

# QUARTERLY NEWSLETTER

## Benefits

PEIA ACCESS (Account Coordination & Centralized Enrollment Support System)

Click the link [here](#) to view steps for new member registration.

### PERSONIFY HEALTH

PEIA PPB member spouses are now invited to join Personify Health and earn rewards!

Personify Health is a wellness platform with tools and resources to support PEIA policyholders personal wellbeing goals. This includes healthy habit tracking, fun step challenges, a video library and so much more!

Earn \$300 annually for participating and qualify for a chance to win one of our two quarterly \$1,000 prizes! PEIA PPB Plan policyholders and spouses have the opportunity to earn \$300 in Rewards Cash every year by getting their routine health screenings, taking a Health Assessment, tracking healthy activities and other actions.

Click the link [here](#) or click on the QR code to get started.



## It's a Major Award!!

We are pleased to announce that **Kim Potters** is the recipient of the 2026 Stephanie Ankner Memorial Achievement Award, Payroll of the Year!

She received this award at the State Auditors Conference, held from 9/22/26 through 9/25/26.

This award recognizes Kim's outstanding performance and commitment to excellence in payroll processing, honoring the memory of Stephanie Ankner, who was integral to the payroll department within the Auditors Office and worked diligently to make the WVOasis HRM/Payroll implementation a success.

Congratulations, Kim, on such a prestigious award!

## Did You Know?

- ☠ *Honey is the only food that does not expire*
- ☠ *The dot above an i or j is called a tittle*
- ☠ *"Jingle Bells" was originally written as a Thanksgiving song*

# POSITION MANAGEMENT REMINDERS



**NeoGov Position Updates:** To keep our systems aligned, please update NeoGov promptly whenever an employee experiences a position change, a supervisor change, or a position reallocation. Keeping this information current ensures consistency across all organizational records.

For new hires, all information should be entered into NeoGov on their first day of employment. Please do not enter individuals into NeoGov until they have officially reported for orientation.

**Separation Packets Reminder:** When submitting a separation that involves a policy violation referenced in the dismissal letter, it is encouraged to verify you have signed policies due to unemployment asking for the signed policies.

## **NeoGov Termination Procedure:**

- Open the employee's profile in NeoGov
- Remove the listed supervisor
- Click the settings wheel in the top right corner and select **Terminate**
- Enter the Termination Date
- Check the box labeled Cancel all evaluations
- Select the Termination Reason field and choose the appropriate termination code
- Click Terminate to finalize the process

**DCR Only - Job Postings Update:** When creating a job posting, remember to select "Classified - This position is covered under the DOP Merit System" in the Civil Service Type drop-down (located next to the county list). While this field is not marked as required, selecting is mandatory for all postings.

The screenshot displays two dropdown menus from the NeoGov system. The first menu, titled "LOCATION OF VACANCY", lists several counties with checkboxes: BARBOUR, BERKELEY, BOONE, BRAXTON, BROOKE, CABELL, CALHOUN, and CLAY. The second menu, titled "Civil Service Type:", shows a list of three options: "Classified - This Position is Covered Under the DOP Merit System.", "Classified-Exempt - This Position is Not Covered Under the DOP Merit System", and "Non-Covered - This Position is Not Covered OR Classified Under the DOP Merit System".

# RETIREMENT NEWS

We thank Sharon Hayes for her dedication to West Virginia for 35 years of service. Prior to the consolidation of the legacy agencies, Sharon served as the HR Director of the WV Division of Juvenile Services and the most recent 8 years as Position Management and Separation Services Manager with the Division of Administrative Services.

Congratulations on your retirement! Thank you again for all your hard work and the wonderful energy you brought to the team every day. Wishing you a long, relaxing, and happy next chapter!

**Goodbye tension, hello pension! Enjoy your permanent weekend!**

# TRAINING & DEVELOPMENT



## Courses on-site at DAS

- ❄ October 27 | 9-12 noon | DAS Mandatory EEO Training Make-up Class (onsite)
- ❄ October 30 | 12 noon | DAS Mandatory Ethics Training Make-up Class (virtual)
- ❄ December 8-9 | 8-4pm at DAS | DCR HR New Hire Training

## DOP -18 Supervisor/Manager Courses

- ❄ October 6 & 13 | 10-12pm Virtual | Managing a Distributed Workforce: Skills and Strategies | OHRD224-VT
- ❄ October 14 | 9-4pm at Capitol | Discipline and Documentation | OHRD210
- ❄ October 7 & 28 | 10-12pm Virtual | Skills and Techniques for Successful Delegation | OHRD222-VT
- ❄ October 7-8 | 9-4pm at Capitol | Coaching and Developing Employee Performance | OHRD206
- ❄ October 8 | 10-12pm Virtual | Strategies for Managers to Create Better Work Culture | OHRD186
- ❄ October 22 | 9-4pm at Capitol | Navigating Difficult Conversations | OHRD225
- ❄ October 29 | 9-4pm at Capitol | Conflict Management | OHRD207
- ❄ November 18 | 10-12pm Virtual | Onboarding Employees: It's More Important Now Than Ever | OHRD190
- ❄ December 10 | 10-12pm Virtual | How to Improve 1-1 Performance Conversations | OHRD193

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