

**NEWS YOU CAN
USE**

EMPLOYEE NEWSLETTER

Hello Summer!

In the June newsletter you can learn about two recent retirements, three new hires, important benefit updates, and find an announcement for the employee picnic! Be sure to check out the last page of the newsletter to see the June employee anniversaries.

Please also review the step-by-step walk through of accessing your paystubs on BS&A.

If your department has reached a goal, please send that information to Julie Meyer at jmeyer@crystallake.org to include in the next issue.

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New Employees



Jamie Stedman

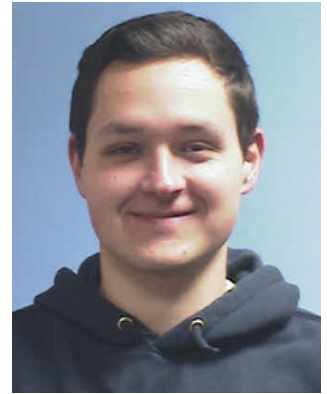
Jamie joined the Crystal Lake Fire Rescue Department as an Administrative Assistant. Even though this is her first time working in municipal government, this is not her first time working in the public sector as she had previously worked in an administrative role for the Huntley School District.



Welcome Jamie!

Jason Alm

Jason began his employment with the City as a seasonal Public Works employee this spring and recently began working as a full-time Maintenance Worker for the Public Works Streets Division.



Welcome Jason!

Brandon Innis

Brandon joined the Public Works Water and Sewer Division as a Maintenance Worker this month. Brandon brings much experience to the position, having served similar positions in the communities of Lake In the Hills and Lakemoor.



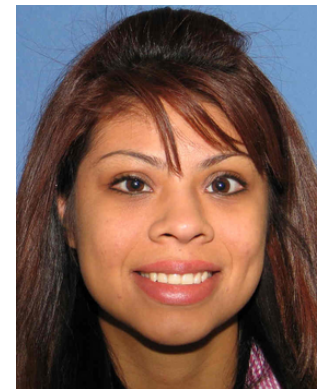
Welcome Brandon!



Employee Promotion

Susie Boyso

Susie was recently promoted to the new role of Finance Analyst earlier this month!



Congratulations Susie!



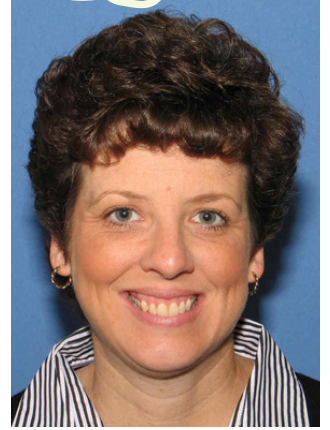
Employee Retirements

THANK YOU!

Linda Olszak

Linda retired earlier this month after over 17 years of service as a Fire Rescue Department Administrative Assistant.

Congratulations Linda!



Brett Howard

Having served as a Building Inspector in the Community Development Department for 16 years, Brett will officially retire from the City of Crystal Lake on the 10th of July.

Congratulations Brett!



New Benefits Plan Year

IMPORTANT!

The new plan year begins July 1, which will also reset your health and dental insurance deductibles and out-of-pocket maximums. If you elected flexible spending benefits for the 2023/2024 plan year, your funds will be available on July 1. For any remaining funds in your flexible spending account from the 2022/2023 plan year, the services must be incurred by June 30 and receipts submitted by September 28.

Please note: The flexible spending administrator changed from TASC to WEX Health Inc. effective July 1, 2023. New WEX Health FSA cards were mailed to home addresses in mid-June. Employees must use their new flexible spending card from WEX Health starting July 1.

Continued on Following page

If you applied for voluntary life insurance or an increase in your voluntary life insurance during open enrollment, you should have received an email from Securian Life Insurance requesting some health history. The email was sent to the email address listed in Benefitsolver. Securian will also mail a letter to your home address within the next two weeks if a response to their email is not received. Please be sure to respond to Securian's request for information in a timely manner, in order for Securian to provide an approval or denial of your request for coverage.

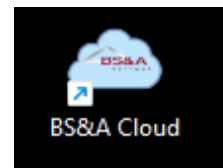


BS&A Tutorial

With the new benefit plan year, please review your July 14 pay stub for any changes you elected during open enrollment. As a reminder, the City no longer uses Springbrook for our payroll services, and is using the platform "BS&A." With the recent switch, don't hesitate to get in touch with HR or payroll if you notice anything different in your pay stub compared to past months. To view your paychecks from past months, please use the steps below.

1

Please select the new "BS&A Cloud" button that can be found on your computer's home screen .



Login to BS&A Cloud

Crystal Lake
CrystalLakeCity

Username...

Password...

LOGIN

Forgot Password?

Login to BS&A Cloud

Crystal Lake
CrystalLakeCity

arodgers

jetsjetsjets12

LOGIN

Forgot Password?

2

Enter your username and password. All usernames will be the first initial of your first name, followed by your last name. No spaces. Your password will be the one you used to set up your account following the introductory email from BS&A. Please select "Forgot Password" in the lower right corner if you forgot your password.

Crystal Lake City

Employee Self Service

Employees » 004589 - Rodgers, Aaron F

INFORMATION PERSONAL FINANCIAL INFO YEAR TO DATE INFO DOCUMENTS & LINKS

EMPLOYEE
004589 - Rodgers, Aaron F

GENERAL DEPENDENTS EMERGENCY CONTACTS REQUESTS

PERSONAL INFORMATION

Full Name Rodgers, Aaron F

Full Address Display 100 S. Woodstock Street
Crystal Lake, IL 60014

Home Phone Number *Not Specified*

Cell Phone Number (847) 815 2020

E-Mail Address arodgers@gmail.com

REQUEST A CHANGE

EMPLOYMENT INFORMATION

Hire Date 04/19/2023

Longevity Date *Not Specified*

3

After logging in, select the personal financial history button located along the top row of the employee self-service page.

PAYMENT INFO CHECK HISTORY DIRECT DEPOSIT TAX / W-4 INFO W-2'S DEDUCTIONS

CHECK NUMBER CHECK DATE

4

Select the Check History button from the different tabs available in the personal financial information section and then select Details on the far right.



Employee Family Picnic

Mark your calendars! The annual employee family picnic will be on Thursday, August 10 from 4:00 pm to 7:00 pm at Three Oaks Recreation Area. We plan to have a food truck, bouncy house, Julie Ann's frozen custard, and more activities that are in the works. Stay posted for more details soon!

JUNE EMPLOYEE ANNIVERSARIES

Larry Zurek	Public Works	40 Years	Julie Meyer	HR	8 Years
Paul DeRaedt	Fire Rescue	32 Years	Heather Maieritsch	Comm Dev.	7 Years
Chris Blum	Public Works	25 Years	Alaina Skurski	CMO	6 Years
Matt Victorine	Public Works	25 Years	Cameron Pukas	Public Works	6 Years
Eric Helm	CMO	23 Years	Tim Carroll	Police	4 Years
Jim Sustek	Fire Rescue	19 Years	Emily Henderson	Police	1 Year
Jason MacNally	Public Works	17 Years	Jose Alvarez	Police	1 Year
Mike Hurley	Fire Rescue	16 Years			