

# Employee Resources



Find information on SPU's Wellness Program and employee recognition event, personal development and training, and product and service discounts for employees, and explore the Employee Handbook.

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## Exempt Staff Leave Reporting

- All exempt employees are required to submit all vacation and sick hours used through the online leave report within Banner Self Service. [Find the instructions here.](#)
- The [Payroll Schedule and Leave Report due dates](#) can be found on the Finance Office's website.

## Non-Exempt Staff Time Reporting

- All non-exempt employees are required to submit all hours through an online time sheet within the Banner Self Service system. [Find the instructions here.](#)
- The [Payroll Schedule and Leave Report due dates](#) can be found on the Finance Office's website.

## Employee Forms

- [Employee Information Change Form](#)
- [Leave of Absence \(LOA\) Request Form](#)



All benefits-related forms are found under their respective sections in the [Employee Benefits Handbook](#) section.

## Cigna's Employee Assistance & Disaster Resources

During times of uncertainty and change, whether responding to a bombing, a mass shooting, a hurricane, returning to work after evacuation, or dealing with any traumatic event, it is especially important to focus on taking good care of ourselves. The following information from Cigna provides some helpful ideas on physical, mental, and emotional self-care during turbulent times.

### Accessing Resources for Your People - go to the following site:

- [www.cignabehavioral.com](http://www.cignabehavioral.com) > Under Members, Access More (including our Disaster Resource Center), log in on the left-hand side and enter in our Employer ID: SPU

At Cigna's customer site are links to many educational handouts on disaster response for employees along with links to community resources for recovery. A recorded educational seminar for employees is available at this site to access anytime, which covers such topics as how people respond to a disaster, how to take care of yourself, and how to support others following a disaster.

Also, Cigna Behavioral Health's [Employee Assistance Program](#) (EAP) team is offering, through July 8, 2016, free telephonic consultation with our licensed clinicians for those who are coping with the recent mass shooting tragedy that happened in Orlando, Florida on June 12th. For those individuals who may not have access to web resource or who could benefit from talking with a qualified clinician regarding the stress of this tragedy, qualified clinicians are available for non-Cigna EAP customers at (877) 622-4327, 24 hours a day, 7 days a week.