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Greetings Wesleyan Colleagues!

The HR team and I are excited to introduce you to our first official newsletter. Our hope is that you will find the content valuable and useful to keeping you "In the Loop" as WES employees. This is our "pilot" newsletter so I invite you to take a look and send me your feedback on ways that we can improve. We are committed to enhancing our communication to campus and creating more effective ways to connect you with the employment related information that you need!

Lisa Brommer
Associate Vice President for Human Resources

Talent Acquisition and Employment

View all available positions at WES on our [Careers at Wesleyan](#) page.

Salary Analysis Project

We are beginning a comprehensive review of staff salaries as they relate to external applicable market data and to internal equity. Equally important part of this



project is to review and revise our salary guidelines and to develop a formal salary structure for staff positions. We'll keep you updated on this important project!

Employees on the Move

Human Resources welcomed 35 new staff members to the university in July and August.

For a full list of new staff and departures from July 1 – September 1, 2019, visit [Employees on the Move](#).



Recognition

Employee Service Recognition

Twenty employees celebrated an anniversary in July and August. For a full list, visit [Employee Service Recognition](#).

Cardinal Achievement Awards

- Brandi Hood, Senior Project Planner, Physical Plant



Open Enrollment

The annual Open Enrollment period for 2020 will begin on Friday, November 1, 2019, and end on Friday, November 15, 2019.

Information on the 2020 plans and premiums will be available in mid-October.

Success at Wes is a professional development program that offers a variety of learning opportunities for employees and supervisors.

Program areas include:

- Communications
- Equity & Inclusion
- Finance
- Information Technology
- Safety
- Sustainability
- Wellness
- HR Process

Foundations for Wesleyan Supervisors Program

Foundations for Wesleyan Supervisors begins September 17th. There is still time to enroll for this program. Register [here](#).

2019-2020 Goal Setting

This is a reminder to develop your 2019-2020 individual goals with your supervisor and enter them into WesPortal. Goals should be entered by Sept. 30, 2019.

To assist you with this process, human resources is offering a session on goal setting and using WesPortal on September 24th from 1:00-2:00pm in Allbritton 311. Register [here](#).

Over 120 employees have register for various sessions. For a full list of offerings, visit [Success at Wes](#).

For questions, contact Lauren Stumpf at lstumpf@wesleyan.edu.

Additional HR Information

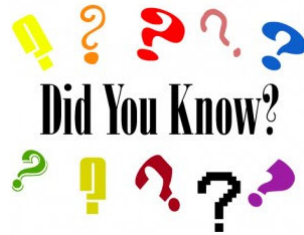
Online Employee Change Form

Human Resources rolled out an online employee change form to supervisors on September 9, 2019. This form combines the Salary Upgrade and Voluntary Termination forms and is used to request changes to an employee's appointment, compensation, department, FTE, position title, supervisor, or work schedule. It is also used to notify HR when an employee leaves the University.

The online form allows supervisors to submit and track requests through an online

workflow.

Tip sheets for supervisors can be found [here](#).



How many employees benefited from Wesleyan's Dependent Tuition Scholarship program this fall?

115 employees and their children received tuition support from Wesleyan for the 2019 – 2020 academic school year.

The tuition support totaled over \$1.3 million!



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