

QUARTERLY NEWSLETTER

BENEFIT REMINDER:

Please review your paycheck stubs on July 10, 2026, to ensure that any changes made to your benefits are reflected correctly. Both PEIA and FBMC will be loading open enrollment changes onto this payroll, so it is an important time to verify that your information is accurate for the upcoming period.

UMR - New PEIA cards will be going out to the address PEIA has on file so be on the lookout for new cards. Or you can download the new UMR app for your on-the-go convenience.

The UMR app has a smart fresh look, simple navigation, and faster access to your health care benefits information. View your plan details on demand - anytime, anywhere.

With a single tap, you can:

- Access your digital ID card, see a personalized list of **Things to do** to stay on top of your health, keep your benefits up to date and look up in-network health care providers.
- Find out if there's a co-pay for your upcoming appointment and view your recent medical claims.

Chat, call or message UMR's member support team.

Please click this [link](#) to access a poster to display throughout your facility. Please post this in conspicuous, well-lit locations where all employees can easily see it, such as break rooms, communal areas, and/or near time clocks.

Download the UMR app today!



Simply scan the QR code or visit your app store to get started.



BENEFIT NEWS:

The Employee Referral Program (ERP)

This program provides employees and their families with resources to obtain assistance for a variety of personal problems which may affect their continued function as productive members of WV State Government or society. Assistance agencies and programs contained in the booklet link below are available from confidential, independent, off-site professionals who are experienced in a wide range of issues, including:

- Workplace Concerns
- Interpersonal Conflicts
- Anxiety, Depression, Trauma
- Mental Health
- Financial Issues
- Grief and Loss
- Addiction and Recovery
- Stress Management
- Parenting and Eldercare Support
- Crisis and Disaster Response



Paying for Services: If you have insurance, your benefits are dependent upon the plan you have joined. Refer to your insurer's website or call the number on the back of your insurance card to inquire about coverage. You'll likely have a deductible before your benefits start covering costs.

Please click on the link below to access the ERP document.

[WV Employee Referral Program Document](#)

PAYROLL REMINDERS:

- Review Your Paystubs! Always encourage your employees to review their paystubs to ensure their pay and deductions are accurate. Especially after making any changes, transferring to a different facility and at the beginning of the fiscal year in July when the new insurance plan year takes effect.
- All insurance changes or additions made during PEIA's and FBMC's Open Enrollment this year should be reflected on the July 10, 2026, paystub. Please encourage your employees to review their paystubs on July 10, 2026, to ensure their insurance is accurate. If there is an error, or a suspected error with your benefit deductions and/or the across-the-board increase, please contact your facility HR representative.

POSITION MANAGEMENT

Please ensure that NeoGov is updated whenever an employee changes positions, experiences a supervisor change, or when a position is reallocated. Any updates made to a position must be reflected in NeoGov to maintain consistency across our systems.

As EPA 2 season approaches, please note the following deadlines:

- July 1, 2026: EPA 2 open for supervisors
- August 25, 2026: Supervisor deadline to submit EPA 2
- August 30, 2026: Employee deadline to sign off and complete the EPA process

TRAINING AND DEVELOPMENT

We encourage you to review the [CourseMill website](#) to enroll in the following DOP classes.

Upcoming DAS Classes:

HR New Hire Training - July 21-22 and September 15-16

Upcoming DOP Classes:

A calendar of upcoming events can be found on the [HR Portal](#)

-  *Time Management – July 16 and Sept. 23 (virtual)*
-  *Avoiding Burnout – July 15 (virtual)*
-  *How to Improve 1-1 Performance Conversations – July 23 (virtual)*
-  *Attendance Management – August 5 (capitol complex)*
-  *Skills and Techniques for Successful Delegation – August 5 & 26 (virtual)*
-  *How to Build Resilience in Challenging Times – August 6 (virtual)*
-  *Time Management for Managers – August 13 & 20 (virtual)*
-  *Improving Your Team's Adaptability & Performance – August 13 (capitol complex)*
-  *Intro to Personnel Transactions – August 13 (capitol complex)*
-  *Discipline and Documentation – August 19 (virtual) and Sept. 2 (capitol complex)*
-  *Supervising for Success I: Critical Skills for Supervisors – August 25-27 (capitol complex)*
-  *Navigating Difficult Conversations – Sept. 1 (capitol complex) & Sept. 2, 9 (virtual)*
-  *Supervising for Success I: Critical Skills for Supervisors – Sept. 1, 8, 15, 22 (virtual)*
-  *Leadership Skills for Non-Managers – Sept. 3 (capitol complex)*
-  *Onboarding Employees – Sept. 17 (virtual)*
-  *Digital Communication: Better Emails and Ims – Sept. 24 (virtual)*

Contact Us:

DAS HR Training and Development

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DID YOU KNOW?

-  The very first U.S. coins in circulation did not have the phrase “In God We Trust”, instead Benjamin Franklin had them stamped with “Mind Your Business”.
-  No number from 0 to 999 contains the letter “A”.
-  High-heeled shoes were originally designed for soldiers. Persian fighters wore high heels in the 10th century to help their feet fit better in stirrups while riding horses.