PAYROLL NOTES

- Please verify your pay stub in [EAC](#) and make sure that federal tax withholding is being withheld. Each year the IRS updates the federal tax tables and this can result in under-withholding of federal tax, based on how you filled out your W4 form. If you would like to change the amount that comes out of your paycheck, please fill out a new form by clicking [here](#), and send via interoffice mail to payroll or email the form to payroll@dasd.org. Additionally, please verify any deductions that are being withheld from your paycheck to ensure everything is correct. At the minimum, you should see FICA, Medicare, Federal, State, Local, Unemployment, LST, and retirement deductions. You may also see benefit deductions, 403(b) deductions, direct deposit as well as a few other miscellaneous deductions.

403(B) VENDORS

- To learn more about your 403(b) benefit, click [here](#).
- Click [here](#) to access a full list of district approved vendors, along with other 403(b) information from Omni & TSACG. Omni & TSACG administers the 403(b) plan for DASD.
- We have been made aware that some vendors are contacting employees directly regarding 403(b) services. Please know that this is not at the District’s request and you are under no obligation to meet with or respond to the representatives unless you are specifically interested in opening a 403(b) with their company.

PSERS

- Your PSERS statement for the 2020-2021 year will be mailed out in the next few weeks. Please review your statement upon receipt. If you notice incorrect information, please contact PSERS directly at 888-773-7748.

TUITION REIMBURSEMENT

- Questions and forms should be sent to: Carol D’Andrea, cdandrea@dasd.org or call ext. 11614.

EMPLOYMENT

- Spread the word to your family and neighbors! We are still hiring for the following positions:
  - Special Education Paraprofessionals – Level I, II and III
  - General Education Instructional Support Aides
  - Library Aide
  - Lunchroom Monitor
  - Full-time Custodians
• Aramark is holding walk-in interviews for food service positions in DASD cafeterias: [Walk-in Interviews Flyer]

• All DASD employees may register for the [DASD Listserv Registration]. You must register each year for this distribution list which is used to notify all registrants of current internal posted positions available within the Downingtown Area School District. Please note there is a new registration form, so be sure to use the link given above.

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**LIVING WELL @ DASD**

**THANK YOU ALL FOR WEARING PINK!**

• Click [here] to access the slide show.

**VIRTUAL WELLNESS**

• Health Advocate has resources available for:
  - **Depression Awareness**
    - Assessments are available covering anxiety, depression, resilience and more: [Emotional Wellbeing]
  - **Domestic Violence Awareness**
    - Resources available on this topic: [Everyone Deserves a Healthy Relationship]

• Penn Medicine and Chester County Hospital offer virtual, online Cancer support groups. Click [here] or call 610.431.5000 to learn more.
  - Penn Medicine’s Abramson Cancer Center is offering cancer-related support groups and events, including virtual Art Therapy, Music Therapy and Yoga: [Abramson Cancer Center Events]

• **Mental 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].
  - **Mental Health Preparedness**
  - Create an emergency self-care plan to help in stressful situations
  - Past monthly topics focused on Physical Activity, Support Systems, and Self-Care.

**COVID INFORMATION**

• [Close Contact Quarantine Flow Chart] – [click here] for an easy to read COVID-19 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