Pics From The Annual SJMH Picnic

Continued on Next Page
Order Through Soc/Rec by Wed., Aug. 24 - $55 a ticket

WEST VIRGINIA

MEDICAL EMPLOYEE APPRECIATION NIGHT

WEST VIRGINIA VS. TCU

EVENT INCLUDES:
- Special price for medical employees
- Limited pre-game field access passes
- Scoreboard recognition

EVENT PRICE:
$55

ORDER DEADLINE:
Friday, August 26th

FOR QUESTIONS: LEE HARRIS | 304.293.8641
Mary Lou Hall, Brooks Hall, Ed Garrett, and Debbie Garrett brought bibles to SJMH for staff and patients, recently. They are pictured providing Edie Withers, in the center, with her own healthcare bible.

NEWS About AAA Discount Program

The AAA discount program that has been offered during the Benefit Fair the last numerous years will NOT be offered again this year.

Several AAA Clubs have merged recently and they must have at least 50 employees participating to offer the discount. Since we only have about 15 employees taking advantage of this program, AAA will not be taking new participants this year.

If you have participated this last year, you will receive a notice and invoice in the mail. The discount will continue to be offered to you because of your past loyalty. If you should ever drop the coverage and later wish to re-enroll, the discount will no longer apply.

Your cooperation with clocking in & out on both Time & Attendance Systems is greatly appreciated & CRITICAL. KEEP IT GOING! Hopefully we can transition to Novatime SOON.
IMPORTANT NOTICE UPDATE

As of July 5, Country RX, of Jane Lew will no longer accept our 340B drug program. Also, be aware that KROGER has terminated the 340B drug program with Stonewall Jackson Memorial Hospital permanently. If you previously used Kroger for your SJMH Health Insurance prescriptions, you will need to move your Rx's to one of our other participating pharmacies in order to have insurance coverage. They include:

Fast & Friendly - Garton Plaza, Weston          304-269-3737

RITE AID
218 E. 3rd St, Weston                    304-269-7963
902 N. Lewis St., Glenville             304-462-4438
168 Main St., Sutton, WV 26601          304-765-2562
71 W. Main St., Buckhannon, WV 26201    304-472-0150

PLEASE NOTE: We still have not received notification that CVS & WALMART are ready to accept our 340B Prescriptions. We are hopeful it will be very soon, but unfortunately it is out of our hands. We will send out a notice as soon as we receive notification of completion.
Coming Soon!! The ONE-time opportunity to make Benefit changes outside of a “Change in Status” will be available beginning Thursday August 11 at 12:01 am and ending Thursday August 25 at 11:59 pm.

This will be a MANDATORY ENROLLMENT for ALL Full-time and Part-time as well as PRN employees that have been offered Health Insurance. All other PRN employees will not even be in the system.

Reason for the Mandatory Enrollment, we have moved from the EBIX/ Benergy Enrollment software we have used the last 4 years to Paylocity’s Enrollment software called Enterprise Web Benefits. Human Resources has worked diligently to ensure all your benefits made the transfer without issues. The Beneficiaries you had in EBIX, however, DID NOT transfer over. Therefore, when going through your enrollment, PLEASE assign your beneficiaries. You took life insurance to provide loved ones financial assistance in the event of your death – Please make sure they will properly receive it.

Paylocity Web Pay and Web Benefits have one Single Sign-on. If you are currently viewing your pay stubs on-line please log-in the same way. In the upper left corner, click on the Gray “Web Pay” box. This will drop down a menu where you will select Enterprise Web Benefits. You will see a menu on the left side and all your benefits listed on the right side.

Click on Edit my Profile, select Beneficiaries from the next Menu.

An example of how Beneficiary options could be listed. If you have a beneficiary that is NOT a dependent you would need to add them to list of choices. Make your designations add up to 100%. The “Second (or Contingent) Beneficiaries” would only apply IF you and your Primary Beneficiaries die simultaneously OR they pre-deceased you & you failed to change your designation.

Open Enrollment link should appear like:
Join Us for a Farm-To-Fork Buffet
Sat., July 30
6 p.m. - Reception         7 p.m. - Dinner
Prepared by Chef Geoff Kraus using locally produced products at The Glass Museum on Main Avenue
If the weather permits we will eat outside; if not we will dine on the inside of the Museum.
$40 per person
benefitting The Depot Farmers Market and Glass Museum
Make checks payable to: The Museum of American Glass
Tickets available at Marian’s Boutique, Chamber of Commerce, Lewis County CVB, Municipal Building

Volunteers Needed
The Theresa Snaith Hospital Auxiliary is always looking for new volunteers to help with activities at SJMH. One of the most important jobs for the group is to man the Hospital Gift Shop. If there are people who would be interested in joining the Volunteers, please contact the SJMH Marketing Office at 269-8167.

WVU Game Planned
Members of the Social/Recreation Committee are planning a trip to WVU for a game in October. The annual Medical Employee Appreciation Night will be Oct. 22, WVU versus TCU with a cost of $55 per person. Reservations should be made and paid by August 24.

Annual Golf Tournament
The annual SJMH charity golf tournament is planned for Tues., Oct. 11, at Stonewall Resort. The tournament has been the funder for over $200,000 in scholarships to students pursuing degrees in healthcare.

Don’t forget the annual Benefits Fairs is August 19. The SJMH Relay for Life team will be having a fundraiser that day, also.
SJMH will be providing a piece of wholesome, fresh fruit for each child, who visits the Market.

Open Every Saturday through the summer

THE DEPOT FARMERS MARKET

10 a.m. to 2 p.m.

Call Geoff Kraus - Market Master
269-7177

or the City Building
304-269-6141

located at 102 West Second Street, Weston

Facebook: The Depot Farmers Market
You can also leave your donations at our front console!!!

School Supply Drive for Flood Victims

Lewis County Girl Scouts would like your help collecting SCHOOL SUPPLIES for all of the students and teachers affected by the recent flooding. With a new school year just around the corner, let’s do our best to GIVE THEM THE BEST START WE CAN!


Items will be collected until July 30th and may be dropped off during regular business hours at the following Locations:

Lewis County Park Office ~ Lewis Bennett Public Library
Saint Patrick Church Office ~ Citizens Bank of Weston
Where do I find...???

**PAYLOCITY WEB PAY PORTAL**

**COMPANY INFORMATION**
- Café Menus
- Upcoming SJMH Events

**NEWS**
- Weekly Newsletters
- Other Info Flyers
- Recognize Co-Workers

**HI, “YOUR NAME”**
- Personal Profile–edit
- Demographic Changes
- Public Profile – add/edit

**PAY**
- Pay Stubs
- W-2
- Direct Deposit Accounts
- Tax Forms
- Check Calculator – What ifs

**TIME OFF**
- Accrual Balances

**BENEFITS**–Learn about them
- Benefit Plan Summaries
- Dependent Changes-edit
- Emergency Contact-edit
- Required Notices to YOU

**APPLICATION**
- Configure Self Svc Portal
- User Preferences
- Employee Training Docs
- Internal Applicants
- This will soon replace our internal transfer form

**CAREER**
- Skills – can add
- Education – can add
- Reviews

**EMPLOYMENT**
- Employment Status
- Dept / Position

**PAYLOCITY APP**
- PAY-VIEW PAYSTUBS
- ALL THE PORTAL FEATURES ABOVE

**NOVATIME PORTAL**

**VIEW TIMESHEET**
**ENTER MILEAGE EXPENSES**
- Once approved by Supr. will drop to your timesheet for payment on next pay period.

**SCHEDULE**
**ACCRUAL BALANCES**
**POINT BALANCE- (OCCURRENCES)**

**REQUEST TIME OFF**
**RECEIVE MESSAGES**
**SEND MESSAGES**
**VIEW YOUR PROFILE**
- Make changes in Web Pay

**CALENDAR HISTORY OF:**
- TIME WORKED
- VACATION DAYS TAKEN
- SICK DAYS TAKEN
- HOLIDAYS TAKEN
- PERSONAL DAYS TAKEN
- ABSENCES

**NOVATIME APP**

**CLOCK IN/OUT**
- At any SJMH Facility

**VIEW TIMESHEET**
**VIEW SCHEDULE**
**VIEW ACCRUAL BALANCES**
**REQUEST TIME OFF**
**VIEW/SEND MESSAGES**
**APPROVE/SUBMIT TIMESHEET**

**TIMECLOCKS - ICONS**

**PUNCH IN/OUT**
**TRANSFER DEPT/JOB**
- List will appear to choose

**EDUCATION CLOCK IN**
**SUPERVISOR**
**CHARGE NURSE**
**SUPR. AND CHARGE NURSE**
**CALL BACK**- will pay OT
**SLEEP STUDY CALL BACK**
**ULTRASOUND CALL BACK**
**NUCLEAR MED CALL BACK**
**MAINTENANCE CODE**
**PACU CODE**
**VIEW TIMESHEET**
**VIEW SCHEDULE**
**VIEW ACCRUAL BALANCES**
**VIEW POINT BALANCES**

**WEB BENEFITS**

**BENEFITS ENROLLED IN**
- As of any Date Selected

**MAKE LIFE EVENT CHANGES**
**UPDATE BENEFICIARIES**
**OPEN ENROLLMENT CHGS**
**BENEFIT CALCULATOR**
**LIBRARY OF BENEFIT PLAN SUMMARIES**