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September 2023

Dear WES Colleagues,

One look at the schedules for many of the HR team and you will know that we are heavily focused on Workday and the various activities related to our transition to this new system. We are very excited about the opportunities that Workday will present to us in terms of efficiencies, but we also realize that time spent in these meetings may result in delayed response times for those of you who need our assistance. Our goal is to respond to emails and calls within 24 hours of receipt, but when we fall short of that goal, we appreciate your patience and understanding. If you have an urgent need, please always feel free to let me know and we'll rally the team to respond.

Shifting gears....the approaching Fall season always reminds me of the holidays, and while I love the holiday season, I'm also aware that this can be a challenging and stressful time for many of us. When the load gets a bit too heavy, please remember that staff and faculty and their household members have access to the Employee Assistance Program. This confidential resource is provided at no cost and is accessible by calling 800-327-2251. Detailed information on the EAP is available on the [HR Website](#).

Warmly,  
Lisa

## Ice Cream Social

The first post-COVID Ice Cream Social was a great success! Thanks for joining us on June 1st for ice cream, cupcakes, popcorn, and tie dye.



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## Talent Acquisition and Employment

### Employees on the Move

Wesleyan welcomed 51 new staff since May 1st. For a complete list of new staff and departures, visit [Employees on the Move](#).



### Orientation for New Staff

The next orientation for new staff is scheduled for October 16th starting at 9 am at 55 High Street. This event includes presentations by Human Resources, Public Safety, Payroll, ITS, and Equity & Inclusion. All Wesleyan staff are invited to attend. Questions can be directed to Lauren Stumpf at [lstumpf@wesleyan.edu](mailto:lstumpf@wesleyan.edu).

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## Recognition

Twenty-four employees celebrated a Wesleyan anniversary between May 1st and August 31st. 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 in May, June, July and August!

- Toby Bates, Assistant Vice President for Human Resources
- Tony Bostick, Associate Director, Public Safety
- Drew Gray, Producing Director for the Arts
- Victoria Justice, CPE Program Coordinator, Center for Prison Education
- Scott Rohde, Director of Public Safety
- Shirley Sullivan, Program Liaison, Center for Prison Education
- Cheryl-Ann Tubby, Assistant to AVP for Human Resources
- Paul Turenne, Systems Analyst, ITS
- Clifton Watson, Director, Jewett Center for Community Partnerships



### EyeMed Special Offer

If you are purchasing glasses soon, please visit EyeMed's 2023 members-only special offers at [SAP Document Center \(ondemand.com\)](#). Don't forget to enter the special code listed on the site when taking advantage of these offers.

### H.S.A. Self-Directed Brokerage Accounts

If you selected the TD Ameritrade brokerage account investment option for your health savings account through H.S.A. Bank, please note that Charles Schwab acquired TD Ameritrade and transitioned all self-directed brokerage accounts to the Schwab platform over Labor Day weekend.

Visit [Charles Schwab's Client Information Hub](#) for additional information about the

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transition.

### **Safer Benefits Transactions**

Please consider these safety features for your benefits transactions.

1. When registering or using sites that have multi-factor authentication, always opt in for this service.
2. If you receive an e-mail with an offer or service from a company you don't recognize or that Wesleyan Human Resources has not communicated as an associated vendor, please contact [benefits@wesleyan.edu](mailto:benefits@wesleyan.edu) to determine if the vendor offer is legitimate. We've been seeing increased e-mail offers from vendors who claim to be associated with Wesleyan but who are not. Recent examples include offers for financial advising or long-term care insurance.
3. Use different passwords for each benefit portal, and use best practices for creating passwords. Save your passwords using a secure method and change them often!
4. When using Wesleyan email for sensitive information, putting SECUREIT in the subject line will ensure the email is sent securely.

### **Virtual Individual Drop-In Sessions**

Have a question on your benefits? Sign up for a virtual drop-in session using this [Registration link](#). You will receive a Microsoft Teams meeting link in your confirmation email for the 20-minute session and will receive a reminder email the day before your scheduled time. Questions can also be emailed to [benefits@wesleyan.edu](mailto:benefits@wesleyan.edu).

## **Wellness Resources**

### **TIAA and Fidelity Webinars**

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 site](#) to view the list of live and recorded workshops.



### **Adult Fitness**

The fall 2023 Adult Fitness schedule is available on the [Adult Fitness webpage](#). On the site you can meet the wellness team and learn more about the program and all it has to offer. Questions? Email [wellness@wesleyan.edu](mailto:wellness@wesleyan.edu).

### **World Mental Health Day**

Observed every October 10, World Mental Health Day was created by the World Federation for Mental Health to raise mental health awareness and advocate against social stigma. Our Employee Assistance Program, BHS, is focusing on building resilience this year on this special day. A resilient person can cope with threatening events without experiencing disabling distress and has a positive attitude toward life and work. This [tip sheet](#) offers some quick tips for building personal and workplace

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resilience.

**The Resilience Journey** is an engaging, interactive experience that takes participants on an enlightening journey that will open their eyes to their life's purpose while teaching them about the five core components of resilience. To start the Resiliency Journey:

1. Visit [portal.bhsonline.com](https://portal.bhsonline.com)
2. Enter Org. ID: WESLEYAN
3. Select the Resiliency Journey tile
4. Register or Login
5. Start Your Journey

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## Professional Development

# Success at Wes

### 2023-2024 Setting Priorities

Supervisors and their teams should discuss and develop their 2023-2024 goals and priorities and enter them into WesPortal. The performance review and strategic goals form is located in the “My Information” section of WesPortal.

Questions can be directed to Lauren Stumpf at [lstumpf@wesleyan.edu](mailto:lstumpf@wesleyan.edu). Questions regarding WesPortal can be directed to Dan Pflederer at [dpflederer@wesleyan.edu](mailto:dpflederer@wesleyan.edu).

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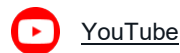
## Ask HR!

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

**Cigna** (Health and Vision coverage) – Go to [myCigna.com](https://myCigna.com). Log in and scroll to the bottom of the page where you will see a link to ‘Get an ID Card’.

**Delta Dental** – Go to [DeltaDentalCT.com](https://DeltaDentalCT.com). Log in to MySmile and download your ID card from your dashboard.

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



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