

## Important Upcoming Dates

**September 10th:** Schools  
Closed

**September 19th:** Schools  
Closed

**October 5th:** Teacher In-service

**November 6th:** Teacher In-  
service

**November 22nd and 23rd:**  
Schools and District Office  
Closed

**December 15th:** Deadline for  
Spring Tuition Reimbursement  
Requests

**December 24th through  
January 1st:** Schools Closed -  
Winter Vacation

**December 25th, 26th and  
January 1st:** District Offices  
Closed

# HR

# NOTES



## September, 2018

### **BEGINNING OF THE YEAR CHECKLIST**

As the 2018-2019 school year begins, please consider taking the following actions:

- ✓ Review your PSERS "Statement of Account" to make sure all applicable years of service have been credited. [Click here](#) to register on the PSERS website.
- ✓ Login to the [Employee Access Center](#) to make sure all of your personal information is up to date and accurate.
- ✓ Check your beneficiary information for your life insurance and disability insurance to make sure information is up to date.

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***Summer is a time for changes. If you have moved or changed your name, remember to notify the HR department. Please email Karen Zaleta ([kzaleta@wcasd.net](mailto:kzaleta@wcasd.net)) and she will send you the required forms to complete and return.***

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## EMPLOYEE ASSISTANCE PROGRAM - HEALTH ADVOCATE

Personal issues occur no matter the time of year and we want to help. Health Advocate offers free and confidential counseling and referral services for employees and their dependents. Health Advocate counselors will listen to your concerns, help you identify the source of your problems, and work with you to find practical solutions as quickly as possible. Health Advocate experts can:

- ✚ Provide confidential help with personal issues, 24/7
- ✚ Consult with you in person or by phone
- ✚ Help with stress, anxiety, depression and family problems
- ✚ Support you with grief, anger and substance abuse
- ✚ Research and locate legal specialists and financial counselors
- ✚ Find local resources for child care, adult care and eldercare
- ✚ Refer you to more long-term support as needed

Please visit the [Health Advocate](#) website for additional information.



## IMPORTANT PSERS INFORMATION

Earlier this year PSERS launched the MSS Portal, which allows members to conduct pension-related transactions online. Since the launch, [over 31,000] members have registered successfully for MSS Accounts. Have you registered? We don't want you to miss out on this valuable service improvement.

- ❖ Please register for the MSS Portal via [psers.pa.gov](https://psers.pa.gov) (click on "Member Login (MSS)" on the right side of the home page).
- ❖ Qualify for the iPad contest for registered members. The iPad drawing will take place in February, 2019. You will be registered to win if you register by January, 2019 and keep paperless delivery of PSERS correspondence.
- ❖ Watch the MSS Portal overview and "how-to" videos at <https://tinyurl.com/PSERSMSS> for additional information about the MSS Portal."

If you have questions regarding the MSS Portal, contact the PSERS member service center at [ContactPSERS@pa.gov](mailto:ContactPSERS@pa.gov) or 1.888.773.7748.



As much as we do not want to start thinking about inclement weather it sneaks up on us quickly! It is critical as the bad weather season approaches that our weather and emergency notification system contains the most up to date and accurate information so everyone is notified in a timely manner. Please take a moment now to login to the Employee Access Center (EAC) using your network username and password using the link: <https://eac.wcasd.net/eac51/Login.aspx> \*the site can only be accessed from within the District\*

Please review the phone number in the "Other Phone" field and update to the phone number you wish to be called on should there be a weather related delay or cancellation. The emergency and weather notification system will **ONLY** be calling the number in the "Other Phone" field so please review closely to make sure it is the desired number to receive those early morning calls.



### **CONTACT US**

**Dr. Jeffrey Ulmer, Director of Human Resources:**  
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**Ms. Joanne Redden, Asst. Director of Human Resources:**  
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**Ms. Carolyn Hatt, Human Resources Specialist:**  
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**Ms. Karen Zaleta, Staffing/Personnel Assistant:**  
<mailto:kzaleta@wcasd.net>

## **PLEASE VISIT OUR WEBPAGE**

Need information after hours or on the weekend? Please visit the [HR webpage](#) where you will find detailed information on many topics. You can also access documents and forms at the click of your finger.



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***"The mission of the West Chester Area School District is to educate and inspire our students to achieve their personal best."***

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