



Thank you to everyone who participated in the Open Enrollment informational meetings. Congratulations to **Brian Curtin** on winning the Stonewall Kitchen gift bag raffle compliments of Cross Insurance-Employee Benefits.

Payroll Reminders for Managers:

1. If you are away from Campus when timecards are due you will need VPN access in order to approve them or you may delegate the approval process to an appropriate colleague. This is important for timely and accurate payroll processing.
2. Timecard approval is Monday at noon of the payroll week. If you would like a copy of the payroll calendar, please contact Michelle Scribner at mscribner@sjcme.edu
3. Student workers often have more than one job. When approving student hours, please be sure they are hours worked in your department. The other supervisor will approve hours worked in the other department accordingly. **DO NOT delete hours on a timecard.** If there are hours that do not belong to your department, please contact Michelle Scribner to determine which department they should be assigned to.

2016 Benefit Open Enrollment

Welcome to the ADP electronic benefits enrollment period running Monday, November 30 through Friday, December 11, 2015. Enrollment is your opportunity to make changes to certain benefits, effective **January 1, 2016**.

During open enrollment you can:

- Choose to add or opt out of health and dental plan coverage
- Enroll eligible family members in your plans
- Add, drop or change the level of your Optional Life Insurance coverage
- Enroll or re-enroll in a flexible spending account to pay for daycare or health expenses with pre-tax dollars
- For any pre-tax benefits elected (even if you made no changes this year), you **MUST** select the Yes option in the Legal Disclaimer to authorize us to deduct the new plan year premiums from you paycheck.

If you were unable to attend one of the four Informational Sessions, I have included the link (<https://www.sjcme.edu/mysjc/human-resources/benefit-enrollment/>) to the designated HR Benefit Enrollment webpage for tips and tools. It also contains the 2016 Benefit Overview, a copy of the Informational Sessions PowerPoint presentation which was also videotaped (coming soon).

Please review your options and costs carefully. You can make any changes you like at home or at work until the end of the enrollment period. Once the enrollment period has ended your choices will be final until the next enrollment period or until you have a qualifying life event. Contact your Heidi Jacques (207-893-7756 or [hjacobes@sjcme.edu](mailto:hjacques@sjcme.edu)) if you have questions.

Our Core Values

are at the heart of our core existence and should be visible in our daily interactions. They are:

- **Excellence**
- **Integrity** - Concerned for the common good as individuals and as a community, we commit ourselves to honesty in all relations with students, faculty, staff and administration. Through our integrity, we maintain the trust of the surrounding community and of public and governmental agencies.
- **Community**
- **Compassion**
- **Justice**
- **Respect**
- **Faith**

Imagine
with all
your mind.
Believe
with all
your heart.
Achieve
with all
your might.

FY15 Annual Performance Review Update

The deadline for completing the FY15 (July 1, 2014 – June 30, 2015) Annual Performance Reviews for staff has been extended to **December 24th at Noon**. Please disregard reminder emails from the ADP Notification Center (superuser@sdp.com) that indicate the November 30th due date. As of this publication, there are *40 employees that still have not* begun their self-assessments which were launched on October 1, 2015. Managers should encourage their staff to begin the process as soon as possible to ensure all components of the process are complete before December 24, 2015 at Noon.

As a reminder, a “How-To Guide” for both Managers and Employees can be found on the Quick Links page of mySJC in the Human Resources group. These guides are also available within the ADP Workforce Now system on the Home Page.

HR has compiled a few “How To” Tips that should make the process smoother:

- 1) *Google Chrome is the recommended internet browser*
- 2) *Look for a scroll bar within the performance screen in the non-rated questions in addition to the one on the browser window to ensure all answers are completed*
- 3) *It is recommended that employees and managers use the “save” function while completing the review questions.*
- 4) *Managers need to wait until the employee self-assessment is completed before starting their portion*
- 5) *Ensure only the **Job Purpose** section from the job description is copied into the first question, and then add comments on performance below it*
- 6) *Managers must wait for Human Resources to complete the approval step before holding one-on-one review meetings with employees.*



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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Policy Update: Media Relations

Purpose:

To maintain consistent and accurate information about the college by directing all media inquiries to the Marketing and Communications Office.

Eligibility:

All Faculty & Staff

Policy:

The Marketing and Communications Office of Saint Joseph's College coordinates media relations activities for the College and acts as the official news source and the principal contact for all official College-related communications between Saint Joseph's College and any media representative. Only individuals specifically authorized to do so will publicly speak on behalf of the College. Faculty members contacted by the media for input as subject matter experts, not about College business, may continue the practice of responding to the SME requests. It is the responsibility of the faculty member to notify the Marketing and Communications office of the media contact for administrative purposes.

Procedure:

If you are contacted by a member of the media or would like to publicize an event or activity related to the College, please contact the Marketing and Communications Office before providing any quotes or materials to the media. The Marketing and Communications Office must be notified of all potentially sensitive, contentious or controversial media inquiries with respect to Saint Joseph's College activities.

Media relations and the distribution of information for the Saint Joseph's College Athletic programs are managed by the Sports Information Director.

Be Well

Have you earned your \$300 wellness dollars for 2015? There is still time to log into your account at www.mycigna.com to self-report wellness activities you did for 2015. If you need any assistance please reach out to Jenna Chase at jchase@sjcme.edu.

Healthy Holiday Survival Tips:

Plan for daily movement: It is tempting to ditch your workouts as your days fill up with holiday preparations, parties and errands, but now more than ever, you need to stay active. Exercise will help you deal with added stress and give you energy for everything you need to accomplish during this busy time of the year.

Turn the focus from food to family and friends: Instead of focusing the day around the meal and food, focus on your conversation and make close connections with special people in your life you get to spend time with!

Practice the power of no: It is tempting to say yes to every invitation and every opportunity to volunteer during the holidays but you will enjoy the parties and other events more if you pick and choose the ones that are closest to your heart.