

From: Human Resources <announcement@email.wesleyan.edu>
Sent: Tuesday, May 19, 2026 11:24 AM
To: Cheryl-Ann Tubby <ctubby@wesleyan.edu>
Subject: Human Resources - In The Loop



May 2026

Dear Wes Colleagues,

As we wrap up another rewarding academic year, the HR team is energized and focused on what matters most to all of you: delivering services that are easy to access, refreshingly transparent, and quick to respond whenever you need us.

Say Hello to ServiceNow: A Better Way to Connect with HR

We're excited to share that the HR team has spent the past year hard at work behind the scenes preparing to launch ServiceNow, a fresh and modern platform that will reimagine how faculty and staff connect with HR. The goal? Smoother processes, faster responses, and a much clearer view of where things stand every step of the way.

With ServiceNow, you'll be able to submit requests, follow their progress in real time, and find the information you need, all from one easy, user-friendly portal. Managers and

departments will enjoy clearer workflows, more consistent communication, and stronger alignment across HR. And for our team, the platform unlocks the kind of insights that help us keep fine-tuning how we serve you.

Rollout will continue into the upcoming academic year in thoughtful phases, with plenty of opportunities for training and your feedback along the way. Our aim isn't just to launch a new system. It's to build an HR experience that feels more open, more accountable, and more genuinely supportive for everyone on campus.

We're All Ears: Introducing Pulse Surveys

Right alongside these behind-the-scenes upgrades, we're rolling out a series of short, focused pulse surveys to help us stay closely connected with our community. These check-ins build on everything we've learned from the HR Assessment and WesThrives initiatives, both of which made one thing wonderfully clear: listening early and often makes a real difference.

These quick check-ins will help us spot emerging needs sooner, see how our changes are landing, and stay in tune with what you're experiencing day-to-day. Best of all, they give faculty and staff a simple, ongoing way to share what's on your mind, in real time. Your voice truly matters here. Every response sharpens our picture of what's working well and where we can do better. The more of you who join in, the more confident we can be in the data, and that data directly shapes the decisions we make, the resources we prioritize, and the programs we invest in next.

In short, your time pays off in real, visible ways. Your feedback fuels action, shaping the tools we choose, the processes we improve, and the many ways we support you and the community across Wesleyan.

Looking ahead, we're more committed than ever to growing and improving, guided by data, inspired by your input, and laser-focused on making a meaningful, measurable difference. So please stay engaged, jump into those upcoming surveys, and partner with us in shaping the future of HR at Wesleyan. We can't wait to build it together.

Before I sign off, I want to take a moment to say thank you. As I close out my first year at Wesleyan, I truly appreciate the warmth and welcome I've received from this community. Your kindness, your candor, and your generosity in sharing your perspectives have meant a lot to me, and they've shaped how our team is approaching the work ahead. I feel so grateful to be part of Wesleyan, and I'm looking forward to

many more years alongside all of you.

With gratitude,

-Steve

Steven J. Dykeman
Associate Vice President for Human Resources

Summer Hours

Eligible Staff: All regular full-and part-time staff who work during the summer.

Beginning June 5, 2026, and ending on August 7, 2026, most University offices will close on Fridays at noon. Please note that Friday, June 19, 2026, and Friday, July 3, 2026, are observed holidays and will be full paid holidays.

- Staff are not expected to work additional hours Monday through Thursday to account for half days on Fridays.
- Eligible staff will be given a bank of hours in Workforce Time to be used for summer Fridays based on their regular schedules and will need to record these hours in Workforce Time.
- Eligible staff who are required to work Friday afternoons may take equivalent time off prior to August 14, 2026, with supervisor approval.
- Eligible staff not normally scheduled to work on Fridays, for example, staff with a Monday through Thursday schedule may choose to take equivalent time off by August 14, 2026, with supervisor approval.
- Summer hours must be used by August 14, 2026.
- Unused summer hours are not eligible for payout.
- Physical Plant, Public Safety, and Secretarial/Clerical union staff participate under the terms of their union contracts.

Questions regarding summer hours can be directed to the Benefits Team at benefits@wesleyan.edu or to the payroll office at Payrollhelp@wesleyan.edu

Ice Cream Social

The Annual Staff & Faculty Ice Cream Social has been rescheduled to the afternoon of August 28th. This is partially due to the scheduled work on Andrus Field that will begin after commencement. Faculty, staff and their families are welcome to come enjoy ice cream, Italian ice, popcorn, music, lawn games and more. Details will be shared closer to the date.

Health Benefits Advisory Group Hosts Spring Forums

The Health Benefits Advisory Group (HBA) recently hosted two public forums to share updates on its ongoing work and to engage the campus community in discussion. These sessions provided an opportunity to review key themes emerging from the employee survey conducted in late April and to consider how this feedback informs the group's evolving priorities.

During the forums, HBA members discussed how survey responses are shaping their approach to potential recommendations to the administration, particularly as the University begins to consider possible changes to health benefits plan design and premium structures for the upcoming fall cycle. The conversations highlighted areas of concern and interest among faculty and staff and helped clarify trade-offs and values that will guide the group's deliberations in the coming weeks.

Materials from the forums, including a set of [frequently asked questions](#) and [presentation slides](#), are linked in this message for those who would like to review them in more detail.

HBA will continue to incorporate community input as it refines its recommendations, with the goal of presenting a set of options that reflect both the survey data and broader institutional considerations.

Please feel free to reach out to any HBA member with any questions, concerns, or feedback!

Abbie Boggs (faculty co-chair) and Steve Dykeman (staff co-chair)



Dependent Tuition Applications for the 2026-2027 academic year

The Dependent Tuition Scholarship Program portal will be open in the coming month for applications for the 2026-2027 academic year. Human Resources will send out an announcement with the date the application will be opened for the new year. **Please do not submit an application for the 2025-2026 academic year until then as it will not transfer to the new year.** Information regarding the Dependent Tuition Scholarship Program can be found on the Wesleyan website (link to <https://www.wesleyan.edu/hr/other-benefits/dependent-tuition.html>)

The maximum scholarship amount for the 2026-2027 academic year is \$37,958 (\$18,979 per semester, \$12,652.67 per trimester).

The Dependent Tuition Scholarship Program site is in [WesPortal](#) under My Information. Once your application is approved, you will also be able to submit tuition invoices and track payments through the site.

Please note: In an effort to ensure IRS qualification of dependents for this non-taxable benefit, as well as to be good stewards of the university's resources, you will be prompted to complete an eligibility affidavit for your participating dependents when you first log into the portal to complete an application. Dependents must meet both the plan eligibility requirements as well as the four IRS qualified dependent eligibility tests, which are outlined on the IRS website (link to <https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit/qualifying-child-rules>).

Travel Insurance

Traveling this summer? Don't forget your Wesleyan [Worldwide Travel Assistance](#) information. Just take the phone number for access to hospital admission assistance, transportation for a family member to join a hospitalized patient, referrals to English speaking medical providers, passport replacement assistance, and more.

TIAA and Fidelity Webinars and Consultations

TIAA and Fidelity host several webinars each month to assist you in managing your retirement and personal financial goals. Log into the [TIAA website](#) or the [Fidelity website](#) to view the list of live and recorded workshops.

Our TIAA Financial Consultant, Joe Fay, will be on campus on the following dates from 8:30am to 4:30 pm in Usdan 114. Reservations are required. To register, go to tiaa.org/schedulenow or call 800-732-8353.

- Thursday, June 11, 2026
 - Monday, July 13, 2026
 - Thursday, August 13, 2026
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Talent Acquisition and Employment Update



Wesleyan has welcomed seven new staff members since February 1. For a complete list of new staff and departures, visit [Employees on the Move](#).

Recognition



Seventeen employees celebrated a Wesleyan anniversary between February 1 and April 30. A complete list of this year's employee anniversaries can be found at [Employee Service Recognition](#).

Cardinal Achievement Awards

Congratulations to the following individuals who received a Cardinal Achievement Award between February 1 and April 30.

- Bob Elsinger, Technology Procurement and Service Specialist, for his dedication to solving urgent issues, accessibility, responsiveness, professionalism, commitment to supporting faculty and staff, customer-focused approach and unfailing positivity.
- Julian Goldfield, Desktop Support Specialist and Art Workshops Technology Administrator, for his remarkable responsiveness, extraordinary service, reliability, professionalism and dedication to supporting the teaching and learning mission of the University.
- Linda Hurteau, Library Assistant, for playing a key role in evaluating an uncatalogued collection and developing an efficient workflow that minimized disruption to students as well as staffing the Science Library during a snowstorm making the resources available to students.
- Susan Lundgren-Regan, Administrative Assistant V, Government and Frank Center, provided exceptional leadership acting as mentor to the new Economics AA, managing the onboarding of Workday and Stellic for the department, taking on managing the website, and managing the logistics of the Global Justice Search, all in addition to her regular duties.
- Rebecca McCallum, Head of Cataloging, for driving significant progress in the library's collections assessment. Her leadership has been essential to advancing this critical work.

- Scott Michael, Senior Computer/Electronic Technician, for his dedication to solving urgent issues, accessibility, responsiveness, professionalism, commitment to supporting faculty and staff, customer-focused approach and unfailing positivity.
 - Tiffany Rucker, Department Assistant IV, Financial Aid Office for taking on tasks of a co-worker who was out with a family emergency. She embodies the spirit of compassion and teamwork.
 - Keith Stebbins, Desktop Support Specialist, for his dedication to solving urgent issues, accessibility, responsiveness, professionalism, commitment to supporting faculty and staff, customer-focused approach and unfailing positivity.
 - Jessie Steele, Library Assistant, for her indispensable help with time sensitive facilities projects and her ability to keep up with multiple projects at one time allowing the department to accomplish and fix multiple issues in short succession.
 - Mike Stielau, Desktop Support Specialist, for his dedication to solving urgent issues, accessibility, responsiveness, professionalism, commitment to supporting faculty and staff, customer-focused approach and unfailing positivity.
 - Jeffery Sweet, Facilities Management Associate Director, demonstrated exceptional initiative and commitment to Wesleyan University through his work supporting the Olin Library's large-scale book disposal project.
 - Randy Wilson, Library Assistant, for opening the library during a snowstorm and staffing it much of the day allowing access to students when most campus operations were closed.
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Wellness Incentive Points Program

Wesleyan's Wellness Incentive Points Program rewards individuals dedicated to improving their health and well-being. You can earn points by actively participating in health improvement programs and activities that can then be redeemed for cash payments. Benefit eligible faculty, staff, spouses, and partners are eligible to participate and earn points (up to \$150/each).

Wellness points for goals met between January 1, 2026, and June 30, 2026, for you and your spouse/partner, should be entered through your [WesPortal](#). **All results must be reported no later than July 18, 2026** . To add or change a spouse/partner, please click the Spouse/Partner link at the top of the screen.

Partnership with Connecticut Science Center

We are excited to announce a new partnership with the [Connecticut Science Center](#), which promises to offer family-friendly fun, exploration, and discovery for faculty and staff and their families!

This program offers:

- **FREE** general admission for employees through March 2027
- Family member admission for just \$20.00

The CT Science Center is a great place for kids and adults of all ages to explore! Attached are instructions on how to reserve your tickets today.

Safety Spotlight:

As we head into commencement season, our campus will see increased activity, from large gatherings and visiting families to busy roadways and full parking areas. This exciting time of year also brings added responsibility to keep safety front of mind.

A few key reminders for everyone:

- **Stay aware in high-traffic areas:** Pedestrian volume rises significantly during ceremonies. Take extra care when driving or operating equipment and always

yield to foot traffic.

- **Watch for temporary setups:** Tents, stages, cords, and event equipment can create tripping hazards or obstruct normal pathways. Stay alert and report any unsafe conditions promptly.
- **Hydration and heat awareness:** Warmer weather and long outdoor events can increase the risk of heat-related illness. Drink water regularly and take breaks as needed.
- **Emergency access matters:** Keep fire lanes, exits, and emergency routes clear at all times, even during busy events.
- **Professional presence:** Visitors judge our campus by what they see. Safe practices, proper PPE, and good housekeeping reflect positively on all of us.

As we celebrate the accomplishments of our graduates, let's also commit to making safety part of the experience, for our staff, our guests, and our community.

Stay safe and enjoy the season! Summer brings sunshine and new safety challenges. We'll share tips on beating the heat, staying hydrated, and working safely outdoors in the next issue.

Warmly
Bill Nelligan
Director, Environmental Services

Professional Development

Staff Performance Reviews:

As a reminder, the annual review process will be completed in Workday and is now available. The first step is for staff to complete their self-review. Staff will receive a self-review task in their Workday inbox and must complete this step before supervisors can begin their assessment. Once the self-review is submitted, supervisors will receive a task in their Workday inbox which allows them to review their direct reports' comments and provide their own remarks.

Instructions on the process are available in the On-Demand section on [Success at Wes](#)

Staff and supervisors must complete the review process in Workday by May 30.

Supervisor Changes:

If a supervisor's direct and/or indirect reports are incorrect in Workday, please submit a Job Change with the necessary changes.

Please contact Dan Pflederer at dpflederer@wesleyan.edu with system related questions.

All other questions can be directed to Lauren Stumpf at lstumpf@wesleyan.edu.

Ask HR

How do I contact HR?

Human Resources has a new email address: AskHR@wesleyan.edu or you can call x2100.

How do I find my W2?

In WesPortal, click on My Information and scroll down to Pay/Tax Statements – iPay. Click on that and you will see the Tax Statements tab to access your W2.

How do I change my tax withholding?

In Workday, go to your profile page. In the red column click on Pay. Look for the Tax Elections tab. Click on the tab to see your current elections. Click on Update to make changes.

How do I get an ID card for my medical/dental/vision insurance?

Cigna (Health and Vision coverage) – Digital ID Cards are available on myCigna.com and from the MyCigna app. Detailed instructions can be found on the [HR Website](#) .

Delta Dental – Go to DeltaDentalCT.com. Log in to MySmile and download your ID card from your dashboard.

EyeMed (lenses and frames) – Go to [Member Web](#). Log in and follow the instructions to print an ID card. You can also load the EyeMed Members App through the App Store or Google Play.