ENJOY THE HREMINDERS!
A must read each Friday Payday for news and updates from HR.
To access previous editions of the HReminders, click here to visit the DASD HR website.
To access your paystub, click here to log onto the Employee Access Center (EAC).
To access your benefit information, click here to access the Benefit System.

SNOW MAKE UP DAY
- Friday, May 25 is now a school make-up day for students due to the February 7 snow day. All staff must report to work.
- Friday, June 8 is now a school make-up day for students due to the March 7 snow day. All staff must report to work.
- Monday, June 11 is now the last Teacher (DAEA) Day.
- Monday, June 18 is now the last day for 10 month support staff.

FLOATING HOLIDAY REMINDER
Twelve month staff that normally receive a paid holiday for President’s day and were required to report to work on Monday, February 19 for the snow 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 19, 2018 and June 30, 2018

PAYROLL/BENEFIT NOTES
All employees should log onto the Employee Access Center (EAC) on a bi-weekly basis to review demographic information and paycheck details. The EAC is available to all employees 24/7, regardless of whether you receive a check or pay voucher. To view the EAC instruction sheet, please log on to www.dasd.org > Departments > Human Resources > Payroll or click here. When viewing your paycheck, you should confirm your municipality, deductions, bi-weekly pay amount, etc. As a rule of thumb, if you are a salaried employee, your bi-weekly amount is your annual salary divided by the number of paychecks that you receive in the year. If you are an hourly employee, then you would take your hourly rate and multiply that by the hours that you work in a pay period. If you should find any discrepancies or have any questions, please contact the Payroll Office as soon as possible.

OPEN ENROLLMENT
DASD’s Annual Open Enrollment will be held this year beginning May 1 and will end on May 31 for benefits effective July 1. Enrollment is required.
- We will be using a new enrollment system this year; therefore, we will have multiple enrollment sessions in the Administration Building for employees who would like assistance.
  - 5/8 from 3pm to 5pm
  - 5/10 from 10am to 12pm
  - 5/24 from 3pm to 5pm
UPDATING PERSONAL CONTACT INFORMATION
All employees may review and update their personal contact information in Employee Access Center. It is important that we have correct contact information on file for every employee, including emergency contact information. Please review your information in EAC to ensure it is accurate. To make changes to your personal information in EAC, click the "Update" button at the top of the page and boxes will open for fields that may be edited. Enter the correct information in the boxes and click "Save" below. **If you need to change your address or your name, please contact the Human Resources department.** Changes will be updated weekly in the HR Information System and Blackboard (for emergency school closing notices). Your personal contact information in the HR Information System is not shared with other departments or buildings so please make sure you communicate any changes to your personal contact information with the office staff at your school.

RETIREMENT EXIT COUNSELING
Please be reminded that if you are retiring at the end of the school year, you will need to contact PSERS and schedule an Exit Counseling Session. You are responsible to call 888-773-7748 to schedule.

DAEA RETIREMENT NOTICE
If you are planning to retire at the end of the school year, please note that any Bargaining Unit Member who retires or resigns must give the District 60 days written notice before the effective date of the retirement or resignation per Section 5.25 of the Collective Bargaining Agreement. Bargaining Unit Members, who retire at the end of the school year and provide 60 calendar days-notice (April 13), will have their health benefits continue until August 31. If you do not provide this 60 day notice, then you forfeit the benefits listed in Section 5.20 Retirement, including but not limited to sick day payments, personal day payments, and benefit continuation.

- For sick and personal day payments, you must also have an open TSA account on file with the Payroll Office prior to your last day of employment. Information on DASD’s 403(b) plan can be found on www.dasd.org >Departments >Human Resources >Payroll or by clicking here.

TAXES

- **REMINDER** - This year, the tax deadline falls on April 17, 2018. That's the deadline to file personal tax returns (such as Form 1040) with the Internal Revenue Service.
- Please click here if you have moved for the Certificate of Residency form, so that we may update your address.
- Please notify the Payroll Department if your municipal tax has changed, so that we may update our records.
- If you need additional copies of your W2, please log on to the EAC by clicking here.
DAEA TUITION REIMBURSEMENT
2017-18 CAP $500,000.00
Bachelor’s Plus ($212,147.00) Submitted and Paid
Master’s Plus ($119,065.00) Submitted and Held for Payment Until July 2018

BALANCE as of 4/3/18: $168,788.00

CULTURAL EQUITY
Do you have an interest in strengthening cultural equity at DASD? For more information about DASD's Cultural Equity Task Force and how you can contribute to diversity, inclusion, and equity at DASD, please contact Dawna Hankins at dhankins@dasd.org. Follow us on Twitter @EquityDASD and share your stories of respect and equity with #DASDEquity.

LISTSERV - DASD e-mail Notification
All DASD employees may register for the District’s ListServ. Once registered, you will be notified when job postings change on our website by email. Note: Registration is valid for one year – Sept 2017 to Sept 2018. Click here to register.

2018 SUMMER PROGRAMS
SUMMER PROGRAMS:
• Still time to apply for these summer positions:
  • Job Posting #2874 - 2018 Summer Custodian Help – Job Posting ID#2819 2018 Summer ESY Life Skills (Middle School) Teachers
  • Job Posting #2806 - 2018 Summer ESY Programs
  • Job Posting #2833 - 2018 Summer Camp Success Program (Internal)
  • Postings will close soon.

NON-ATHLETIC SUPPLEMENTAL POSTINGS: (INTERNAL)
• Job Posting #2881 – Elementary
• Job Posting #2882 – Sixth Grade Center
• Job Posting #2883 – Middle School
• Job Posting #2884 – DE & DW
• Job Posting #2885 – STEM
• Postings from 4/11/2018 through 5/11/2018

LIVING WELL@DASD

HEALTH ADVOCATE
Health Advocate is a service provided at no cost to you. You and your eligible family members have unlimited access to highly trained experts who provide one-on-one support for a full range of healthcare, insurance-related, and personal issues. From finding doctors, making appointments, locating second opinions, reviewing health insurance coverage, and resolving medical bills, to helping with stress, relationship difficulties, financial concerns and substance abuse, your Personal Health Advocate or Licensed Professional Counselor will support you at
every step. The service is completely confidential and is available 24/7 to you, your spouse, dependent children, parents and parents-in-law.

- **Call:** 866.799.2728
- **Log on the Health Advocate mobile app:** Health Advocate SmartHelp - for instant access to live help and all your Health Advocate programs!
- **Email:** answers@HealthAdvocate.com
- **Web:** HealthAdvocate.com/dasd

**SWIFTMD - TELEMEDICINE**

As part of our medical benefit plan, the District offers SwiftMD, a telemedicine benefit, at no additional cost to you. With this benefit, you can consult with U.S. board-certified doctors over the phone or Internet, from your home, office, or on the road. These physicians can diagnose, recommend treatment, and submit prescriptions to your pharmacy of choice. SwiftMD can be reached at 877-999-7943 or www.myswiftmd.com. For an introductory video about the service, please click the following - Member video.