CALENDAR REMINDERS
Due to the unexpected closure on September 2, please see the following calendar changes:
- Friday, February 18 is now a school make-up day for students. All staff must report to work.
- Monday, February 21 is now a professional development make-up day; offices are open - all teachers, 12 month, and 10 month support staff must report to work.
  o Twelve-month staff that normally receive a paid holiday for President’s Day and are now required to report to work on Monday, February 21 for the makeup day will receive a floating holiday. This means that you will be allowed to take a floating holiday off with your supervisor’s pre-approval between February 21, 2022 and June 30, 2022.

PSERS
- PSERS is currently not offering the annual Foundations for Your Future meetings. If you are interested in information for an upcoming retirement, please click on the link below for information from the PSERS website.
- Foundations for Your Future: An overview of your retirement benefits

PAYROLL NOTES
- The first pay of the 2021-2022 school year for Student Day Support Staff is September 24, 2021.
- The first benefit deduction and Teamster dues for Student Day support staff will be on September 24, 2021. As a result, Teamster dues will be doubled in order to catch up for the month.
- To be eligible for (DAEA) horizontal salary movement for the 2021-2022 school year, documentation must be received in the HR Office (cdandrea@dasd.org) no later than September 30, 2021.
- New Hires - When initially signing up for Direct Deposit, your first pay will be a cashable check and will be mailed to your home address. All subsequent pays will be deposited into your specified bank account. Please log in to EAC to view your paystubs.
- New Hires - If you are requesting to transfer sick days from your previous District, please submit your documentation to the Payroll Office as soon as possible. Sick Day transfer requests cannot be honored after the end of the school year in which you were hired. Only staff with work history in PA Schools can transfer sick days (up to 25 maximum).
PROFESSIONAL STAFF ABSENCES (DAEA)

All Professional staff are required to log absences into ABSENCE MANAGEMENT (formerly AESOP) regardless of whether or not a substitute is required.

- Please log your absence with as much advanced notice as possible to ensure approval and substitute coverage. (Absence Management is a Frontline Education product and can be accessed using single sign-on, Click Here)
- The absence codes for the 2021-2022 school year can be accessed by clicking here. Preapproval is needed for certain types of absences.

SUPPORT STAFF ABSENCES

All support staff are required to log absences into iSolved (formerly TimeForce).

- Some support staff may also need to log their absence in AESOP as well, but only if a substitute is needed.
- If your position requires a substitute, for instructions on how to log your absence into AESOP and iSolved, please click here.
- If your position does not require a substitute, click here and scroll to the second step for instructions on how to log your absence into iSolved.

SUPPORT STAFF CLOCK-IN INFORMATION

- There are three different ways to log in and out for your work day. You can log in to a mobile app, to a website, or you can use a stand-alone time clock in your building. Please remember that your punches are recorded in real time; you cannot alter the time. For instructions on how to use the website, click here. For instructions on how to use the mobile app, click here.
- Please be aware that you will only be paid for the hours that appear on your time card, so make sure you are comfortable with what your time card shows at the end of each week.
- If you notice any issues with your time card, please inform your building secretary as soon as possible. That way they can make any necessary corrections before we process the pay. Otherwise, you’ll have to wait two weeks until your next check is processed.

BENEFIT CARDS

If you are a new hire and did not yet receive your benefits cards, if you misplaced your benefit cards, if you have an appointment soon and do not have time to wait for a new set of benefit cards to arrive, or if you are looking for an alternative to carrying around your benefit cards, please click here for instructions.

FLEXIBLE SPENDING ACCOUNTS (FSA)

An email was sent on 6/24/21 to all employees who elected a Flexible Spending Account (FSA) in one or both of the 2020-21 and 2021-22 plan years. As a reminder, please review the following bullets:

- Any unused funds from the 20-21 plan year will carry forward into the 21-22 plan year. The carryover of funds is not completed until the runout period of the prior year has ended.
- In order for you to have a complete picture of the availability of your funds, register for an account if you are a first-time user or log into your account through www.wageworks.com. You may also wish to review the full email from June which was sent by Alex Medlar.
All DASD employees may register for the **DASD Listserv Registration**. This distribution list is used to notify all registrants of current internal posted positions available within the Downingtown Area School District.

- Registration is valid through September 15th each year through September 14th. (On September 14th each year, all registrations will be purged from our records.)
- Re-registration will then begin again on September 15 for each current year.

**EMPLOYMENT**

- DASD will host a virtual job fair for support staff positions on Tuesday, September 28 from 8:30 AM to 1:30 PM (last interview scheduled at 1:15 PM) and Wednesday, September 29, 2021 from 12 PM - 5 PM (last interview scheduled at 4:45 PM) virtually through Zoom. Please see the [Virtual Job Fair Flyer](#) and [Job Posting ID #4322](#) and share this opportunity with family and friends.
- Aramark is hiring food service workers and cooks to support DASD! Please see the [Aramark Flyer](#) and [Job Posting ID #4338](#) and share this opportunity with family and friends.

**LIVING WELL @ DASD**

**DRIVE THRU FLU SHOTS**

Flu shots will be available for all staff at the Administration Building (540 Trestle Place) on:
- Tuesday, September 28th, 2021, 2:30 pm – 5:00 pm
- Thursday, September 30th, 2021, 2:30 pm – 5:00 pm

You must register and complete the Consent Form in order to participate. Please visit [Human Resources/Living Well @ DASD](#) for important information and links to registration.

**VIRTUAL WELLNESS**

- [HealthAdvocate Blog](#) has many interesting articles, recipes and words of encouragement just a click away. Here are some of the topics:
  - Stay strong and steady this season
  - Healthy resource roundup, September 2021
  - Small steps, big results
- Virtual Wellness Presentations are being offered by Penn Medicine and Chester County Hospital. Click [here](#) to register for an event in the following topics:
  - Diabetes Prevention and Management
  - Heart Health
  - Mental Health
- **Scaling Down for Better Health** is this month’s topic at A Resource for Better Wellbeing. A monthly topic, poster and activity to promote your wellbeing can be found by visiting [Gallagher Well Being](#).
  - Includes Scaling Down Your To-Do List, Simple Tips to Clear the Clutter and a fun recipe for Cocoa Peanut Butter Banana “Sushi”.


• Past monthly topics focused on Financial Wellbeing, Physical Activity and Support Systems.
• grin! for kids is Delta Dental’s annual children’s coloring and activity book with games, puzzles and more for your little ones. Click here to see the 2021 issue.
  o Join a curious llama named Scout on an adventure full of exciting (and educational) activities.

COVID INFORMATION
• Close Contact Quarantine Flow Chart – click here for a easy to read COVID-10 quarantine guideline
• For DASD related COVID information, click here.
• Access the CDC recommendations by clicking here.
• For information provided by the Chester County Health Department, please click here.

DON’T FORGET TO MASK UP!

HR RELATED FAQS - TO CHANGE BENEFICIARIES, ADDRESSES, PHONE NUMBERS, ETC. - CLICK HERE

TO VIEW PREVIOUS EDITIONS OF THE HREMINDERS - CLICK HERE
TO ACCESS EAC AND YOUR PAYSTUB - CLICK HERE
TO MEET OUR HR DEPARTMENT - CLICK HERE