

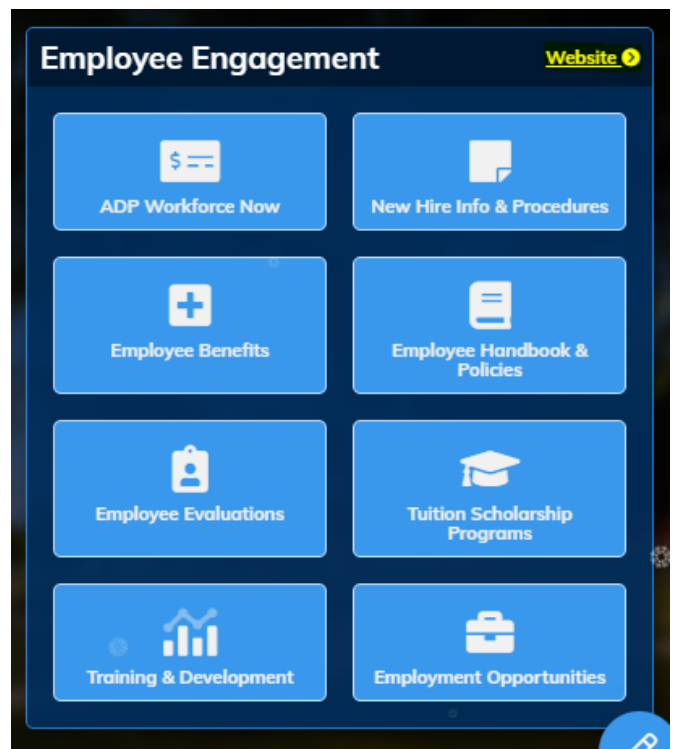
EMPLOYEE QUICK GUIDE REFERENCE

WHERE TO ACCESS COMMON EMPLOYEE INFORMATION ON THE EE WEBSITE:
[HTTPS://WWW.DAEMEN.EDU/ABOUT/WORKING-DAEMEN](https://www.daemen.edu/about/working-daemen)

MYDAEMEN ACCESS

Once you login to your MyDaemen web page (<https://my.daemen.edu/portal/>), you can access all different direct links found on the Employee Engagement site, or continue to the full website for more sub pages.

Secure Form Portal - Upload	MORE
Medical Insurance - Univera	MORE
Dental Insurance - MetLife	MORE
Vision Insurance- Guardian (VSP/Davis)	MORE
Life Insurance - Lincoln	MORE
HSA - Health Savings Account (Deductible Plan)	MORE
FSA - Flexible Spending Account (Copay Plan)	MORE
Employee Assistance Program (EAP)	MORE
403B Retirement- TIAA	MORE
Daemen Tuition Waiver Program	MORE
Tuition Exchange Scholarship Programs	MORE
COBRA	MORE
Medicare	MORE



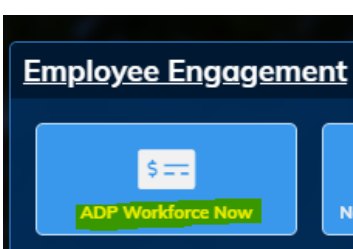
DETAILED BENEFITS INFORMATION & FORMS

All benefit information (Medical, Dental, Vision, FSA, HSA, TIAA 403B Retirement, Life Insurance, COBRA, Medicare and more can be found under the Employee Benefits tab or <https://www.daemen.edu/about/working-daemen/employee-benefit-and-contact-information>

TUITION PROGRAMS

Daemen Tuition Waiver and Tuition Exchange Scholarship Programs are a drop down tile under the Benefits web page as well.

Daemen Tuition Waiver Program	MORE
Tuition Exchange Scholarship Programs	MORE



ADP Workforcenow Training Documents- STAFF

- [ADP Workforce Now Time Card System Training - Staff \(PDF\)](#)
- [ADP Time-Off Training for Employees \(PDF\)](#)

ADP Workforcenow Training Documents- SUPERVISORS

- [ADP Workforce Now Time Card Approval Training Guide \(PDF\)](#)
- [ADP Time & Attendance/ Supervisor Time Card Basics \(PDF\)](#)
- [ADP Time-Off Training for Supervisors \(PDF\)](#)
- [How to Delegate a Task in ADP \(PDF\)](#)

ADP ACCESS & TRAINING

For ADP single-sign-on access, simply click the ADP WorkforceNow link on MyDaemen when you are logged in. Then you can access paystubs, annual pay statements & make edits to your education, address, and taxes! For ADP training guides, follow the Training & Development Tab or <https://www.daemen.edu/about/working-daemen/employee-training-development>

SUPERVISOR/ EMPLOYEE INFO & FORMS

A variety of information and forms can be found on this web page including forms specifically for supervisors, like the Payroll/Status Change form, Job posting procedures and job requisition forms. Employees are able to access requests for leaves of absences, and time off requests for bereavement, jury duty, etc.

Supervisor Information & Forms

Job Postings/Hiring Documents & Policies	MORE
Evaluations/Performance Reviews	MORE
Payroll/Status Change Form	MORE

Employee Information & Forms

ADP Workforcenow	MORE
Benefits	MORE
Employee Time Off Request (Bereavement, Jury Duty, Vote)	MORE
Employee Request For Leave Of Absence	MORE
Direct Deposit/Tax Forms/ Timesheets (Payroll Forms)	MORE
Personnel File	MORE

CHECK OUT MORE AT [HTTPS://WWW.DAEMEN.EDU/ABOUT/WORKING-DAEMEN](https://www.daemen.edu/about/working-daemen)