



## Welcome Back!

As we embark on a new school year, the HR department would like to highlight some important information created to assist employees.



### COVID-19 Questions

We have created a new employee portal to help guide you with your questions as we start the new year. See the attached link to the portal on our website. We encourage all employee to check out this valuable information.

<https://www.monroe.edu/employeeecovidinfo>

**Frontline Central:** As you know Frontline Central has been a valuable resource during the pandemic. It allows us to keep processes moving by utilizing a safe and secure electronic system. Frontline Central does require use of your BOCES issued email. Please check this email at least once a week to be sure you don't miss out on important information. If you are unable to login to your email, you can contact the Help Desk. If you are unable to login to Frontline Central, contact the HR department. The attached document highlights how to log in and where to find Forms you can Start.

<App.frontlineeducation.com>

**EAP:** We would like to remind everyone of our Employee Assistance Program/EAP. It provides useful resources to our employees on a variety of topics. For more information regarding the EAP Program you can visit the website and/or call via the information below. You can register a personal account by creating a username and password. If you have any questions you can also contact. Click on "Employee Login" > "Register Here" > Employer/Union = "BOCES 1"

<http://www.educatorsEAP.com> or Toll Free 1-800-535-4841 Monday – Friday 8:00 am – 5:00 pm

**Life Insurance:** All full time employees, that work at least 20 hours a week, have a free life insurance policy in the event of their death. If you haven't updated your form recently, we encourage you to submit a new form. Due to the high volume, the HR department is unable to look up your current form to verify your beneficiary. If you are unsure, we ask that you complete a new form, found in Frontline Central.

Look for: [Mutual of Omaha Beneficiary Change Form, under Forms I can Start.](#)

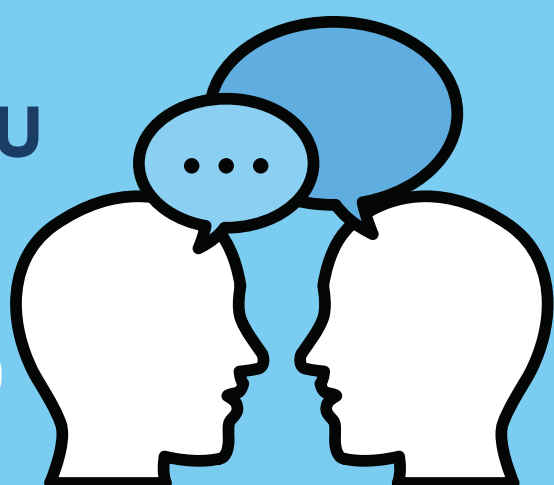
**Have a great new year!**

# COVID-19 QUESTIONS

## FOR HUMAN RESOURCES

### WE KNOW MANY OF YOU

have questions on COVID-19 and how it will impact you and your job. To guide you, we've created a new **EMPLOYEE PORTAL FOR COVID-19 INFO**

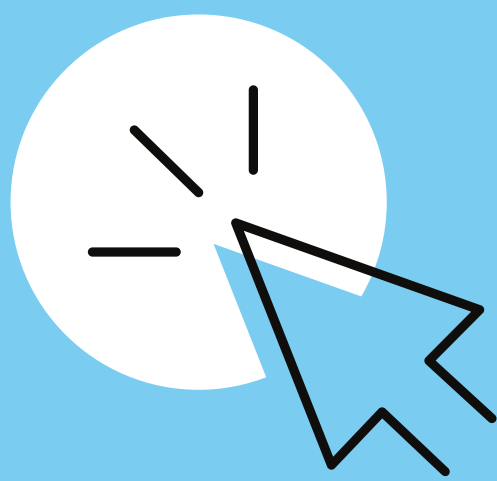


### NEW EMPLOYEE PORTAL

Visit [Monroe.edu/EmployeeCovidInfo](https://Monroe.edu/EmployeeCovidInfo) to find answers to your questions. You can also access this by going to the homepage and finding the link for employees on the left.

### CLICK THE TOPIC YOU WANT TO EXPLORE

Including time off for child care, additional sick days for quarantine, and information on testing.



### STILL HAVE QUESTIONS?

We are here to help.  
Call the HR Office at 383-2251


LEARN MORE AT  
[MONROE.EDU/REOPENINGPLAN](https://Monroe.edu/reopeningplan)

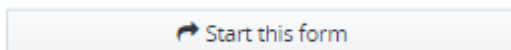


## Don't forget -FRONTLINE CENTRAL for digital forms!

Many of the paper forms in the HR Office have been created in Frontline Central for employees to complete.

Log into Frontline Central and go to **My Forms** and **Forms I Can Start**. When you find the form you need, click on

 **Start this form** all the way to the right. Do not click on the name of the form.



Some of the digital forms that you can now complete in Frontline are:

- 2020-21 24 Pay Selection
- 24 Pay Cancellation
- NYS Form IT-2104 2020 *for changing your state taxes*
- W-4 2020 *for changing your federal taxes*
- Direct Deposit-Change, Cancellation or New Enrollment
- Employee Information Change Form *for NAME and/or ADDRESS changes*
- First and Second Half Tuition Reimbursement Requests
- Request for Leave-All Leaves (Form 1) *-for a leave of absence request for the employee or family member*
- Return to Work or Leave Extension Form
- Confidential Medical Document Upload Form

## Problems are part of life



We all face problems from time to time. Usually, we can handle them ourselves without the help of outside resources.

But sometimes it makes more sense to reach out for help. That is why your employer provides you and your family with a confidential Employee Assistance Program, a benefit that provides resources and solutions for the problems you encounter. Just as health insurance is designed to address your physical health, your EAP benefit is designed to assist your emotional and mental well-being. And because your employer has covered the entire cost of services, there is no cost to you.



### GETTING THE HELP YOU NEED

Call anytime for confidential assistance. To reach a counselor for any of your EAP needs, call toll free:

**800-252-4555 OR 800-225-2527**  
OR VISIT **theEAP.com**

#### COUNSELING BENEFITS

Help with personal issues from relationships to stress and substance abuse.

#### WORK/LIFE BENEFITS

Assistance for other personal, financial and legal issues.

#### INFORMATION RESOURCE BENEFITS

Access a vast collection of self-help tools and articles.

#### LIFESTYLE BENEFITS

Discounts to help with fitness, nutrition and weight management.

#### PERSONAL DEVELOPMENT BENEFITS

Help balancing your work, life and career.

#### WELLNESS BENEFITS

Information and resources to improve your overall wellness.



©2018 ESI

### GETTING HELP IS SIMPLE

Just call **800.252.4555** 24/7 to reach a professional counselor.

## Introducing your Employee Assistance Program



## HOW DOES THE EAP WORK?

Getting the help you need is simple. You can call the EAP 24 hours a day, 7 days a week to reach a professional counselor. Call our toll free number or log on to our website to access other benefits.

**800-252-4555**  
**theEAP.com**

## MORE BENEFITS FOR YOU

Your EAP provides access to more problem solving solutions than any other EAP. And nearly 99% of those who use the EAP are satisfied with the experience.



## COUNSELING BENEFITS

Many complex issues are best resolved with counseling assistance from a behavioral health professional. You will want to consider calling for help if you encounter problems such as:

- Relationship and family issues
- Depression, stress, or anxiety
- Grief or loss of a loved one
- Eating disorders or substance abuse
- Workplace difficulties

When you call, you connect immediately with a counselor. Each of our experienced counselors has a Masters or Ph.D. level of training. Should you need to be referred to a local counselor for personal visits, we have more than 40,000 providers available to ensure that you will have a counselor near your home or workplace.



## WORK/LIFE BENEFITS

Assistance for personal, family, financial, and legal issues is available for your everyday work/life problems, including:

- Debt counseling and restructuring
- Legal problems not related to employment or medical concerns
- Child care and elder care assistance
- Financial information
- Caregiver help and resources
- Real estate and tenant/landlord concerns
- Interpersonal skills with family and co-workers
- Pet Help Center

## SELF-HELP RESOURCES

Self-help Resources give you access to a vast collection of thousands of tools and informative articles covering virtually every problem you might face. You can call or log on to the website to access these benefits. Some available resources include:

- Behavioral Health - information on everything from alcohol abuse to personal stress
- Financial - articles, tools and information to help with virtually every financial question
- Legal Information - topics ranging from adoption to wills
- Tools for Tough Times - resources to assist with difficult financial issues

## PEAK PERFORMANCE COACHING

Personal and professional coaching is available from senior-level ESI coaches. Get one-to-one telephonic coaching and support, as well as online self-help resources and trainings. Coaching is available for:

- Certified Financial Coaching
- Balancing Life at Work and Home
- Resilience
- Effective Communication
- Home Purchasing
- Student Debt
- Yoga & Relaxation for Beginners
- Workplace Conflict
- Retirement
- Succeeding as a Supervisor

## LIFESTYLE BENEFITS

Your Lifestyle Benefits include discounts to help you enhance your quality of life. Call or check the website for nutrition, fitness and weight loss discounts.

## CAREER DEVELOPMENT AND TRAINING BENEFITS

Our online training and resources help with personal growth. If you are a supervisor or hope to become one, we offer an entire online supervisory training resource. You can balance your work, life and career objectives with the help of tutorials, exercises and worksheets.

## WELLNESS BENEFITS

The EAP wellness benefit allows you to access information and resources to improve you and your family's overall wellness including stress reduction, fitness, diet and smoking cessation.

- Online Wellness Center

