



HR *BUZZ*

Fall 2014

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Welcome

to the first issue of East Stroudsburg University's Human Resource Newsletter, HR Buzz! As you may recall, the Office Human Resource Management went through an assessment process last year. One of the suggestions from the assessment was to improve our campus communication. We listened! HR Buzz, to be produced several times per year, will supply employees with news and information involving Human Resources at ESU. Both current and old issues can also be found on the Human Resources webpage. We hope you find this to be a valuable resource.

http://www4.esu.edu/about/offices/human_resources/index.cfm

Who to Call...

Take a look at our new HR Service Provider and Benefit Resources Form, which is a quick reference guide for employee benefit information including contact names, email addresses, phone numbers, and website links.

http://www4.esu.edu/about/offices/human_resources/index.cfm

Training Opportunities

The Office of Human Resource Management, in conjunction with the PASSHE Academy, provides numerous training and professional opportunities. For more information, please visit:

www.passheacademyregister.com

Employee Self Service (ESS)

The ESS portal has many useful features for employees:

- View paystubs
- Submit leave requests
- Update W4
- View benefits
- Add education history

Log-in to ESS

<https://portal.passhe.edu/irj/portal>

New Hires

Welcome to our newest employees who joined us this semester:

- Daniel Boyke, Football
- Valentina Caval, University Relations
- Edwin Cordova, Facilities Management
- Ivette Echevarria, Facilities Management
- Gerald Ephault, Research & Economic Development
- Aida Garcia-Cole, Graduate College
- Brianne Globig, Swimming
- Stacey Grant, Research & Economic Development
- Ronald Gonzalez, Facilities Management
- Nestor Henriquez, Facilities Management
- George Johnson, Facilities Management
- Percival Moore, Facilities Management
- Scott Semerod, Student Enrollment Center
- Andrew Strobel, Football
- Baron Vanderburg, Admission

In addition to these employees, we would also like to extend a welcome to all of our new and returning temporary faculty and staff members. Welcome to the ESU community!

DID YOU KNOW?

As an East Stroudsburg University employee, many discounts are offered for restaurants, amusement parks, skiing, retail stores, resorts, cell phone carriers, and more. For a complete list of all of the employee discounts visit:

www4.esu.edu/about/offices/human_resources/benefits.cfm

Q&A

Question: Do I qualify for a tuition waiver and how do I apply?

Answer: Full time, permanent employees qualify for tuition waivers but it varies due to collective bargaining agreements that could delay your qualification for a six-month probation period. Check with the HR department for more information on your qualification. Employees can find the tuition waiver form on the Human Resource website under Forms. Waiver forms should be submitted prior to the academic semester.

*If YOU have any questions for HR please send them to:

humanresources@esu.edu

BURGY'S BEST

Don't forget to recognize your co-workers who create a positive, work environment through exceptional effort by completing a "Burgy's Best" form.