

## Employee News

### **Service WOWs**

So far, a total of 228 Service WOWs have been awarded for 2018 with 182 individuals being a Service WOW recipient. This is a great improvement from 2017's Service WOWs with 43 Service WOWs awarded and 42 recipients.

### **Wages**

Minimum wage will be \$9.25 an hour effective January 1, 2019.

Reminder to all supervisors to make sure that timesheets for all hourly employees are submitted, as to ensure that employees are paid for time worked.

### **Employment Reminders**

Remember to submit terminations for Student Workers, Adjuncts, GAs, and Extra Labor that will not be returning next semester. This will also help Payroll get the W-2s sent out properly.

For any newly hired Student Workers, Adjuncts, GAs, and Extra Labor have them contact Human Resources and complete their paperwork before their start date. We will need two forms of ID and a copy of a voided check or direct deposit authorization form from their bank.

### **Faculty/Staff Waivers**

Starting the Spring 2019 semester, Faculty/Staff Waivers will now be submitted online, by the first day of class, in Self-Service Banner under the Employee tab. For more instructions of how to submit the waiver visit our [HR website](#).

### **Insurance Updates**

Benefit enrollment changes for 2019 will go into effect January 1, 2019. New FSA or HSA deduction changes, made during Open Enrollment, will appear on your respective January 2019 payroll.

Be on the lookout for your new 2019 insurance cards. Blue Cross Blue Shield will be mailing them out on December 20, 2018. You can also view your insurance information, such as deductible, claims history, and your insurance cards, on [MY BLUEPRINT](#). If you need help creating your My Blueprint account visit our Human Resources website or click [HERE](#).

As a reminder, you have 30 days from a qualifying life event to make changes to your benefits at Tech. Changes to your benefits must be consistent with the change in status. Common examples of qualifying life events are:

- ◆ Getting married or divorced
- ◆ Having a baby or adopting a child
- ◆ Loss or gain of medical coverage of a spouse or dependents
- ◆ Change in your status of employment
- ◆ Entitlement to Medicare, Medicaid, or CHIP Programs

If you have any questions regarding your benefits, please do not hesitate to contact the Human Resources office.

## Contacts

Human Resources is located in the Brown Building, Suite 434

Phone: 479-968-0396

Fax: 479-968-0693

Ozark Human Resources office is located in the Technology & Academic Support Building in Room 154.

Phone: 479-508-3307

### **DATES TO REMEMBER:**

#### **Russellville Campus:**

New Employee Welcome-Chambers Cafeteria  
West Dining Hall  
January 9, 2019 at 8am

Continue to check OneTech for updates and announcements.

**Check out our website at [www.atu.edu/hr](http://www.atu.edu/hr)**