



September 2026 ETSU HR Newsletter

Welcome back to the **Human Resources Monthly Newsletter**! We are glad to continue bringing you the essential updates, policy changes, deadlines, and training opportunities that matter most to you and your department.

News You Can Use

Annual Open Enrollment: October 1 – 16, 2026

ETSU's Annual Open Enrollment will take place **October 1 through October 16**. All eligible employees will receive important Open Enrollment information both by mail and email directly from **Partners for Health**. Individuals will want to review the information carefully to understand benefit options and any changes for the upcoming plan year. Additional details may be found directly on the Partners for Health [website](#) or the ETSU Human Resources Annual Enrollment [website](#).

HR Benefits Team Email

A new email resource for the ETSU Benefits team has been created. To ensure timely responses, please direct all benefits questions related to medical leave, retirement, educational benefits, and benefit enrollment to hrbenefits@etsu.edu.

Voyager Reporting Hub

Voyager's **Reporting Hub** includes helpful reports that can be used to monitor timekeeping and absence activity. The Leave Balances reports allow supervisors to verify whether employees have submitted an absence request. One report

specifically can help track if employees are using their accrued **Holiday** time for Labor Day, or any upcoming holiday.

To access the Holiday Balance report:

1. Log in to [Voyager](#).
2. Navigate to the **Reporting Hub**.
3. Select the **Campus Reporting Hub**.
4. In the **Absence** reporting section, select **Leave Balances – Holiday**.
5. The report will generate a list of all employees. Sort the **Holiday Balance** column from largest to smallest to help identify employees who have a remaining Holiday balance.

How to use the report:

If you generate the report in September and an employee was off for Labor Day, review their **Holiday Balance** to confirm the absence has been submitted, and their Holiday balance has been appropriately reduced. Using this, or other Leave Balance reports regularly can help supervisors identify missing absence requests and ensure time away from work is recorded accurately.

Important timing information:

Bi-weekly employees: An absence request can be submitted for a prior pay period, and the absence will update retroactively.

Monthly employees: As long as the absence request is submitted before the payroll processing deadline, it will be included in the appropriate payroll processing.

Quick Reminders

Volunteer Forms

When submitting Volunteer Forms, please include the **name(s) of the individual(s) listed on the attached documentation** in your email. Providing this information will help us quickly identify the appropriate record and respond to your request more efficiently.

Labor Day Holiday

As a reminder, **Monday, September 7 was a national holiday (Labor Day)**. If you were out of the office, please remember to submit an **absence request using Holiday time** for this date. Both biweekly and monthly payrolls have a submission deadline of September 21st to allow for timely approval and processing.

Employee Assistance Program (EAP)

All benefit eligible employees, and their eligible dependents, have access to the Tennessee Employee Assistance Program (EAP) called [Here4TN](#), even if they are not enrolled in medical insurance through [Partners for Health](#).

Emotional Wellbeing Solutions offers five (5) confidential counseling sessions per issue, per year, at no additional cost. In 2027, this benefit will increase to eight (8) free sessions.

Specialists are available 24/7 at 855.437.3486 to assist with stress, legal, financial, mediation and work/life services. They can help find a network short-term counseling provider, a plumber who works nights, services for your elderly parents, theater tickets, all-night pharmacies and much more.

Mark Your Calendar:



Voyager Boot Camp

The Human Resources Department participating in the Voyager Boot Camp from September 21st thru October 2nd.

HR will be providing guidance on Recruitment, ICPs and Stipends, Time and Absence and a Voyager HR open lab where you can work one-on-one with subject matter experts. [Register Here](#)



Retirement Sessions

Representatives from the Treasury Department, Voya Financial, Empower and TIAA will be onsite to address your retirement questions.

To review the schedule and reserve your spot, please visit the ETSU Employee Retirement [page](#).

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