

QUARTERLY NEWSLETTER

PAYROLL REMINDER: W-2s

W-2s will be available next month online. Employees, current or former, may access their W-2 through the Employee Self Service (ESS) portal on myapps. If an employee does not have access to their myapps account or needs assistance with logging in, they should contact the WV State Auditor's Office Help Desk at 304-340-4850.

W-2s will be mailed out next month to employees who did not elect paperless for their W-2 on Employee Self Service (ESS) on myapps. Each year, hundreds of W-2s and 1095Cs get returned due to incorrect addresses. Facilities should ensure their employees' addresses are correct in Oasis for active employees as well as any employees who are separating employment. When an employee updates their address in Oasis, they should also be sure to update their address with PEIA (can be done online), Mt. Flex Benefits, the Public Employees Retirement System (PERS) and WV Retirement Plus (457), if applicable.

FUN FACT:

The official animal of Scotland is the Unicorn.



DOP'S HR LEARNING PORTAL

[LINK: HR LEARNING PORTAL](#)

What the HR Learning Portal Offers:

- **Clear Explanations of HR Policies and Procedures** – Access straightforward information about important topics like employee relations, performance appraisals, workplace policies, and more.
- **Up-to-Date Laws and Regulations** – Stay informed about the rules and legal frameworks that guide HR decisions, helping you understand your rights and responsibilities as an employee.

LEARNING PORTAL (CONTD)

- **Professional Development Opportunities** – Discover training materials and resources that can aid in your personal and professional growth, from building new skills to preparing for career advancement.
- **DOP-Specific Information** – Find links and documents tailored to employees working within the DOP merit system, giving you insight into policies that directly impact you.

REMINDER: PEIA TERMINATION CHANGES

Effective January 1, 2025, PEIA will reduce the time allowed for retroactive terminations from 60 days to 30 days.

TRAINING AND DEVELOPMENT

2025 HR NEW HIRE 3-DAY TRAINING SCHEDULE

For HR employees with at least 6-8 weeks of DCR training. DAS will notify Manager and invite new hires for attendance.

January 7-9

July 8-10

March 4-6

September 16-18

May 13-15

December 9-11

2025 HR REFRESHER TRAINING SCHEDULE

2-day training at the DCR Academy in Glenville. Open for HR employees that have completed the "New Hire 3-day Training" class.

April 30 - May 1

October 28 - 29

DCR POLICY

- **Looking for a policy on Document Retention?** Find it here [DCR Policy 105.08 Records Management Program](#).
- **Looking for a policy on creating Personnel and Administrative Files?** Find it here [DCR Policy 140.00 Personnel Records](#).
- All DCR policies can be found on their website at <https://dcr.wv.gov/aboutus/Pages/Policies.aspx>.

PSA REMINDER:

All PSAs must be requested through DAS. When requesting a PSA, please make sure to include the following:

- Subject Line - Request PSA (Job Posting & Job Title)
- Send email to DASHR@wv.gov

CONGRATULATIONS!!

Please congratulate Melissa Vance, with DAS HR, for completing her COHORT Training.



HR VOLUNTEER COMMITTEE

Please welcome the following six ladies to our HR Committee.

Shannan Huffman, Nellie Lesher, Sierra Nichols, Charlotte Underwood, Jaylie Harris and Kelsey Scarbro! Please feel free to contact me, Melissa McDowell, or one of our committee members with any issue or ideas you may have for future refresher trainings.

HR DAY AT THE CAPITOL!

Presented by WV Society for Human Resources Management (SHRM)

HR Day at the WV State Capitol is a wonderful opportunity to be recognized for your dedication to the profession in HR.

Your day will include a guided tour of the Capitol, meet & greet with local representatives, attendance and recognition at the Senate floor session, a photograph of our group on the senate floor, optional lunch and WV Culture Center and State Museum tour.

Mark your calendars for **Thursday, February 20, 2025**. If there is enough interest, SHRM will reserve a hotel block in Charleston for February 19th.

For more information or to be added to the roster, please contact Ashley O'Connor-Legislative Director of the WV SHRM State Council at aconnor@flahertylegal.com or 304 881-6057.

CONTACT US

Newsletter Suggestions or Training Assistance

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