luman Resources Representative 04-214-8902 | Imason@wvncc.edu

Kelly Paree

Payroll/Human Resources Representative 104-214-8903 kparee@wvncc.edu

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.

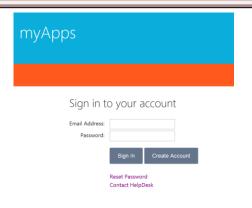
The HR office will continue to provide training to employees on the KRONOS and ESS (Employee Self-Serve) systems. opportunities are available in the area of timeclock usage, Kronos, leave request, timecard viewing, supervisor processes, ESS, and payroll statement viewing. If you are interested in training, please email pcarmichael@wvncc.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
- Kudos received for Wheeling and Weirton Staff-Always helpful.



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

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 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 Paree, kparee@wvncc.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

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