WELCOME LETTER WITH LINKS

It is a pleasure to welcome you to SHC as a full-time employee.  This is just a reminder that you have 30 days from your first day of employment to sign up for benefits. Benefit information is located on Badgerweb (Employee info, Benefits sign up info) this will give you detailed information on all benefits.  This link, <http://enroll.benefitsconnect.net/SHC> will allow you to sign up for all your benefits as well as provide helpful videos on some of the benefits available. On each benefit you have the option to enroll or waive coverage. It will also provide you with pricing as you go through each step.

There is also required documentation that needs completed in the link so even if you are not interested in any benefits you are still required to go through the process. You also receive free life insurance policy provided by the College which is one times your annual salary up to $50,000 that is included as well.

Please let me know when you have completed enrollment via the link.

Also, if you would like to sign up for a retirement account, please do so online. The TIAA plan number is 334036. The link is on Badgerweb under [Benefits Information](https://urldefense.com/v3/__https:/badgerweb.shc.edu/ICS/Employee_Info/Benefits_Information.jnz__;!eBTj5e1LJKSq7Q!e_55QKcjURYPa6k2DCTm9zz-tYClSFUweJ8H4F6gFhwlk-06U5zjqyHPkB79NXzX$).  Once you have signed up online, please print and complete the [Salary Reduction Agreement](https://badgerweb.shc.edu/ICS/icsfs/AGREEMENT_no_match.pdf?target=1c832c01-f20b-45f1-bf9b-37e979917588) from Badgerweb under Benefits Sign Up Info and return it to me.

**Badgerweb**

You can find lots of information on badgerweb. It is [www.badgerweb.shc.edu](http://www.badgerweb.shc.edu). You are able to login with the same username & password that you use for email. Once you are logged in the Employee Info tab will provide you with information on College policies, your employment information, your time off that is available, and many other things.

**Timecard**

Everyone on campus is required to keep a timecard. You will find the timecard on badgerweb under Employee Info. You should use the exact time in and out for each time you work. Make sure to list your lunch break, and if you are taking time off change regular to the appropriate code. At the end of the payroll period your supervisor will go online to approve your time and then it is submitted to payroll for your pay to be issued.