

# Employee Checklist

## Temporary Furlough Return-to-Work

West Virginia University is committed to assisting you through the temporary furlough return-to-work process. WVU Talent and Culture is providing you with this simple checklist to help walk you through the enclosed return-to-work resource guide and ensure you are taking all of the steps necessary to prepare for returning. More in-depth information and resources are provided in the guide.

### Review the Employee Return to Work Resource Guide

Along with this checklist, you have been provided an employee resource guide to ensure you are informed about the return-to-work process, your employee benefits payments and restoring your access to University systems.

### Contact Your Supervisor

If you have not already been in contact with your supervisor, please be sure to reach out to them directly prior to your return-to-work date so that you understand the expectations of your return to work schedule and location.

### Reset Your WVU Password

Upon your return-to-work, you will need to reset your WVU password to re-establish your access to University systems, email, etc. Go to [login.wvu.edu](http://login.wvu.edu) and choose the "Forgot or Change Password" button option.

### Remove Out-of-Office Replies for WVU Email/ WVU Phone

Upon your return-to-work, you will want to remove out-of-office replies for your WVU email and WVU phone that you set prior to the temporary furlough.

### Repayment of Missed Benefit Deduction Premiums

All employees who chose to continue their insurance coverages during the temporary furlough will owe their missed benefit premiums back to West Virginia University. You will receive a billing statement (if you chose payment by personal check) or a wage assignment agreement (if you chose payroll deductions) the first week of July to your personal email address. Note, wage assignment agreements must be notarized. Further instructions, notary information and next steps can be found in the Employee Return-to-Work Resource Guide.

### Reinstatement of Benefits

If you elected to discontinue any of your insurance benefits during the temporary furlough and you would like those benefits reinstated, please reach out to [WVU Shared Services](mailto:SharedServices@mail.wvu.edu) at [SharedServices@mail.wvu.edu](mailto:SharedServices@mail.wvu.edu) or 304-293-6006.

### Resubmit Canceled Leave

Upon your return-to-work, you may want to resubmit any prior leave requests that you canceled during the temporary furlough period.

### Join the Upcoming Campus Conversations

All employees are encouraged to view the upcoming [Return to Campus webinars](#) scheduled every Thursday at 10 a.m. beginning June 4 through July 30.