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Wesleyan University

February 2024

All Staff Convocations - Spring 2024
Please save the dates for the spring semester All Staff Convocations:
- Wednesday, March 6 at 10:00 a.m.
- Thursday, May 30 at 10:00 a.m.

Special Offer – Cirque du Soleil – Hartford April 6 – May 5
Cirque du Soleil is offering a special discount for Wesleyan family/friends for the Cirque du Soleil Bazaar performances in Hartford. Use this link to save up to 20% off select seats/dates. Groups of 10+, save 25%, reduced handling fees and access to on-site accommodations such as private event space and meet and greet opportunities with the cast of the show, contact Sarah.Hudson@cirquedusoleil.com for details. Come and take up residence in this marketplace of enthusiasm and artistic fellowship on April 6-May 5 under the big top on Market Street in Hartford.

Talent Acquisition and Employment

Employees on the Move
Wesleyan welcomed 10 new staff since November 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 March 18th 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.

Recognition

Nineteen employees celebrated a Wesleyan anniversary between November 1st and January 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 since November 1st!

- Cesar Cruz Benitez, Area Coordinator, Residential Life, for volunteering to help with on-boarding and troubleshooting the new housing software.
- Anika Dane, Administrative Assistant V, College of Integrative Sciences, for her efforts to make the launch of the College of Design and Engineering successful.
- Kelly Dunn, Dean for the Class of 2025, for stepping in to welcome and orient class of 2026 transfer students in the absence of a Dean for that class.
- Maria Higuera, Data Analytics & Integrations Manager, for her invaluable contributions to the implementation of an online petition form process for students and faculty.
- Susan Lundgren-Regan, Administrative Assistant V, Government, for taking the lead and implementing the department's move back to the PAC.
- Jose Pagan, Assistant Director of Alumni & Parent Engagement, for extraordinary contributions with the implementation of the Black Alumni Celebration weekend.
- Jade Steinback, Residential Operations Coordinator, for stepping in to fill a void in the front office, helping with data entry during system issues and coordinating student employment.
- Khai Tran, Academic Support Coordinator, Student Affairs, for helping to ensure that the International Education Week was a success.
- Karri Van Blarcom, Senior Associate Registrar, for initiating and implementing an electronic Academic/Class Schedule Change form, which eliminated eight paper forms.

2023 Flexible Spending Account (Medical and Dependent Care) Submission Deadline:
As a reminder, if you contributed to a flexible spending account (MERA or dependent care) during 2023, you may submit claims incurred from 1/1/23 through 3/15/24 for reimbursement from your 2023 account as long as you submit them to Group Dynamic, Inc. (GDI) by 4/15/24.

Please contact benefits@wesleyan.edu with any questions.

2024 Health Savings Account (HSA) Employer Contributions
Employer HSA contributions for 2024 have been funded and are available in your HSA Bank account. Please link here for instructions on how to access your account to reimburse either a provider or yourself for eligible expenses

Retirement Plan – Please see the information below regarding recent changes to the retirement plan.

Access to Employer Contributions and Match for Active Employees
Active employees may now access Wesleyan contributions and match from their retirement account in two ways:

1) At age 59 ½, in-service withdrawals of employer contributions and match are allowed.
2) The amount available for a loan (50% of the participant's account balance, minimum loan $1,000, maximum loan $50,000) will be calculated using employee and employer contributions and match. Loans are available without regard to age.

Required Minimum Distributions
The Secure Act 2.0 requires that retirement plans distribute funds at least as rapidly as specified in the required minimum distribution (RMD) rules. The Plan has been amended to conform to recent changes in those rules. The law now requires complete distributions to some beneficiaries of deceased participants within 10 years after participant's death. Additionally, distributions to a participant must generally begin by April 1 of the calendar year following the year the participant turns age 72 (or, in some cases, when the participant retires, if later). Previously, the age was 70½. For more information, see IRS Publication 590-B.

Attached please find a copy of the latest Summary Plan Description (SPD) for the retirement plan. The SPD includes important information regarding both these changes.

Wellness Resources

Adult Fitness
The Adult Fitness program is back with an all-new hybrid session of free and fun fitness classes! See the Athletics website for the schedule which includes locations for in-person classes. The current offerings are scheduled through March 8th. Watch for the Spring session schedule.

Questions can be sent to: wellness@wesleyan.edu.

Oral Health & Wellness Tips from Delta Dental
February is National Children's Dental Health Month. Following are some dental health tips for the whole family.
- Why is gum health so important? Did you know that gum health can be an indicator of overall wellness?
- What does my Delta Dental insurance cover? What's covered, and for how much?
- Should I clean my tongue? Yes! See why and how.
- Easy, healthy snacks toddlers will love.

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. The schedule of TIAA Webinars for Spring is here.

Professional Development

Spring Success at Wes
For the complete list of 2024 sessions and to register, visit Success at Wes!

NEW sessions offered this spring include:

- **Contracting with Third-Parties: Form & Policy Overview**: The Office of General Counsel will familiarize participants with its standard forms approved for use by the university when dealing with third parties, and provide a brief overview of the insurance requirements associated with such forms, the Security Risk Matrix, and the Wesleyan University Contracting Policy.

- **CT/Federal Family Medical Leave Acts and CT Paid Leave for Employees and Supervisors**: Leave management can sometimes be a confusing process for employers and employees. Learn about the different leave types and income-replacement plans and how to manage them all.
- **Engaging Effectively with ITS Services and Resources**: This session will provide participants with valuable information about how they can effectively utilize and engage with all things ITS.
- **Facebook and LinkedIn 101**: Interested in learning how you can use Facebook and LinkedIn to reach your target audiences? This session will focus on what to post, engagement strategies, metrics of success, and best practices.
- **Instagram 10**1: Interested in learning about how you can use Instagram to reach your target audiences? This session will focus on how to post, engagement strategies, metrics of success, and best practices.
- **Live With Confidence in Retirement: 5 steps to creating your retirement income plan**: If you are thinking about making the transition to retirement, this webinar is essential for understanding how to create an income plan that helps you maximize your savings.
- **Microsoft 365 Cloud Storage: Introducing OneDrive and SharePoint**: Participants will leave the session with an understanding of OneDrive and SharePoint, how the platform can be used to improve your work, and provide seamless, ubiquitous access to your files.
- **Microsoft 365: Effective File Management using OneDrive and SharePoint:** This session will provide participants with tools and understanding of your use of OneDrive and SharePoint to effectively organize, manage, access, share, and collaborate with files.
- **Microsoft 365 Teams for Effective Communication and Collaboration**: Participants will learn the core features and benefits of Teams, how Teams overlays and is connected to SharePoint, easy navigation and communication with others using Teams, and scenarios when Teams can benefit your collaborative work with others.
- **Overdose Prevention & Response Training**: Participants will learn how to recognize, prevent, and respond to a known suspected opioid overdose emergency.
- **Write Your Next Chapter: 5 steps to setting your retirement date**: For anyone starting to think seriously about when to retire, this webinar takes you through five steps to deciding when the time is right, including estimating retirement expenses, closing any income gap, and understanding key milestones that can impact your retirement finances.

Session ideas or other feedback can be sent to Lauren at lstumpf@wesleyan.edu.

Ask HR!

How do I get an ID card for my medica/dental/vision insurance?
Cigna (Health and Vision coverage) – Go to 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. 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 App Store or Google Play instead.

What is a Qualifying Life Event / When Can I Make Changes to My Benefit Coverage
Link to the Human Resources website for details on how to change your benefits coverage if you experience a qualifying life event, such as marriage, divorce, birth or adoption of a child, or a change in your dependent's coverage due to a change in employment. Changes and required supporting documentation must be submitted to the secure benefits dropbox within 31 days of the event per IRS requirements. Forms (which contain the Dropbox link) are located on WesPortal, under My Information, Human Resources, Benefits, and Payroll Forms.