

West Chester University

New Faculty FAQs 2021

Q: What is the first pay date for the fall 2021 semester?

A: The first pay is September 24, 2021 and then every 2 weeks thereafter.

Q: What should I know about the difference between 20 and 26 pays?

A: Paychecks are issued on a biweekly basis and the total pay amount for either cycle is the same. 20 PAY is made up of ten paychecks per semester with no pay over the summer months. 26 PAY is made up of 13 paychecks per semester. The first three checks of the spring semester include fall semester pay. The spring pay includes the summer months.

Q: Can I change my pay option once I begin employment?

A: You can only change your pay option effective date with the start of each fall semester. Open Enrollment for changing the pay option is in April of each year.

Q: When do my benefits take effect?

A: Your benefit effective date is August 28, 2021. State Paid Life Insurance goes into effect after a three-month waiting period.

Q: How long do I have to make decisions about my benefits choices?

A: Changes can be made 30 days from the benefit effective date of your contract. Decisions made after September 13, 2021 cannot be processed in time for the first fall pay. As a result, you will see double deductions taken for benefits in your second pay and the premiums for medical coverage will be taken as a post-tax deduction.

Q: When will I receive my benefit cards?

A: Medical card(s) will be mailed to your home address within three to four from submission of medical insurance enrollment to Human Resources. Please make sure your mailing address is up to date.

Q: What should I do if I must see a doctor before receiving my medical and/or supplemental insurance cards?

A: If you must schedule an appointment prior to receiving your cards, please contact Wendy Wolfrum in the Human Resources Office as far in advance of your appointment as possible. wwolfrum@wcupa.edu 610-436-2830. Ideally, all doctor appointments should be scheduled four to six weeks after your date of hire to allow time to receive your cards.

Q: What about cards for my dental and vision plans?

A: These plans are administered by the PA Faculty Health & Welfare Fund.

Q: Can I change my retirement plan once I begin employment?

A: No, you will not be able to switch between the two types of retirement plans once you begin employment.

If you choose to participate in the ARP plan, you may change between the two vendors at any time.

Q : When can I sign up for my benefits?

A: As part of the New Faculty Orientation schedule, please register for the benefits orientation.

[CLICK to register for the HR Benefits Zoom Session](#) scheduled for Monday, August 16 at 12:30 PM to meet our benefits team and learn more about the benefits available to you. A confirmation email will be sent containing the link for joining the benefits meeting.

Q: Do I need anything to sign up for benefits?

A: Dependents must be verified by providing documentation.

A marriage license must be provided if adding a spouse.

A birth certificate must be provided for adding an eligible dependent.

HELPFUL CONTACT INFORMATION:

Office of Human Resources: HRS@wcupa.edu

Benefits questions: BENEFITS@wcupa.edu

Payroll Office: PAYROLL@wcupa.edu

Please reach out with questions.

We are here to support you.