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# Office of Human Resources

## Office of Human Resources Mission Statement

The Office of Human Resources is committed to provide superior service that will recruit and retain a diverse workforce to accomplish the goals and objectives of the University. We will accomplish this by exceeding our principles and standards of excellence in every interaction with our internal and external customers

### Benefits and Compensation

#### Compensation

**Direct Deposit**
Direct deposit is an option for employees hired prior to December 31, 1995. Direct deposit is a condition of employment for all personnel hired after January 1, 1996.

**ePay Online**
Employee Self-Service secure log in for online pay information. ePay online instructions [1]

#### Benefits

#### Overview of Benefits

The University provides health insurance benefits to eligible employees through the State of Delaware health insurance plan. Details for these plans are available at www.ben.omb.delaware.gov/ [2]

- Medical, dental and vision care
- Flex Spending Account
- Employee Assistance Program
- Prescriptions
- Disability Insurance program
- Life Insurance

Consult your CBA or Professional Employees Handbook (Non-Faculty) for specifics

- Annual leave
- Paid holidays
- Sick leave
- Personal leave
- Military leave
- Jury duty leave

- Bereavement leave
- Tuition Remission for dependent children
- Family and Medical leave
- Educational benefits
- Parking

**Retirement**
Delaware State University employees are members of the State of Delaware Retirement Plan. Visit www.delawarepensions.com/ [3] for details.

**Deferred Compensation**
It is the policy of Delaware State University to provide many options for employees to participate in tax shelters and deferred compensation plans.  See your Benefits Coordinator for more information.

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**Links:**
[1] http://desu.edu/sites/default/files/u140/Employee%20Self%20Service%20Initial%20Login%20Instructions%202013.p
[2] http://www.ben.omb.delaware.gov/
[3] http://www.delawarepensions.com/