

# HR NOTES



April, 2020

We are are living through challenging times and navigating uncharted waters. We are facing new challenges that impact all areas of our life. Your Human Resources Department is committed to providing you support, resources, and understanding. We are available to answer questions and assist with requests so please feel free to reach out. We are happy to help!

## COMPUTER CORNER



The Human Resources Department worked hand in hand with our Technology Department to create a fact sheet for the proper care of your district issued computers. Although this information is always important to review it is especially critical as we transition to on-line instruction and are more reliant on our our technology. You can access the [Computer Care Fact Sheet](#) here.

Please take a minute to glance at some important upcoming dates.

**\*\*Dates are subject to change\*\***

**April 17th:** Teacher Planning Day

**April 24th:** Teacher Planning Day

**May 1st:** Teacher Planning Day

**May 8th:** Teacher Planning Day

**May 15th:** Teacher Planning Day

**May 22nd:** Teacher Planning Day

**May 25th :** District Closed

**June 1st:** Teacher Planning Day

**June 5th :** Last Day for Students

**June 8<sup>th</sup>:** Last Day for Teachers



## TUITION REIMBURSEMENT CONTINUES

We are able to process tuition reimbursements provided we receive electronic transcripts. We can only accept electronic grades directly from the college through a secured email. Please have university send the transcripts directly to Amelia Pumala. Additionally you will need to send an email attaching your proof of payment documentation. Examples are found on our website. Should you have any questions regarding the tuition reimbursement process, please contact Amelia Pumala ([apumala@wcsd.net](mailto:apumala@wcsd.net)) and she will be able to assist.

# TIME AND ATTENDANCE



If you need to log in to AESOP from your home/personal devices **please keep in mind that you must go through the WCASD federated log in page.**

You can find the direct link below and on the district website.

1. Click on this link: <https://login.frontlineeducation.com/sso/wcasd>. You will be re-directed to our WCASD Federated Login page where you can enter your username (**ex. wcasd\username**) and password (same username and password used to login your computer).
2. Save the link to your favorites bar.
3. This link can also be found on our District website under For Staff listed as FrontlineEd.

\*\*\*Please note, if you are on the frontline log in page underneath the login credentials box it will have “**or sign in with your organization SSO**”. This will re-direct you to the correct link to log in successfully using your district email address.

Please review your AESOP account and cancel any absences you no longer need to take due to the physical closure of our schools. You will still need to enter sick or personal days if they are unable to work remotely on a particular day due to illness or a personal reason. If you need assistance canceling an absence please email Joanne Redden ([jredden@wcasd.net](mailto:jredden@wcasd.net)) and she will be able to assist.

## LEVEL CHANGE REQUEST DEADLINE REMINDER

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**A reminder that all requests for level change for the 2020-2021 must be submitted in My Learning Plan prior to June 1, 2020. Applying in My Learning Plan satisfies the contractual requirement that the employee has informed the district prior to June 1, 2020 that they will attain the necessary credit by September 1, 2020. Please contact Amelia Pumala ([apumala@wcasd.net](mailto:apumala@wcasd.net)) with any questions and she will be able to assist.**

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# BENEFITS BLOG



Blue Cross is now offering Tele Behavioral Health where you can talk to a behavioral health provider by phone or video chat. Members pay the same amount as an in-office behavioral health visit. Read this [informational flyer for more details](#).



Delta Dental is now offering discounts for hearing aids and LASIK surgery. View a [flyer describing these programs](#).



Starting on April 1, 2020, the [Families First Coronavirus Response Act](#) goes into effect across the nation. Please review the linked flyer from the United States Department of Labor.



**pennsylvania**  
Public School Employees'  
Retirement System

**The PSERS Member Self-Service (MSS) Portal offers you secure, convenient, 24/7 access to your pension account information. With the MSS Portal, you can conduct many pension plan-related transactions online instead of filling out paper forms or contacting PSERS staff. You will receive instant confirmation of your transactions, instead of waiting for confirmation to be mailed to you. Read this guide on [how to register for your MSS Account](#). Your PSERS ID number is found on the top pf your annual statements.**



## PLEASE VISIT OUR WEBPAGE

Need information after hours or on the weekend? Please visit the [HR webpage](#) where you will find detailed information on many topics. You can also access documents and forms at the click of your finger.



### CONTACT US

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*"The mission of the West Chester Area School District is to educate and inspire our students to achieve their personal best."*

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