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September 2020

Greetings Wesleyan Colleagues!

"Wear your mask, wash your hands, and keep your distance!" I've lost count of the number of times that my siblings have reminded me of these things during our weekly phone calls. These words have replaced the usual "Miss you and love you!" I have come to realize that the mask, hands, and distance reminders are actually their new ways of sharing their love. We're all called to share the love for our families, our colleagues, our students, and our community by taking these simple actions. Yet, sometimes we run across others who aren't able or willing to do so. In these moments, a gentle and friendly reminder is needed and the understanding that this is not easy for some members of our community. Our collective actions to keep ourselves and each other healthy are paying off as we return to campus. Please continue to wear your mask, wash your hands, and keep your distance!

Another helpful reminder is that our Employee Assistance Program (EAP) is here to help. Faculty and staff may contact the EAP at (800) 854-1446 and speak to a licensed professional counselor who can assist with issues such as stress,

depression and anxiety. Online/phone support is unlimited, confidential, and available 24/7, while up to three visits are available at no additional cost.

Stay Wesleyan Strong!

Lisa Brommer

Associate Vice President for Human Resources

Return to Campus

Detailed plans for [reactivating campus](#) this fall are available on the website. This includes information on instruction, campus life, returning to work, and health and safety. Please review the building access protocols, the [safety training](#) and the [Community Agreement](#). Employees are responsible for cleaning their own workstations and shared equipment. Wesleyan is providing approved cleaning products for this purpose. Please review the [Community Safety Guidelines](#).

COVID testing continues under the big tent on Andrus field. [Schedule your test](#) on WesPortal under COVID-19 Resources. Guidance on the [frequency of testing](#) and [updates on testing results](#) can be found on the Reactivating Campus page. Employees with underlying health conditions should consult their personal health care provider to determine their level of risk and complete the [Special Considerations form](#) if needed. A temporary [Dependent Care Support](#) program is available to help with childcare needs during the pandemic.

Talent Acquisition and Employment

Employees on the Move

Human Resources welcomed 10 new staff members to the university since July 1, 2020. For a full list of new staff and departures from July and August 2020, visit [Employees on the Move](#).



Payroll Self-Service

Wesleyan employees can now perform several self-service functions in [WesPortal](#) including:

- View pay statements and W2 forms under My Information through iPay
- Change or update Direct Deposit information under Employee Information/Benefit, HR & Payroll Forms (Faculty and Staff)
- Update Federal and State W4 information under Employee Information/Benefit, HR & Payroll Forms (Faculty and Staff)

If your issue or request cannot be handled through self-service, please request assistance through a Payroll Services ticket. Use WesPortal under Employee Information (Payroll Help) and Finance (Request a Payroll Payment). The Payroll Office will respond within one business day. Please note that the payroll@wes email address has been inactivated.

Verifications of employment should be forwarded to payrollvoe@wesleyan.edu.

Workforce Time

[On-demand Training](#), Quick Tips and other resources for Workforce Time are available on WesPortal.

2020-2021 Goal Setting

Without a doubt, the last several months have challenged and stretched us in ways we never would have imagined at this time last year! The work that has been critical to bringing our students back to campus took priority. While at the same time, the important work we do each day also continued. As the new academic year begins, we would like to remind supervisors and staff to set their goals and priorities for the months ahead.

Goals should be entered in WesPortal under My Information, Performance Reviews and Strategic Goals, by October 16th. Performance review and strategic goals can be found in the “My Information” section of WesPortal.

To assist you with this process, Human Resources will offer [virtual sessions](#) on goal setting and using WesPortal on September 24 at 2pm and October 2 at 10am. [Register](#) on Success@Wes.

Questions can be directed to Lauren Stumpf at lstumpf@wesleyan.edu

Questions regarding WesPortal can be directed to Dan Pflederer at dpflederer@wesleyan.edu



Recognition

Twenty-seven employees celebrated a Wesleyan anniversary in July and August. 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 recently presented with Cardinal Achievement Awards.

- Rhonda York, Art and Art History
- Jennifer Collingwood, Center for Global Studies



Open Enrollment

Benefits Open Enrollment will begin on Tuesday, November 3rd and end on Monday, November 16th. Please mark your calendars and stay tuned for information on the 2021 benefit plans. Several virtual opportunities to review the plans and the enrollment process and ask questions of our insurance carriers will be provided.

Center, Bacon Field House, Silloway Gymnasium, Andersen Fitness Center, Rosenbaum Squash Courts and the 50-meter pool.

Locker rentals for the 2020 - 2021 year will not be available. If you have items remaining in your locker from the 2019 - 2020 year, please contact Jenna Waters (jwaters@wesleyan.edu) to schedule a time to collect your items.

Success at Wes

New **Success at Wes** offerings are available.

We are excited to announce a new self-registration tool, which gives employees the ability to view upcoming courses, register for sessions, and manage their current and future enrollments. Employees and supervisors are also able to view past courses and attendance status. VPN is required when accessing this tool. Refer to the [reference guide](#) if you have questions.

Please note that all trainings will be conducted on Zoom. Questions can be directed to Lauren at lstumpf@wesleyan.edu.

Campus Partners

Womxn@Wes

Mission statement: Womxn@Wes initiative will actively engage faculty and staff in education, networking, and mentoring processes leading to enhanced awareness, empowerment, and transformation of women, empowering Wesleyan Womxn to thrive. Interested in joining a virtual lunch or networking session? Check out their website: <http://womenatwes.site.wesleyan.edu/>



DID YOU KNOW?



How many COVID tests were performed on campus as of September 20th?

Over 21,000!

Testing statistics are updated twice a week to keep you up-to-date.



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