

Breaking News



Employee Self Service Improvements: Federal & State Tax Withholding Elections

Effective 04/22/2010, *Real Time* filing now truly means “real time” for federal and state tax withholding certificates filed on-line through Employee Self Service. In the past, updates to federal or state withholding tax forms (W-4 and NC-4) online would have had an effective date of the first day of the current month if it was entered before **lockout** for the monthly payroll. But after the lockout began, the effective date in Employee Self Service automatically changed to the first day of the next month.

Now, if you go into Employee Self Service and make adjustments on your federal and /or state withholding, the HR system will make the changes effective the day you submit the information. The HR system will accept tax-form updates for the current payroll all the way up until the payroll is ready to **confirm**. Confirmation is normally on Mondays for the biweekly payroll and noted on the [payroll schedule](#) for the monthly payroll.

But there are limits. For *real time* effective dating of your tax forms, you can only make one online change per tax form within a 24 hour period. So, if you entered 33 allowances on your federal form when you intended only 3, wait a day and then correct the form. If you have any questions, please contact the Payroll Office, 515-4350.



May Payroll Lockouts/Confirmation

2R23 – May 7th & 10th
1R11 – May 12th – 19th
2R24 – May 21st and 24th

All actions, hours, supplemental pay, etc., must be entered before lockout. Questions? Contact your [Customer Service Representative](#) in HRIM.

Mark Your Calendar!!

Next HR Connections Meeting

Thursday, May 20th

10am to noon

Talley Student Center

Grand Ballroom

Foreign National I-9s: **Send to HR Immediately Upon Hire**

After you complete an I-9 Form for a foreign national new hire who does not yet have a valid Social Security Number (SSN), please send the I-9 form **immediately** to your HRIM Specialist (via your College first, if applicable). **Do not hold** the I-9 form until the person receives a SSN. Once you send in the I-9 Form, you're done, and HR will take over.

When HR receives the SSN from the employee, we will enter it into the HR system and complete the E-Verify process. We can only do this if we have the original I-9 form, so please help us ensure compliance by sending the forms immediately following hire. Thanks for your help!

Please contact Jill Guzman in International Employment at 5-4518 or jill_guzman@ncsu.edu with any questions or concerns.

Automated Removal of Employee Security Access

On **Tuesday, May 4**, OIT will implement a new automated process to remove the IT security-access of employees who leave the university or transfer to another department. This process will remove security access roles and row-level security from the HR, FIN, and Student PeopleSoft systems on the effective date of an HR Action, after the close of business (evening processing) that day.

For those familiar with the SAR application, this will be synonymous with entering a SAR Revoke request, but it will happen automatically. (Access to the employee's MyPack Portal Employee Self-Service menus and tools will not be affected by this process.) Employees who transfer to a new department will need the new department to enter a SAR request, to add the appropriate roles and row-level security for their new position.

This process is being implemented to ensure that all PeopleSoft security access is promptly removed for employees who leave a position. This process, endorsed by the primary university Data Stewards, avoids a transferred or terminated employee still having access to job functions and data that are no longer appropriate.

DON'T CLOSE THOSE BANK ACCOUNTS YET!

And make sure we have the **latest home address** in the HR system!

Please remind your Biweekly student employees & Grad Students who work in May that they are on a 2- week pay lag. Work performed between May 1st and May 14th (20102R24) will not be deposited into bank accounts until **May 28th**. They need to leave their accounts open until then.

Any money returned from a bank due to "Account Closed" will require creation of a replacement check, which will then be mailed to the latest home address on file (thus the importance of the first **sentence** above!). If they're moving for summer, we need their NEXT address!



Training and Organization Development

Upcoming Classes for May & June 2010

Key Practices for Injury, Incident, & Error Prevention	5/4/2010	9:00 to 11:00
New Employee Orientation	5/10/2010	8:00 to 4:45
Introduction to Supervision	5/10/2010	1:30 to 4:30
Managing/Navigating FMLA, Comp, Leave	5/11/2010	9:00 to 3:00
Coaching for Success	5/12/2010	9:00 to 4:30
Conflict Resolution	5/13/2010	9:00 to 4:30
Processing SPA Appointments	5/17/2010	10:00 to 12:00
Payroll Services – What you need to know	5/18/2010	9:00 to 12:00
Personnel Practices for EPA Professional	5/18/2010	1:30 to 4:30
New Employee Orientation	5/21/2010	8:00 to 4:45
Processing Temporary Appointments	5/24/2010	10:00 to 12:00
Intro to HR Academy	5/24/2010	2:00 to 4:00
Workplace Violence Prevention	5/25/2010	9:00 to 12:00
Negotiation	5/26/2010	9:00 to 4:30
New Employee Orientation	6/10/2010	8:00 to 4:45
New Employee Orientation	6/14/2010	8:00 to 4:45
New Employee Orientation	6/25/2010	8:00 to 4:45
New Employee Orientation	6/28/2010	8:00 to 4:45
Performance Leadership Orientation	7/14/2010	9:00 to 4:30

To register for a course, access the eLearning Training Registration and Tracking system accessible through the [MyPACK Portal](#). Employee Self Service > Learning and Development > Request Training Enrollment.

Employee Relations Tip of The Month

Annual Performance Appraisals

It's that time of year again for faculty and staff with supervisory responsibilities to start preparing to conduct Annual Performance Appraisals for SPA employees. Supervisors are required to conduct and document an annual appraisal with each SPA employee, as well as provide an annual rating. We are quickly approaching the end of the 2009-2010 performance cycle.

Some important items to be aware of regarding the 2009-2010 Performance Appraisal Program:

- The University's '09-'10 performance appraisal cycle for SPA employees closes on May 31, 2010
- The window for HR System data entry of ratings is May 10-June 9, 2010
- A rating must be entered for each SPA employee
- Available ratings are: Outstanding – 5, Very Good – 4, Good – 3, Below Good – 2, Unsatisfactory – 1, Probationary w/ less than 6 months – 7, On Extended Leave – 8.

To facilitate this process for your college or unit, HR Representatives should start notifying supervisors in their department of their responsibilities to conduct an annual appraisal for each of their SPA employees. (Each college and unit determines its own procedures for internally collecting ratings for data entry.) Supervisors should conduct an annual appraisal with each employee in a private meeting, provide a copy of the written appraisal and notify each employee of his or her annual rating. Supervisors also should ensure all appropriate signatures are entered on the written appraisal and the signed original should be entered into the employee's file, with a copy provided to the employee.

For assistance in the appraisal process, please contact Dan O'Brien at 513-0700 or call Employee Relations at 515-6575.



June Merlino Joins HR Training & Organizational Development

June Merlino joined the Human Resources-T&OD team on Monday, April 12th. She assumed the position of Organizational Development Consultant previously held by Duane McClure.

June has 15 years of experience in leadership development, adult learning, coaching, strategic planning, and developing learning strategies related to talent management. June has worked with both public and private organizations including RTI International, McKim & Creed, BCBSNC, City of Durham, and most recently, Merlino & Associates.

Please join us in wishing June a successful career with NC State University. If you happen to cross paths with June, please take time to introduce yourself to our newest team member. Alternatively, June can be reached at 515-6847 or June_Merlino@ncsu.edu

A SLICE OF HR




Jill Guzman
International Employment
Manager



Lise Bireline
University Targeted Staffing
Temp Services Manager

<p>What do you do?</p>	<p>I manage the International Employment group within Employment Services in HR. My team and I assist departments and colleges in employing and retaining foreign national employees by preparing and filing the required immigration sponsorship documents (H-1B visas, green cards, etc.). We are also responsible for managing and auditing the I-9 and E-Verify processes and helping to ensure compliance across campus.</p>	<p>As manager of University Temp Services, I assist University departments in finding the perfect match for their temporary vacancies. I ensure that our recruitment and screening processes place high-quality employees with campus units. I assist in all employment aspects to make the process as easy as possible for our customers. I also meet with campus hiring officials to get an in depth view of their department's culture and labor needs so that employees who are placed are successful. I enjoy getting out on campus and getting to know our customers.</p>
<p>Which elements of your job are rewarding?</p>	<p>I enjoy helping foreign national employees establish new lives in the U.S. for themselves and their families via the legal immigration process. It is also very fulfilling to help advance the mission of the University by helping attract and retain some of the world's most talented professionals.</p>	<p>Many of our temps are seeking a career at NCSU. I find it very rewarding when our temps are hired into permanent positions. This confirms that UTS is providing qualified employees to departments. Many staff who started out as temps have enjoyed long careers at NCSU - myself included!</p>
<p>What is happiness to you?</p>	<p>Happiness is being surrounded by the people I love and being able to work in a field that interests me. I also love the beach and good chocolate!</p>	<p>Happiness is a warm puppy... or cat or horse or being around animals. Enjoying nature.</p>
<p>Complete this sentence, "To me, ethics. . . ."</p>	<p>To me, ethics is a crucial guiding principle. Lawyer jokes aside, I take my responsibility very seriously, and think that it is important for all people to act and do their jobs with integrity and with ethical considerations at the forefront. The Golden Rule encapsulates this idea nicely and is something I think about often.</p>	<p>Or to be ethical is to always strive to do the right thing by others. To be respectful and fair.</p>
<p>Any advice for the new Chancellor?</p>	<p>Make sure you have a lot of red ties! This is a great place to work with many wonderfully talented people, so use our skills to help advance the mission of this great institution for everyone's benefit.</p>	<p>Remember that all NCSU employees add value to our campus. Whenever possible, ask for their input.</p>