



**October 2024**

### **HR Welcomes Jessica Cetola**

Jessica Cetola joined the Human Resources team in July as a Recruitment Partner following the retirement of Shelly Lerner. Jessica brings fifteen years of full life cycle recruiting experience across a broad range of industries and environments (both small and large) in roles of increasing responsibility. She has strong skills in sourcing and screening candidates, negotiating offers, facilitating on-boarding and is experienced in Workday functionality. Most recently she worked for Voya Financial (a financial, retirement, investment, and insurance company) as a Talent Acquisition Consultant/Corporate Recruiter.

A complete list of HR staff with their areas of responsibility and contact information can be found [here](#).

### **Cardinal Ambassador Program**

In response to feedback received from the WesThrives survey and the Human Resources Advisory Team, Human Resources is excited to announce the Cardinal Ambassador Program. This program will connect new staff members with a current staff Ambassador to welcome them to the Wesleyan community.

### **Cardinal Ambassador Responsibilities**

- The Ambassador is a resource to the new staff member and provides information about the university, helps to build and foster connections within the Wesleyan community, and helps the new staff with their questions.
- Ambassadors are asked to meet with the new staff member a minimum of four times during the staff member's first 30 to 60 days.

## Eligibility Requirements to Become a Cardinal Ambassador

- Be employed as a Wesleyan staff member for at least 3 years
- Ability to dedicate 1 hour per week for a minimum of four weeks once assigned a new staff member
- Knowledge about the campus community, culture, and/or history
- Skilled in building positive working relationships and have a welcoming personality
- Supervisor support for participation in the program
- Ability to attend a Cardinal Ambassador orientation session in the fall 2024
- Demonstrate good performance and positive regard for the university.
- Provide a letter of support from a Wes colleague or supervisor

**Are you interested in becoming a Cardinal Ambassador? Or do you know of a colleague who would make an awesome Ambassador?** If so, we want to hear from YOU!

Submit your nomination [here](#). Nominations will be accepted through October 25, 2024.

Questions about the program can be directed to Lauren Stumpf at [lstumpf@wesleyan.edu](mailto:lstumpf@wesleyan.edu).

If you are a newly hired staff member and are interested in being paired with a Cardinal Ambassador, please contact Lauren Stumpf at [lstumpf@wesleyan.edu](mailto:lstumpf@wesleyan.edu).

## Ice Cream Social

We kicked off the summer with the annual Ice Cream Social on May 30<sup>th</sup>. Approximately 200 people enjoyed ice cream, Italian Ice, corn hole, tie-dye, and a chance to connect with fellow employees from across the university.





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## Talent Acquisition and Employment



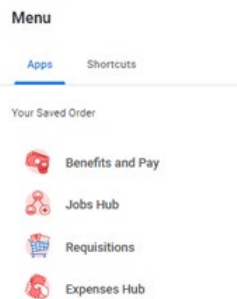
Wesleyan welcomed 33 new staff since April 1st. For a complete list of new staff and departures, visit [Employees on the Move](#).

## Workday Tips – Employment

### Recruitment

Workday has replaced PeopleAdmin as the Applicant Tracking System. Since July 1 all job requisitions are posted in Workday.

Current Wes employees must apply for jobs through the Workday app, [Jobs Hub](#). By applying through [Jobs Hub](#) internal applicants will find an abbreviated application form making this process much easier. Please check the [Jobs Hub](#) to review current openings.



### Your Information

Your Workday profile provides you with easy access to your employment information such as compensation, pay slips, contact, and personal information. If you haven't already explored the information available at your fingertips, please do.

To update information such as your contact information, address, and direct deposit, click on

the Actions button under your name.

### **New Employee Orientation**

The next monthly new employee orientation is scheduled for October 21<sup>st</sup> starting at 9am. This event includes presentations by Human Resources, Public Safety, Payroll, ITS and Equity & Inclusion. Topics include employee resources at Wesleyan, benefits, and training opportunities. Any University employee may attend.....even those who have been here for a while and would like a refresher! If you are interested in attending, please contact Lauren Stumpf at [lstumpf@wesleyan.edu](mailto:lstumpf@wesleyan.edu).

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### **Recognition**



Thirty-four employees celebrated a Wesleyan anniversary between April 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 between April 1st and August 31st.

Christine Angersola, Web Content Strategist/Writer, for her extraordinary initiative and service in making all the catalog's major, minor, and certificate descriptions clear, concise, and compelling.

Martha Crebbin, Administrative Assistant IV, College of Social Studies, for overseeing the return of the College to the newly renovated Public Affairs Center.

Sharon Cwirka, Analyst Programmer, for working with the team to integrate programming and reporting tools to visualize Campaign Success Measures.

Dari Jiggidsuren, Assistant Director of International Student Engagement, for her initiative in supporting members of the first cohort of Wesleyan's African Scholars Program.

Ryan Launder, Administrative Assistant V, for her exceptional contributions and organizational leadership in the Shapiro Writing Center.

Fran Koerting, Associate Dean of Students, for taking on extra work due to leaves and transitions in the Dean's Office/Community Standards and the Office of Residential Life.

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### **Update on FSA and MERA**

Group Dynamics Inc. (GDI), our vendor for Flexible Spending Accounts and Medical Expense Reimbursement Accounts has been acquired by Flores & Associates. Flores & Associates is a premier provider of employer-sponsored reimbursement plans. Employees currently receiving these services from GDI will receive information on the Flores & Associates mobile app and debit card in September. Please [link here](#) for the transition timeline. Additional information on services provided by Flores & Associates can be found in their [resource library](#).

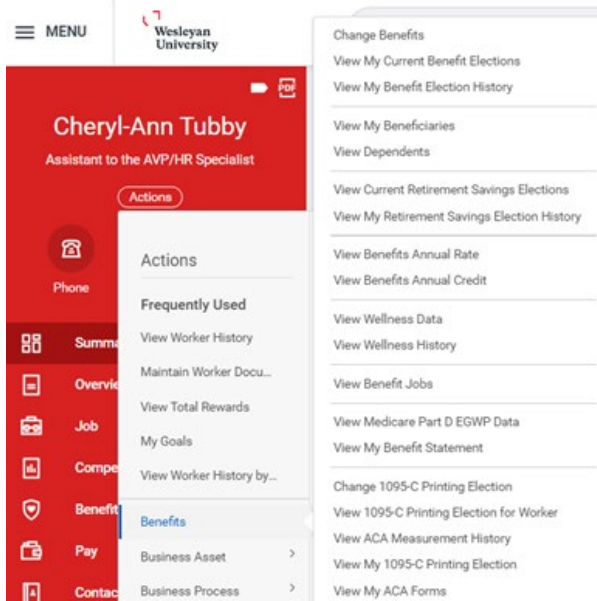
### **Cigna and Hartford Health Care**

We were recently notified by Cigna that they are in contract negotiations with the Hartford Healthcare System. Our Cigna partners are hopeful that an agreement is forthcoming, but if this does not occur by the end of October, Hartford Healthcare System will no longer be part of the Cigna healthcare network as of November 1, 2024, and any services provided will be covered at out of network levels. Cigna will notify affected members with additional information.

We will continue to support our employees with messages to Cigna about the importance of continuing the in-network relationship with Hartford Health Care to ensure quality care at in-network rates and will keep you informed as we get updates from Cigna. In the meantime, questions can be sent to [benefits@wesleyan.edu](mailto:benefits@wesleyan.edu).

### **Workday Tips – Benefits and Compensation**

Your Workday profile has links to your compensation and benefits information. Click on the Actions button and then Benefits to access your information.



Click on the Benefits and Pay app (found under Your Top Apps) to see your current pay and deductions.

To learn how to make changes to your benefits go to the [Workday Training page](#) and scroll down to the Job Aids. You'll find instructions for changing benefit selections, changing beneficiaries, and editing dependents among many other typical tasks.



### Fall Health Update From Dr. Tom McLarney, Medical Director

As fall approaches, it is important that you stay up to date on seasonal health information.

COVID-19 is evolving but remains less severe. The University follows CDC guidelines, and updates are available through [Davison Health Center](#) for students and [Human Resources](#) for faculty and staff. If you have symptoms of any illness, limit your activities, and wear a mask, especially for respiratory symptoms. Along with frequent handwashing, these measures have



been shown to decrease the spread of illness. For the latest COVID-19 vaccine, we recommend students, faculty, and staff consult their providers or pharmacy.

The CT Department of Public Health has reported 11 Mpox (formerly known as monkeypox) cases this summer. While there have been no reported cases in Middlesex County, those at higher risk should consider the two-dose vaccine. Refer to the [CDC Guidelines](#) for information about vaccination, symptoms, and prevention.

Flu season typically increases in the fall and winter months. We strongly advise everyone to get their flu vaccine.

Sporadic cases of [West Nile Virus](#) and [Eastern Equine Encephalitis](#), both mosquito-borne illnesses, have been reported in the Northeast, though none in Middletown. To reduce risk, avoid outdoor activity during peak mosquito hours, wear protective clothing, and use EPA-approved repellent.

### **Adult Fitness**

The Adult Fitness calendar of free and fun fitness classes for staff and faculty is now available on the [Athletics website](#). The current offerings are scheduled through December 13th. Below is a photo from a recent Zumba class. Come join the fun!

Questions regarding the Adult Fitness program can be sent to [wellness@wesleyan.edu](mailto:wellness@wesleyan.edu).



### **Fidelity - Meet with a Financial Consultant**

Our Fidelity Financial Consultant, Dionnie Edwards, will be on campus in PAC 222 on October 9th, November 7th and December 4th from 9:00am to 3:45pm. If you would like to schedule a meeting with her, go to [www.Fidelity.com/schedule](http://www.Fidelity.com/schedule).

### **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.

## **Webinars from BHS – Employee Assistance**

BHS is offering the following Webinar and resources this fall.

Tips for Managing Election Stress

Thursday, October 24 at 12pm

[Register](#)

Additional resources include:

[How to Handle Election Stress and Anxiety](#)

[Respecting Others While Exercising Your Right to Free Speech](#)

[How to Help Your Employees During the Election](#)

## **Professional Development**



Upcoming trainings include:

Introduction to Basic CMS Training – This is a comprehensive introduction to Cascade CMS. Zoom (October 8)

Cascade CMS Basic Training: Working with Pages - This session focuses on the fundamentals of working with pages in Cascade CMS. Zoom (October 23)

Instagram 101 - This session will focus on how and what to post, engagement strategies, etc. In-person (September 25)

Facebook and LinkedIn 101 - This session will focus on how and what to post, engagement strategies, etc. In-person (September 26)

Creating Engaging Content for Social Media – This is an interactive hands-on workshop. In-person (September 30)

Crucial Conversations for Mastering Dialogue (2-day Workshop) In-person (October 23 & 24)

Foundations for Wesleyan Supervisors (2-day Workshop) This interactive workshop will provide supervisors with the knowledge and skills to improve their leadership skills. In-person (October 8 & 9)

Adobe Creative Cloud: Adobe Acrobat Sign - Learn how to use the cloud-based e-signature service. Zoom (October 3)



Introduction to Generative AI - An Introduction to AI tools like ChatGPT and Microsoft Copilot.  
Zoom (October 15)

Overdose Prevention & Response Training - In-person (October 23)

Registration is currently available [here](#).

## **Ask HR**

### **How do I request verification of employment?**

The Payroll office is responsible for responding to employment verifications and requires a signed release from the current/former employee. We do not provide telephonic verifications. Submit your requests via email to [payrollvoe@wesleyan.edu](mailto:payrollvoe@wesleyan.edu) for processing.

### **How do I get a replacement WesID?**

Effective 3/15/24 all requests for new or replacement ID's for faculty or staff must go through ServiceNow located in WesPortal under Community/WesCard Request. No requests will be accepted via email.