



City of Chelan

HELPFUL PRODUCTIVITY APPS



OVERVIEW

The City of Chelan offers technology platforms to allow employees to be productive from anywhere on a mobile device. Especially for personally-owned devices, it's critical to only conduct City business using the platforms below to ensure compliance with related RCWs and federal laws.

Laserfiche – Use the Laserfiche app to access City Forms, tasks and the repository.

Teams – Use the Microsoft Teams App for video calls, instant messages and your calendar.

OneDrive – Use the Microsoft OneDrive App to access your files and the shared drives.

Edge – Use the Microsoft Edge App to browse the internet with your passwords and favorites saves and shared across devices.

Outlook – Use the Microsoft Outlook App to access your email, calendar and tasks.

Nextiva – Use the Nextiva app to make and receive phone calls and text messages from your office number.

Users must have text messages capabilities enabled first. Email Chad to request this functionality.



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City of Chelan

HELPFUL BENEFITS APPS



OVERVIEW

This guide helps City of Chelan employees easily manage their health and retirement benefits through mobile apps. Access insurance details, retirement plans, and essential resources anytime, anywhere. Download the apps to your mobile device to get started!

HRGo - Manage your VEBA HRA account with this app and see your account balance

Asuris - Use the Asuris app to get information about your medical coverage, see claims, find doctors and get an ID card.

MyVSP - Use the MyVSP App to access information about your vision coverage.

Castlight - Use the Castlight App to get access to health resources, take your health assessment, redeem points for a \$35 gift card and participate in activities.

Voya Retire - Use the Voya Retire App to access information about your DCP Retirement plan.



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IMPORTANT EMPLOYEE FORMS



PERSONAL EXPENSE REIMBURSEMENT

Use this form whenever you need to get reimbursed by the City for something you've paid for out of your own pocket.

https://portal.laserfiche.com/y8486/forms/Personal_Expense_Reimbursement_Form



REQUEST FOR TRAVEL

Use this form whenever you need get permission to travel on official city business and plan the anticipated expenses associated with the trip.

<https://portal.laserfiche.com/y8486/forms/RequestforTravel>



EMPLOYEE REPORT OF INJURY

Use this form whenever you are injured on the job and need to report it to your supervisor. This is the first step in an L & I claim and very important!

<https://portal.laserfiche.com/y8486/forms/employeereportofinjury>



LIVE WELL WORKSHEET

Each quarter you'll self-report the points you earned using the Live Well Worksheet. You'll indicate all the activities you participated in, and it will calculate your points for that quarter and submit them to the Wellness Team for review.

<https://www.cityofchelan.us/livewellworksheet>



FITNESS MEMBERSHIP REIMBURSEMENT

Stay in shape with a monthly program and get reimbursed for up to \$50/month on the cost of the program. Qualifying expenses such as Apple Fitness+, a local gym or an online fitness program.

<https://portal.laserfiche.com/y8486/forms/FitnessMembershipReimbursement>

OVERVIEW

This sheet serves as a quick-access hub for all the essential forms you may need as an employee of the City of Chelan. Whether you're submitting a reimbursement request, reporting an injury, or requesting travel, you'll find the links here to make your tasks simpler and more efficient.



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