HR reminders 11/05/2021 - Quick Clicks to all things Payroll, Benefits and Wellness

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HREMINDERS 11/05/2021

IMPORTANT REMINDER

- Daylight Saving Time ends on Sunday, November 7th 2021, at 2:00 AM. Remember to set your clocks back one hour Saturday night!

PAYROLL NOTES

- W2s are right around the corner – remember to sign up for electronic W2 access to avoid the delay of waiting to receive your W2 in the mail. In order to choose the electronic version of your W2 please click here and select Tax Information on the left hand side of the screen. In order to change your W2 delivery information, click on the word update at the bottom of the screen. This will now allow you to choose your delivery option for your W2. Printed W2 means it will be mailed to your home address or to your school location, if you are an on-site employee. The W2 in EAC only means that you will only be able to get your W2 by logging in to the Employee Access Center. One advantage of the electronic W2 in EAC is that it is available a few days earlier than the paper version.

- The IRS has announced that for 2022, the elective deferral (contribution) limit for employees who participate in a 403(b) will increase by $1,000 to $20,500 and the catch-up contribution limit for those aged 50 and over will remain at $6,500. All employees of DASD, including part-time and substitutes, can participate in the 403(b) plans. Information on 403(b) or Tax Sheltered Annuities and how to change your contribution can be found on DASD’s website. Click here for more TSA information.
IBC HEALTHY LIFESTYLES

- As a DASD employee, if you participate in the Fitness Reimbursement, Weight Management, or Smoking Cessation programs through Independence Blue Cross, you may be eligible to receive reimbursement from IBC and additional (matching) reimbursement from the District.
  - Click here to review more information on our Benefits web page.
  - Requests should be submitted to benefits@dasd.org for review.

TUITION REIMBURSEMENT

- A pre-approval must be submitted prior to the start of the course for:
  - All Support Staff requesting tuition reimbursement.
  - All DAEA taking an online course.
- When submitting for reimbursement, please be sure to include proofs of grade and tuition payment, and send to Carol D’Andrea, cdandrea@dasd.org.

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

LIVING WELL @ DASD

Once again, it’s time for this FREE 7-week program to help you maintain, not gain through the holiday season. Enroll now for access to weekly newsletters, daily tips and healthy holiday recipes. The 15th annual Holiday Challenge runs November 15th through December 31st.

- Learn more and register here.
- For questions regarding the Holiday Challenge, please refer to Holiday Challenge FAQ Page.
- Here is a preview of one of the interesting articles available: Is sucralose making you eat more?

VIRTUAL WELLNESS
November is **National Diabetes Month**.

- HealthAdvocate has the following resources:
  - **Diabetes Awareness Month: What you should know**
    - To find out if you are at risk, take this 60-second test from the American Diabetes Association: [https://diabetes.org/risk-test](https://diabetes.org/risk-test)
  - Penn Medicine and Chester County Hospital are offering the following virtual wellness presentations:
    - **Improving your Diabetes with Exercise and Diet** on November 13, 2021, 6:00 PM – 7:00 PM [Register here]
    - **Struggles and Solutions – Figuring Out Food Labels** on November 15, 2021, 5:15 PM – 6:15 PM [Register here]
    - **Supermarket Savvy: Mediterranean Diet Cook-a-long** on November 17, 2021, 6:00 PM – 7:15 PM [Register here]

- **Prevention** 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](https://gallagherwellbeing.com).
  - **Metabolic Syndrome and You**
  - **The Microbiome: What it is and Why it is Important**
  - Past monthly topics focused on **Physical Activity, Support Systems**, and **Self-Care**.

**COVID INFORMATION**

- **Close Contact Quarantine Flow Chart** – [click here](https://wwwcentersforcontrolandpreventiongov/coronavirus-prevent-close-contact-flow-chart) for an easy to read COVID-19 quarantine guideline
- For DASD related COVID information, [click here](https://www.dasd.org/coronavirus)
- For information provided by the Chester County Health Department, please [click here](https://www.chestercounty.org/health/coronavirus).

**DON’T FORGET TO MASK UP!**
TO ACCESS EAC AND YOUR PAYSTUB - CLICK HERE
TO MEET OUR HR DEPARTMENT - CLICK HERE