

**HR Staff**  
*Peggy Carmichael*  
Chief Human Resources Officer  
304-214-8901 [pcarmichael@wvnc.edu](mailto:pcarmichael@wvnc.edu)  
*Linda Mason*  
Human Resources Representative  
304-214-8902 [lmason@wvnc.edu](mailto:lmason@wvnc.edu)  
*Kelly Paree*  
Payroll/Human Resources Representative  
304-214-8903 [kpatee@wvnc.edu](mailto:kpatee@wvnc.edu)

# HR Resource

**Newsletter  
From Your HR  
Department**

## Mark Your Calendar

### Pay Dates:

August 19  
September 2  
September 16  
September 30

### Employee Recognition Event:

October 7

## Personnel Updates

### New Hires

*Dr. Hollie Buchanan*

*Ashley Ramsden*

### Retirements

*Larry Bukosky*

*Donald Poffenberger*

*Sara Hupp*

### Resignations

*Lucy Kefauver*

*Lori Nelson*

*Dr. Shahan (8/31/2016)*

*Jody Tyburski*

*Meredith Wycherley*

## From the Desk of the CHRO

August 2016

It is our goal to continue to improve human resources communication through the HR Resource. Our employees will receive the HR Resource monthly and it will be available on the HR webpage. The HR Resource will provide employees with important dates, updates and helpful information. We hope employees find the information valuable.

Sincerely,

Peggy Carmichael, CHRO

## Human Resources Updates

The State of WV finally moved forward with the new state HRM/Payroll system. Northern went live on May 15, 2016. Thanks to the hard work of Kelly Paree, our employees' payroll payments continued with no interruption even with all the challenges the new system has presented.

The HR office will continue to provide training to employees on the KRONOS and ESS (Employee Self-Serve) systems. Training opportunities are available in the area of timeclock usage, Kronos, leave request, timecard viewing, supervisor processes, ESS, and payroll statement viewing. If you are interested in training, please email [pcarmichael@wvnc.edu](mailto:pcarmichael@wvnc.edu).

We continue to remind employees to review your bi-weekly pay statements and let HR know immediately if you see anything unusual or if you have any questions.

We appreciate everyone's continued patience during this lengthy process and encourage employees to contact our office with any questions and/or training needs.

## Suggestion Box Outcomes

- ❖ Filling of the Program Assistant I, Wheeling Campus Service Center position.
- ❖ Location of the Wheeling Campus Service Center.
- ❖ Change in some office hours to provide better services to our students.
- ❖ Cleaning of the front outside benches on a regular basis.
- ❖ Kudos received for Ina Robinson-Awesome. Would not be here without her.
- ❖ Kudos received for Wheeling and Weirton Staff-Always helpful.

## Payroll (wvOASIS/KRONOS)



Sign in to your account

Email Address:   
Password:

[Reset Password](#)  
[Contact HelpDesk](#)

<https://myapps.wvsao.gov/apps/Default.aspx>

## Benefits

PEIA:

A new health insurance shopper's guide with helpful information is now available on PEIA's website. PEIA has indicated it will not be mailing or printing hard copies. [www.wvpeia.com](http://www.wvpeia.com)

With the wvOASIS change, deductions including health insurance are deducted from each payroll payment.

Please pay close attention to your payroll statement and contact Kelly Pree, [kpree@wncc.edu](mailto:kpree@wncc.edu), with any concerns or questions.

## Compliance

Effective December 1, 2016, the Department of Labor Fair Labor Standards Act (FLSA) regulations will impose a new salary threshold. This change will affect many of our current employees. All classified and non-classified employees have been sent notifications informing them of their individual exemption status when the new threshold goes into effect.

Northern will make this change effective November 26, 2016 to coincide with the payroll period, which includes December 1, 2016.

This change does not affect any of our faculty or adjunct faculty unless you are a classified employee or non-classified employee.

## Professional Development

Employees are encouraged to review the professional development guidelines and process before applying for professional development or tuition reimbursement funds.

Any full-time employee interested in applying for professional development must follow the proper steps including completing the proper professional development form along with the travel request form.

The committee asks that individuals submit the request as early as possible to allow for review by the committee.

Professional development is on a first-come, first-serve basis.

*Happy Anniversary  
August 2016*

Bonnie Peterman  
Chris Kefauver  
Crystal Harbert  
Darryl Clausell  
Dr. Pam Sharma  
Gerald Wallace  
Jeremy Doolin

Kim Patterson  
Mary Marlin  
Delilah Ryan  
Linda Fletcher  
Charleen Stokes  
Ben Fulton  
Debra Fitzgerald

Mary Merz  
Joe Remias  
Lisa Soly  
Rita Berry  
Michele Watson  
Misty Kahl  
Jennifer Lantz

John Reho  
Shelly Reager  
Thomas Queen  
Marian Grubor  
Jeanne VanFossan  
Melissa Stephens  
David Knecht

Jason Woods  
Frank DeCaria  
Claire Blatt  
Kathy Herrington  
Dr. Charles Rogerson  
David Stoffel