






# BUSINESS SERVICES NEWSLETTER

2023-24 QUARTER 3

## QUICK LINKS

-  [Human Resources Website](#)
-  [Human Resources Calendars](#)
-  [Skyward](#)
-  [Employee Benefits Website](#)
-  [Employee Handbooks](#)
-  [Inclement Weather Memo](#)

## KEY UPCOMING DATES

Feb. 16	Pay Day
Feb. 22	No School-Professional Development Day
Feb. 23	No School
March 1	Pay Day
March 15	Pay Day
March 21	Parent/Teacher Conferences
March 22	No School
March 25-28	Spring Break
March 28	Pay Day
Late Spring	Benefits Open Enrollment

## A MESSAGE FROM THE DIRECTOR OF BUSINESS SERVICES

Hello All BASD Staff,

As we are in the middle of February, I can't believe we are over halfway through the fiscal year. I want to thank all of you for your continued commitment to the Berlin Area School District. All of you are critical to this school district's success.

I would like to take this opportunity to share some of the great items from the past year that has taken place in the Business Services and Human Resource area. All hourly staff members transitioned to the Skyward TruTime system to clock in and out. This integrates with the payroll system. All staff members have transitioned to an electronic Skyward system to enter time off. We are also completing our second year of using the Skyward electronic purchase requisition system. The District Office has added and will continue to add Ecommerce vendors to the purchase requisition process. The district has worked hard and will continue to work on closing the gaps in all employee groups compensation and benefits. The district was able to reduce property taxes and still be able to prepay debt. These are just a few that I could think of I am sure there are others. I want to commend all of you for your patience and understanding during these transitions. You all did a great job. Thank you!

As you may have noticed, we are excited to be reviving our Business Services Newsletter. The plan is to have this come out quarterly. It will feature tips and tricks as it relates to Business Services as well as feature hot topics that you may be faced with during a certain time of the year.

A question that I get quite often this time of the year is when will I receive my yearly Wisconsin Retirement Statement. The 2023 statements will be distributed in the month of April per the communication I have received from the Wisconsin Department of Employee Trust Funds.

The final thing I will leave you with is one of our most underutilized services provided to you: the Employee Assistance Program. Did you know that you, your dependents (including children to age 26) and all household members can contact master's-degreed clinicians 24/7 by phone, online, live chat, email and text? There's even a mobile EAP app. Your program includes up to three face-to-face assessment and counseling sessions per issue. For more information, please check out the [website](#) for more information.

Again, thank you for all of the work you do for this district.

Sincerely,  
Tricia Polakowski  
Director of Business Services





# INSURANCE AND BENEFIT CONTACT INFORMATION



## HEALTH INSURANCE

[UMR](#)

800-207-3172

General Claim Inquiries

## DENTAL INSURANCE

[Delta Dental](#)

800-236-3713

General Claim Inquiries

## VISION INSURANCE

[VSP](#)

800-877-7195

General Claim Inquiries

## PRESCRIPTION DRUG

[CVS](#)

800-818-6911

General Claim Inquiries

## LIFE & DISABILITY INSURANCE

[The Standard](#)

888-937-4783

General Claim Inquiries

## TRAVEL ASSISTANCE

[Assist America](#)

800-304-4585

General Inquiries

Medical benefits if travelling overseas including travel of a loved one if sick & more.

## TELEMEDICINE

[Teledoc](#)

1-800-TELADOC (835-2362)

Talk to a doctor, therapist, or medical expert anywhere you are by phone or video. Download the app or check your UMR plan summary for details. See other recent updates regarding Teledoc on Page 4.

## FLEXIBLE SPENDING

[Diversified Benefit Services](#)

800-234-1229

Reimbursement of eligible dependent care expenses.  
Reimbursement of medical, dental, and vision expenses not covered by your plans.

## EMPLOYEE ASSISTANCE PROGRAM

[The Standard](#)

888-293-6948

General inquiries, EAP, will prep, financial & legal advice, and much more.



## WEB POST? WHAT IS A WEB POST??

A webpost is where you can find information regarding Business Services and Human Resources processes.

- It is located in Skyward.
- Log into Skyward.
  - Click on "Employee Information".
  - Click on "Personal Information".
  - On the left, you will see "Web Post".

- What can you find there?
- Requisition Entry Process Directions
  - How to Look at Past Requisitions
  - CESA 6 Purchasing Vendors
  - New Vendor Form and Much More!

## "THESE ARE BROKEN. MINE ARE BROKEN."

What movie is that from? HINT: the images to the right are your clue. The answer is on the last page of the newsletter. But WHAT DO YOU DO IF YOU ORDERED SOMETHING AND IT IS BROKEN?

The most important thing is to check your purchases right away. Open the box and take it out right away. Do not wait until you are ready to use the item. If it is broken, take a picture and send it to Missy Gravunder at [mgravunder@berlin.k12.wi.us](mailto:mgravunder@berlin.k12.wi.us) along with the PO number it is related to. She will then work with the vendor to try to get a replacement.





## LICENSE RENEWAL

Is your license up for renewal? Don't wait! Make sure you review the paperwork soon so there are no delays. Those Lifetime license holders who have background checks due this year must submit the 5900 application by June 30, 2024. When you download those due, you might see a variety of dates (e.g. 4/13/2024, 11/15/2024). No matter the date, if due in 2024, they should submit the 5900 by June 30, 2024.

## TAX FORM UPDATES

Did you do your taxes yet? Did you need to make updates to your 2024 tax information? Log into Skyward. Click on "Employee Information" and then "Personal Information". Click on "Web Post" found on the left. You will find the W-4 forms there. Return all forms to Vicci Stimac in the Business Office.



## MOVED RECENTLY?

Have you moved recently. Make sure you go into Skyward to update your new address or email Vicci Stimac at [vstimac@berlin.k12.wi.us](mailto:vstimac@berlin.k12.wi.us).



## GET FIT!

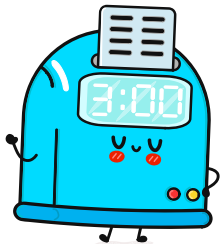


The Berlin Area School District is excited to announce the creation of Be Active Community Education & Recreation, which will operate within the Berlin School District. Be Active Community Education & Recreation are recreation and leisure services available to the residents of the Berlin School District and the surrounding areas.

As a BASD employee, you get **FREE** access to the Fitness Center during operational hours. You just use your ID! You also get to use the pool during recreational times for **FREE**. Just show your ID! If you bring a guest to one of the swimming activities, it is only \$2.00 for them to join you.

For information on the program, go to <https://www.berlin.k12.wi.us/community/beactivecommunityeducationrecreation.cfm>

## SUBMIT YOUR TIMECARD FROM HOME



If you are an hourly employee, did you know you can submit your timecard from home? Yep! Log into Skyward in the app or the website. Follow these easy instructions:

[INSTRUCTIONS](#)

Note: In order to punch in and punch out, you must still be on campus and logged into the school's wireless network.

## OOPS! I DON'T NEED THAT DAY OFF ANY LONGER!

It's easy! All you need to do is put a new request in Skyward under the same time code you used. You will enter your requested absence just as you did, BUT THIS TIME, you will put a negative number in front of your hours to cancel it out.



For example, I wanted to take "Time Off" on Jan. 6. I put the request in for 8 hours. Oops! I don't need that day off any longer. I will put in another request for "Time Off" and put "-8" in the hours to cancel it out. If I need to take a different off, I will enter a new "Time Off" request.

## SNOW DAY

Did you receive all three of the following when we had a Snow Day:

- o Text
- o Call
- o Email



If you didn't, please contact Vicci Stimac at [vstimac@berlin.k12.wi.us](mailto:vstimac@berlin.k12.wi.us).

Make sure you read the [Inclement Weather Expectations and Guidelines](#) to make sure you are prepared for the next big storm.

## MAJOR LIFE CHANGE?

Have you had a major life change (26th birthday, marriage, death, birth of a child, adoption, or divorce)? Make sure you update your information in Skyward and with all of your benefit providers to ensure coverage. Additionally, please contact Vicci Stimac, HR Specialist, to let her know.





## OHHH! THAT LOOKS INTERESTING!

Do you want to register for a conference or something related to professional development? There are six steps, BUT before we worry about step two, three, four, five, and six, you must do step 1: **APPROVAL PROCESS!**

1. Save a copy of the agenda for the activity you will be attending to attach.
2. Log in to School Dude.
3. Create a request.
4. Choose "PD\_DISTRICT" in the dropdown for "Site".
5. Complete the form.
6. Attach the agenda.
7. Save (found at the top of the page-under the words "Asset Essentials").
8. Wait for final approval from a director - depending on group you will see one or two approvals before a director approval. Ex. In pupil services, you will see principal and then director.

NOW YOU ARE READY FOR THE REST OF THE STEPS. Go to "Web Post" in Skyward for these steps. Don't know how to get to "Web Post"? Check out the directions on the previous page of this newsletter!

## THE WHEELS ON THE SCHOOL VEHICLE GO ROUND AND ROUND.....



Employees should use a school vehicle when traveling. If a school vehicle is not available mileage will be reimbursed. If a school vehicle is available but you would prefer to use your own vehicle, mileage will not be reimbursed.

Before you request a vehicle in School Dude, you must know if you are authorized to drive.

If you are traveling with students, you must have a physical on file (good for three years) and a current driver's license. The physical form can be found on "Web Post".

If you are traveling by yourself or with another employee, you must have a current driver's license on file.

Submit your physical form and copy of your driver's license to Amy Briskie in the District Office or [abriskie@berlin.k12.wi.us](mailto:abriskie@berlin.k12.wi.us).

Now.....you can make a vehicle request on School Dude.

TRIVIA FROM PAGE 2: "THESE ARE BROKEN. MINE ARE BROKEN."

Answer: Pretty Woman

## A BIT OF SCHOOL HUMOR.....

What is a snake's favorite subject in school?  
Hissssstory.



Which school supply is king of the classroom?  
A ruler.



Why did the teacher wear sunglasses to school?  
Because her students were so bright.



What time would it be if Godzilla came to school?  
Time to run!



Which letter of the alphabet has the most water?  
The "C."



## ATTN: ALL HSA ENROLLEES



Effective April 1, 2024, Teladoc, a global leader in virtual care, will increase its standard visit pricing in the following manner, which will impact HSA Plans only:

- General Medical Visit Fees to \$54
- Mental Health Visit Fees to:
  - \$95 for a licensed therapist visit
  - \$235 for an initial visit with a psychiatrist
  - \$105 for ongoing visits with a psychiatrist
- Dermatology Visit Fees will remain \$85

Teladoc services do apply toward the deductible.

Please contact the WCA Group Health Trust Team at 1-800-236-6885, if you have any questions.