

Mark Your Calendar

Pay Dates:

September 30

October 14

October 28

Employee Recognition Event:

October 7-RSVP due by September 26

College Closed for Holiday:

November 24-25, 2016

December 23-January 2, 2017

Personnel Updates

Advancements

Tami Becker

Director/Student Services

Shannon Payton

Director of Student Activities II

Resignations

Natalie McFeley

Counselor I-Veterans

From the Desk of the CHRO

September 2016

"Strive not to be a success, but rather to be of value."

Albert Einstein

Our goal is to be of value to each of our employees. Please let us know how we may assist you.

Best Regards,

Peggy Carmichael, CHRO

Human Resources Updates

The Human Resources office continues to be very busy with OASIS, KRONOS and adding additional features to NEOGOV (our employment opportunity program.)

Although it is not always possible, our office will continue to strive to make processes easier for everyone and we ask for your assistance in keeping our office informed of situations and changes that may impact the OASIS and KRONOS systems.

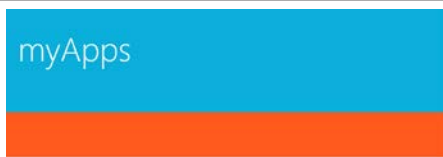
It is important for everyone to realize that OASIS is a very robust program and it takes more time to process changes, especially new hires. Please keep this in mind when recommending a new hire including RPA, Adjunct Faculty, or Workstudy.

Suggestion Box Outcomes

- Adding vending machines to the ATC building-this was completed this week.
- Adding ATC access to our full-time employees-this was completed this week.

Thank you for your suggestions.

Payroll (wvOASIS/KRONOS)



Sign in to your account

Email Address:

Password:

Sign In Create Account

Reset Password
Contact HelpDesk

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

Benefits

PEIA mailed the Plan Year 2017 Summary Plan Description for Plans A, B and D to policyholders at the end of August.

PEIA did not print any extra Shopper's Guides this year. You can find the final Consolidated Shopper's Guide on our Website at http://www.peia.wv.gov/Forms-Downloads/Documents/shopper%27s_guides/Shop pers_Guide.pdf

Compliance

The new FLSA changes go into effect with the payroll period that begins on November 26, 2016.

Effected employees will receive training and be enrolled on the timeclocks beginning the later part of October. Supervisors will also receive training, if necessary.

Further details of how overtime will be handled will be provided closer to the effective date. We continue to review situations that may occur which could result in overtime so we want to ensure employees understand the process.

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

Professional Development

Professional development funds may be used for participating in seminars, conferences, webinars, or other training activities. Permissible uses include transportation, hotel, meals, and registration fees.

Professional development funding may be permitted for workshops or activities held at the College for multiple individuals or groups. Funding includes the cost of speakers and actual expenses for the event.

Professional development may be permitted for an individual's tuition reimbursement annual (fiscal year) maximum of \$1,000.

Have a suggestion for a College-wide professional development opportunity? Let me know.

*Happy Anniversary
September*

Kristi Aulick Peter Kozdras	Melanie Baker Arlene Kuca	Donna Hans Stephanie Smith	Jacqueline Hores	Jill Keyser
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Additional August Anniversaries

Chana Baker Eugene Evans David Raveaux	Lee Ann Blaire Mark Goldstein Maresa Taylor	Richelle Brinkley Linda Mason	Raymond Canter Robin Meyers	Hope Coffield Scott Owen
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