll understand my reference to us all getting through to the "other side." If you're not familiar with Pluto, she is a talking mini Schnauzer from Canada who keeps me and millions of others smiling and laughing during this crisis....check her out. I guarantee that Pluto will make your days a little brighter and that her sweet reminders that we will get through this time "to the other side" will hopefully give you that boost that is sometimes needed. In the meantime, patience, flexibility, compassion, understanding....

Ok....so one more Pluto reference. She periodically gives shout outs and in Pluto fashion, a big SHOUT OUT to our faculty and staff who continue to ensure that the Wesleyan mission is alive and well. Many are going the extra mile – remotely, social distantly (that's a word, I checked), and on campus. Thank you, thank you, thank you!

Stay well and be Wesleyan Brave!

Lisa Brommer  
Associate Vice President for Human Resources

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### **HR Welcomes Toby Bates!**

For most of us, joining a new employer just days before the campus moves to distance learning and remote work would present a huge challenge, but for Toby Bates, it was an opportunity to plunge head on into the life of Wesleyan and use his talents to help us navigate these changes. As the new Assistant VP for Human Resources, Toby's primary work is in employee and labor relations. "Toby's extensive background in working with unions and union employees was the immediate draw for us, but his leadership experience in many other areas of human resources will also serve the HR team and the university well," commented Lisa Brommer, Associate VP for Human Resources.

Welcome to Wesleyan, Toby!

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### **COVID-19 – Staying Safe**

The University is providing face coverings to employees who need to be on campus. The face coverings are available for pick-up at Wes Station in the basement of Usdan. Please note that these are intended only for use on campus

and should be limited to one or two per person so that there are enough for everyone who needs them. Thanks in advance for your consideration.

The Advancement team has donated t-shirts that can be made into face coverings by following instructions on the CDC's website. You can make one out of one t-shirt and it only takes about 15 minutes. Doing so could augment the limited number of face coverings we have available to distribute. If you'd like to make some for distribution to the campus, please contact Bill Nelligan at [wnelligan@wesleyan.edu](mailto:wnelligan@wesleyan.edu) to arrange a drop-off.

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

### **Staff & Faculty Event Updates**

The following events have been postponed due to COVID-19 and social distancing requirements.

- Ice Cream Social
- Cardinal Achievement Awardee Luncheon
- Annual Biometric Screening

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## **Talent Acquisition and Employment**

### **Employees on the Move**

Human Resources welcomed 19 new staff members to the university thus far in 2020. For a full list of new staff and departures from January 1 – April 30, 2020, visit [Employees on the Move](#).



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### **Payroll Self-Service**

We are pleased to announce that employees can now update their direct deposit and federal and state W-4 information through WesPortal. The online direct deposit and W-4 forms can be found in WesPortal under Employee Information: [Benefit, HR & Payroll Forms](#). This will take you to a new screen where you will see these and other payroll forms. If you are accessing the direct deposit or W-4 forms from off-campus, you will need to be connected to VPN (instructions to

[connect to VPN](#) can be found here). If you have any questions, contact [payroll@wesleyan.edu](mailto:payroll@wesleyan.edu).

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### **Workforce Time Update**

Work continues on the University's new time and attendance system. Extensive testing began in April with the aim of going live with the new system in July. Training opportunities will be scheduled this summer and into the fall. Please review the [FAQ](#) document for further information.

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### **Annual Staff Reviews**

Perhaps now more than ever, it is important to stay connected with each other and for supervisors to provide guidance and feedback regarding work priorities. To that end, as we do each year during the spring, supervisors will complete staff reviews with a goal to have these completed by July 15th. Please contact Dan Pflederer x4681 with system related questions. All other questions can be directed to Lisa Brommer at [lbrommer@wesleyan.edu](mailto:lbrommer@wesleyan.edu). An informational session on the staff review process for supervisors is scheduled for May 20th at 10:00 am. RSVP to [ctubby@wesleyan.edu](mailto:ctubby@wesleyan.edu) to receive the Zoom link for this review.

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## **Recognition**

### **November and December:**

Twenty-one employees celebrated a Wesleyan anniversary between January and the end of April. 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 presented with a Cardinal Achievement Award between January and the end of April.

Susan Krajcwski  
Karri van Blarcom  
Chia-Ying Pan  
Cheryl-Ann Hagner  
Anna Van der Burg  
Emily Gorlewski



### **Retirement Plan Summary Annual Reports**

Please [link here](#) to review the retirement plan summary annual reports for the 2018/2019 Plan Year. The Summary Annual Report reviews the plan's financial status and highlights the information on the plan's annual report (Form 5500) that is submitted to the IRS. The report includes information on:

- administrative expenses incurred by the plan;
- amount of benefits paid to participants and beneficiaries;
- total value of plan assets; and
- your right to receive a copy of the full annual report, or any part thereof.

If you have any questions regarding the Summary Annual Reports, please contact [benefits@wesleyan.edu](mailto:benefits@wesleyan.edu).

### **Retirement Plan Investment Option Share Class Change**

In our ongoing effort to lower plan expenses whenever possible, the Vanguard Total Bond Market Index Fund (Admiral Share Class) is being replaced with the Institutional Share Class of the same fund in both the TIAA and Fidelity investment line-ups. This means the balance you have in the current investment option will be transferred to the replacement investment unless you make a change to your account. Future contributions will be directed to the replacement

investment option. More detailed communications have been sent to plan participants by TIAA and Fidelity. Please direct questions to TIAA at 1-800-842-2776 or Fidelity at 1-800-343-0860.

### **Cigna to Provide At-Home Support to Members with Mild to Moderate COVID-19 or COVID-19-like Symptoms**

Cigna has partnered with Medocity, a healthcare technology company, to provide an interactive digital tool that allows Cigna Care Advocates to provide remote monitoring for members who are presumptive positive or positive for COVID-19 and at home with mild to moderate symptoms.

The program, accessible via web or smartphone app, allows members to monitor and report symptoms, access educational resources, and communicate with Cigna Care Advocates via secure messaging all while safely sheltering at home.

Identified members with mild to moderate symptoms will receive a call or email introduction to the program. If they want to participate, they will be given registration information via email or text, depending on their preference.

If you have questions regarding the program, please contact Cigna at 1-800-244-6224.

### **Flexible Spending Accounts**

Employees who have Dependent Care Flexible Spending accounts (FSA) are able to change their annual elections due to the closure of a child's daycare provider. If you would like to stop or reduce your Dependent Care FSA, contact the Benefits Team at [benefits@wesleyan.edu](mailto:benefits@wesleyan.edu) for further information.

### **Flexible Spending Account (MERA) Receipts and Card Substantiation**

For a better understanding of Group Dynamics Inc.'s (GDI) receipt and card substantiation process, please review the [GDI FSA Receipts and Substantiation fact sheet](#).

All MERA substantiation requests will be sent to the email address registered in GDI's system, which is typically your Wesleyan email address. Changes to your email address can be made through GDI's participate portal at [www.gdynamic.com](http://www.gdynamic.com). If you have not already registered as a New User, please follow the instructions listed in the [GDI Accessing your Account-Based Benefits](#)

brochure.

If you have questions concerning your individual MERA account contact GDI directly at 800.626.3539. The Benefits Staff can assist with all other questions at [benefits@wesleyan.edu](mailto:benefits@wesleyan.edu).

### **Dependent Tuition Scholarship Program**

**The 2020-2021 maximum scholarship amount is \$29,543.**

Applications for the 2020-2021 Undergraduate Tuition Scholarship for Dependent Children Program will be posted in WesPortal during the month of May. An email will be sent with detailed information on the program as well as instructions how to apply for the 2020-2021 academic year.

### **Retirement Planning**

Meet with a TIAA or Fidelity financial advisor for an individual retirement consultation and to learn more about their offerings. Both record-keepers offer one-on-one consultations at no cost to Wesleyan faculty and staff members. Due to COVID-19, the consultations will be telephonic or virtual sessions, there are no “on campus” visits. Schedule your one-on-one consultation at:

**TIAA** or call 800.732.8353

**Fidelity** or call 800.642.7131

### **TIAA Offers Virtual Sessions**

TIAA offers monthly educational webinars to Wesleyan employees on a variety of financial topics. To access online webinars, please visit: [www.TIAA.org/webinars](http://www.TIAA.org/webinars)

### **Fidelity's Q2 Webcast Campaign**

As part of Fidelity's ongoing effort to deliver relevant and timely content, they are offering webcasts featuring important information about Medicare, keeping personal information safe, and protecting against elder financial fraud.

**All three webcasts** are available on demand so you can watch and learn at a time that's best for you.

- Understanding Medicare: costs, coverages, & questions answered
- Keeping your personal information safe
- Protecting against elder financial fraud



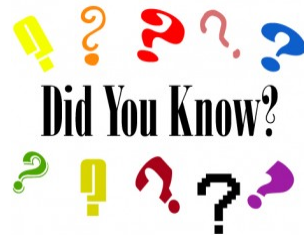


thrive. Website: <http://womenatwes.site.wesleyan.edu/>

### Help CTRides Feed the Hungry During COVID-19 While Telecommuting

Join CTRides' Caring Commutes Campaign and help get a \$1,000 donation to the Connecticut Food Bank. One of CTRides' partners has generously offered to make a \$1,000 donation to the Connecticut Food Bank when 5,000 telecommutes have been recorded.

If you're currently working from home, full or part-time, please do your part by recording the days you telecommute. If you're not yet a **CTRides member**, please join and start recording your telecommutes. It's an easy way to help our residents through this crisis.



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**More than 10,000 face coverings and 400 pairs of disposable gloves** were donated to Wesleyan by alumnus Sha Ye MA of Shanghai and the Wesleyan Chinese Parent Committee to protect the Wesleyan community during the COVID-19 pandemic. A number of staff have also provided homemade face coverings.

Human Resources and the entire Wesleyan community would like to thank all that participated in the effort to keep our community and their families safe.



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

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