

## **FRIENDLY REMINDER**

- Column Movement applications are due to HR no later than September 30, 2024, to be considered for salary advancement during the 24/25 school year.
- Level II applications must be completed within 6 years of service. Please contact PDE via TIMS to start the process.

### **Take note!**

Human Resources has recently done some reconfiguring! For the most update to information on who to direct your questions to, please use the contact us link below for our updated job responsibilities.

### **Contact us**



**BACK**  
*to*  
**SCHOOL**

### **Wellness Corner**

Independence Blue Cross has wellness programs that you can get reimbursed for!

Below are PDFs of this month's highlight. Check out the IBX website for the full list.

#### **Nutritional Counseling Flyer**

**Tobacco Cessation Reimbursement**

**Weight Management Reimbursement**

**HUSK Marketplace**

## Essential Staff Insights:

- Salary & Benefits information can be found in the Employee Access Center under “Salary & Benefits.”
- Name Changes, Address Changes, W-4 changes, Direct Deposit Changes, can now be submitted via Records on the PSD Key
- For those of you who require substitutes in your absence don’t forget to log your absence into Frontline/ESS and Timeclock Plus.
- Benefit Changes can be submitted via Benefits Enrollment on the PSD Key under Professional Resources. This includes updating your full-time dependent student status each semester!

## Contact us:

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