

Payroll Reminders:

1. Unsure if all of your timecards are approved? Go to my team, timecard exceptions and any that aren't approved will come up. Remember approved is a green check mark on each day worked.
2. Want to make changes for federal and/or state taxes but are unsure how it will affect your check? Go myself, pay, calculators. This will give you the option to see what your check will look like based on the changes you make.
3. **GO GREEN!** If you have not done so, please turn off your paper voucher. You can do this by going to myself, pay statements and turn off paper. It will also give you the option to set up notifications via email of when your statement is ready!



Safety First

Hello Members of the Saint Joseph's College Community,

I want to introduce myself to the community. My name is Zachary Chopchinski, and I am the Safety Officer for Saint Joseph's College. I have been tasked with many key items relating to safety on our campus and within our workplace.

My duties include developing, implementing, and maintaining a comprehensive environmental health and safety program for the College. I am also responsible to ensure compliance with all federal, state, and local regulations and standards including but not limited to emergency preparedness, general safety, fire safety, chemical control, industrial hygiene, environmental health, and ergonomic health. Also, my position promotes personal safety on campus through training and communications, and I am pleased to have the opportunity to perform duties as a member of the Campus Safety management team.

Moving forward, I intend on using this publication to include safety articles in order to keep our campus as safe and informed as possible. I look forward to working with all of you in the time to come and offer my door open to any that would like information or assistance. If you request any help or information, after reaching out to me, you will receive a response from me within 24 hours. My contact information is as follows:

Zachary Chopchinski, Safety Officer
Email: zchopchinski@sjcme.edu
Phone (exterior): (207) 893-6696
Phone (ext.): 6696



We are pleased to announce that Saint Joseph's College will be recognized at the silver level in the 2015 Maine Tobacco-Free College Network Gold Star Standards of Excellence Recognition Program. The Gold Star Standards of Excellence provide an annual opportunity for colleges and universities to be recognized for the work they have done to create a tobacco-free environment and to support tobacco-free lifestyles. Congratulations SJC!

CyberRecruiter Update

CyberRecruiter is being updated to the newest version and will have a new look and feel! The basic processes have not changed, but there are some great enhancements coming. A couple things to look forward to:

- New features that include ease of use for hiring managers through drop down menus to review applicant data
- Use CyberRecruiter with any browser and get the same functionality (no limits anymore)
- Applicant entry options will be expanded (example: LinkedIn button where applicants can use LinkedIn profile to prefill the application, etc.).

The implementation process and transfer of data will take place on April 1st and the new

CyberRecruiter will be available no later than April 2nd. Please note that during this transition to the new version, CyberRecruiter will be **unavailable**. New CyberRecruiter instructions for managers will be sent out to those who are currently recruiting for open positions and as needed for future openings. Samantha Smith will be available for one-on-one training sessions as needed.

Summer Student Employment FAQs:

1) When does student summer employment begin?

- Summer employment begins after Graduation - this year that is Monday, May 11, 2015

2) How is summer housing handled?

- Students who apply for all summer jobs are then reviewed by Student Life for eligibility to live on campus
- Supervisors are then notified if they are interested in hiring a student who is not eligible so the student can make alternate arrangements
- Students who live on campus are charged for housing only (meals are not included)
- Students are required to supply a security deposit (equivalent of 2 weeks of housing charges) and complete a payroll deduction agreement to ensure further payment of housing charges
- The security deposit is refunded to students at the end of summer depending on satisfactory inspection of the room after keys are returned
- Housing assignments are handled by the Summer Housing Office in the Alford Center
- If a student will be living off campus for the following academic year (or has graduated) they must vacate summer housing by July 31 of the summer
 - If an exception is made by the Summer Housing Office, payroll deductions for housing charges continue until notification of the student vacating summer housing
- Students are responsible for their own meals
- Summer student employees qualify to pay staff rates for meals when the cafeteria is open and serving

3) How much is my Student Employee paid for summer work?

- Summer student pay rates start at \$8.00/hour
- Students who return to the same job in same department in a following year, receive an increase of \$.10/hour
- Students who return in a following year to a different job/department stay at the previous summer's pay rate

4) After how many hours worked must the student be given a break?

- Summer student employees are treated the same as regular staff. They need a minimum of a ½ hour break for every six hours worked. The College standard is an hour meal period, but must be a minimum of 30 minutes over 6 hours worked.

6) Is the break paid or unpaid?

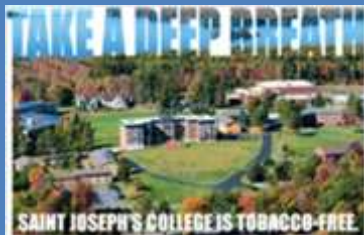
- It is an unpaid break for a meal period. Please schedule your employees accordingly

7) Are summer student employees paid for Holidays?

- They are paid for the Fourth of July holiday only
- Note: They do not qualify for vacation time

8) When does student summer employment end?

- Summer employment ends when the next academic year begins – summer jobs end on Sunday, August 30, 2015 and Fall Semester positions begin August 31.



Employee Assistance Program:

The Employee Assistance Program offered through CIGNA provides a multitude of options. You can take advantage of their Face-to-Face Assistance or their Full-Service Work/Life Support. For more information, please visit our website:

<http://www.sjcme.edu/hr/EmployeeAssistance>

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Understanding Your Dental Cost and Treatment Options

When you have an important decision to make, it helps to know all your options. The **myCigna** directory can now help you find a dentist and learn about the cost. The treatment cost estimator is easy to use. You can learn what you might need to pay out-of-pocket for more than 400 common dental procedures and treatments. That means you'll know the costs that your plan doesn't cover and you will have to pay. This gives you the chance to know your dental care costs before you receive care.

A great tool just got better

You can find the cost information in the Cigna online director. Look under the "Find a Doctor, Dentist and Procedures" tab. Use it to:

- Find a dentist and view cost estimates for common dental procedures with just one search
- Get cost estimates for dental treatments and procedures prior to treatment, based on your plan information and a dentist's contracted fees
- Search by key words, procedure codes, treatments, dental categories and much more
- View detailed plan information
- Compare what it will cost when you visit and in-network vs. an out-of-network dentist (if your plan has out-of-network coverage)
- See the money you'll save for being a Cigna customer

Be Well

Round up all of your friends and co-workers for the 5th annual Monks 5K fun walk/run!

The 5k will take place through the SJC cross country trails on April 30th at noon. Register by April 20th to guarantee a t-shirt on race day! The 5k is open to ALL SJC walkers and runners! Our goal is to have 100 smiling faces cross the finish line this year! Help us meet our goal by signing up today! The entry fee to participate will be a canned good or a monetary donation towards Catherine's Cupboard.

To register click here:

https://docs.google.com/forms/d/1RX0zv5MrHATBRPaOxaUb-64qajqOVEG3tjNH9QYKz_g/viewform?usp=send_form If you would like a training program leading up to the event email Jenna, jchase@sjcme.edu.

