



News & Helpful Hints

North Carolina State University

June 2010

“Help! My Bi-weekly Employee Has Auto-Termed and I Can’t Enter Her Time!”

This is not an uncommon call for help to HRIM. A fast work-around may be to rehire this person (if appropriate) effective the day AFTER the auto-termination for the remaining work-time due. Did the person work on the termination date? Then you’ll need to call HRIM for assistance.

The REAL SOLUTION is to avoid the problem in the first place. To do that, it’s important to understand what auto-term dates are and how to keep track of them. Under state law, temporary employees cannot work longer than 6 months, with extension that in no case may exceed six more months (absolute maximum = 12 months). To keep temps from hitting a problematic maximum, bi-weekly employees are set up with an auto-term date on their job record that is no more than 11 months from the date of hire. (*NC retirees and students may have auto-term dates up to 3 years from hire.*) Once this auto-term date is entered, the HR System schedules a future action that will terminate that person when the date comes. In fact, 22 days prior to the auto-term effective date, the HR System automatically enters the termination action for departments (so the action is processed in time for the payroll cutoff). It’s that “22 days prior” that seems to sneak up on people!

Fortunately, HRIM has a process to help departments track even the most ‘dynamic’ bi-weekly workforce and head off auto-term problems long before they occur. It’s called: **QUERY**.

Queries can provide all sorts of useful reports from the HR System. [Andy Naylor](#) in HRIM teaches a great class on how to create queries, use them, and modify them for your custom needs. But if all you want to do is avoid having your temps terminated unexpectedly, here are some simple directions:

In the HRSystem, go to **Reporting Tools > Query Viewer Reporting**

In the **Search By** [begins with] box, **type:** HR_ACTIVE_TEMP_EMPLOYEE_BASIC
Then click **SEARCH**

A box appears with this Query name, plus some blue words to run your Query in either HTML or Excel. Use HTML the first time (it’s a little easier to read without editing your spreadsheet). Use Excel next time to get a feel for both. Once your report appears, the column titled “Planned Exit” displays the auto-term dates that are coming up soon. Remember, *your employee’s effective termination date is automatically entered 3 weeks before the actual term date.* Keep the earlier date in mind so you can proactively determine if an employee is still working and needs to be extended briefly, or needs to be notified that her employment is nearing its end.

Most departments run this report twice a month to avoid those nasty “auto-termed but temp still working” surprises. As always, if you have questions or need help, please contact your University HR Specialist in HRIM.

Department Budget Saving Tip:**Don't pay more employer FICA tax than required during the summer**

2R25 will be the first biweekly payroll associated with Summer Session I. As you pore over your labor reports, you may see new expense charges associated with student wages: 51811: OASDI (Social Security), and 51813: Federal Health Insurance (Medicare).

These charges appear when students no longer meet the campus criteria for student FICA exemption. To be treated as exempt from FICA (Social Security & Medicare) as a student, they must be (a) enrolled at least half time in the current academic session and (b) working fewer than 30 hours a week.

In summer, FICA taxes kick in if students are not enrolled and/or are working full time. However, foreign national students in nonresident tax status remain exempt from FICA due to their visa status, rather than the student FICA exemption. The visa exemption can only be set up by having the student meet with Michelle Anderson (michelle_anderson@ncsu.edu), HR's Foreign National Tax Specialist, who collects the information needed to establish the student's tax status.

If foreign national students have FICA charges on your labor reports, contact [Michelle Anderson](#).

Despite our notices, pleading, and begging; some students do not meet with Michelle during the year. She can tell you if she has met with the student. If the student is FICA exempt, she can refund taxes incurred in the same year (after she meets with the student). So make sure your department is not paying more than it should in FICA, review your labor reports for FICA charges associated with your foreign national students' wages.

Enhancements to Payroll Website

In our ongoing effort to steer new employees to "Employee Self Service," we have revamped Payroll's [website](#) to include a "New to State" option under each of the following three sections:

- [For Faculty & Staff](#)
- [For Foreign Nationals](#)
- [For Students](#)



In the "New to State" section (first option in each category), new employees will find instructions to access employee self service, enroll in direct deposit, change their tax withholding status and allowances, view monthly / bi-weekly payroll schedules, and more.

The "[New Hire Packets](#)" have also been updated to link directly to these pages as well.

The feedback we have gotten so far on these changes has been very positive. Check it out and let us know what you think: <http://www.fis.ncsu.edu/hr/payroll/>

PERFORMANCE LEADERSHIP PROGRAM

HR Training & Organizational Development invites full time NC State University managers, supervisors, program managers and project managers to register for Performance Leadership.

Performance Leadership is a semester-long leadership development program designed to provide managers and supervisors with tools and interpersonal-skill strategies to effectively do their jobs. "Hard skills" such as industry knowledge help managers get their basic work done. However, it's the "soft" (interpersonal) skills that often define how well managers accomplish their job. The importance of these skills to managing and leading people or teams is often underestimated. Interpersonal skills enable managers to build, develop, and lead employees and enable teams to perform effectively.

If you are interested or would like more information, please contact the program manager [Tina Bennefield@ncsu.edu](mailto:Tina_Bennefield@ncsu.edu) or call 515-9576.

For more information visit <http://www.ncsu.edu/hr/tod/performance.asp>

To register for this program, go to the eLearning Training Registration and Tracking system accessible through the MyPack Portal. **Employee Self Service → Learning and Development → Request Training Enrollment**

Each participant will automatically be registered for all of the program's required courses upon confirmation of space availability. Once you enroll, you'll receive a notification containing a list of dates, times and locations for all sessions.



New Membership Options at Carmichael Gym beginning July 1

Until now, regular Faculty & Staff have had two payment options when they joined Carmichael Gym. They could --

- Prepay for a **one-year** membership - \$240 for Full Service or \$180 for Access Only
- Sign up for **monthly** payroll deduction - \$20 for Full Service or \$15 for Access Only.

Now there is a **new option** - Prepay for **six months** - \$130 Full Service / \$100 Access Only. This option is also available to Retired and No-Pay Faculty/Staff, who previously only had the option to prepay for a full-year membership.

Also effective July 1 is a new monthly **payroll deduction** for Carmichael Gym membership for an employee's **household member**. The employee must be a current Gym member to sponsor an adult household member. The rates for the household member are the same as for the employee - \$20 for Full Service or \$15 for Access Only.

http://www.ncsu.edu/carmichael/prospective/faculty_staff.php

Employee Relations Tip of The Month

What is Mediation?

Mediation provides an opportunity for co-workers, faculty, staff, and managers to address and resolve work-related issues that might otherwise lead to strained workplaces or even formal grievances. Participation is entirely voluntary on the part of all parties. Mediators aren't like arbitrators (they don't "decide who's right.") Instead, trained mediators serve as neutral facilitators of a structured process that allows the participants themselves to work toward reaching mutually satisfactory resolutions.

The director of employee relations in Human Resources administers the University's mediation program. Faculty may request mediation through either Employee Relations or the Chair of the Faculty; the two offices collaborate to coordinate the mediation process.

Roles of the Mediator and Participants

As noted above, mediators are impartial and neutral; not decision makers. The primary role of a mediator is to guide the process and help the participants discuss issues in a constructive manner that will enable them to negotiate a mutually agreeable and beneficial resolution or settlement. Mediations are typically facilitated by two mediators who work as a team.

The success of a mediation depends upon the participants' willingness and ability to work together to creatively and cooperatively resolve their dispute. To achieve this goal, the participants must be willing to

- talk to each other and share information openly and honestly,
- listen to each other without interruption,
- stay open to ideas, options, and alternatives, and
- generate creative solutions to meet the needs of all participants.

Confidentiality

Confidentiality will be discussed at the beginning of each mediation. An agreement will be reached by all participants concerning how the participants will maintain the confidentiality of the process. Mediators hold information disclosed in any mediation confidential to the extent allowed by law.

If you are interested in more information, please contact Marc Okner at 515-4300

June Payroll Lockouts/Confirmation

2R25 – June 4th & 7th

1R12 – June 14th – 21st

2R26 – June 18th – 21st

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



Maintaining Coverage for Currently-Enrolled Dependents Between the Ages of 19 and 26 (Regardless of Student Status)

A resolution has just been passed (05/05/10) by the Committee on Employee Hospital and Medical Benefits (Legislative Oversight Committee) to draft legislation that would allow all currently-enrolled State Health Plan dependents to remain on the SHP if they are under age 26, regardless of their student status. (Currently, dependents aged 19 - 26 must have been full-time students to remain covered under their parent's plan.)

If passed, this state legislation would no longer require dependents between ages 19 -26 to be removed from coverage if they are not full-time students.

The **State Health Plan** is **advising members** who want to **continue coverage** for their **dependent children who are graduating** from college this May, and who would otherwise lose eligibility on June 1, to **not terminate the dependent's coverage**. If a dependent's coverage is terminated, the employee will not be allowed to re-enroll their dependent in the Plan until the Federal mandate under Health Care Reform goes into effect for the SHP on July 1, 2011.

(If the state legislation does not pass -- and an employee/retiree has kept their graduating dependent on their coverage -- the dependent will be terminated retroactive to June 1, 2010 and offered COBRA coverage instead, with a June 1 effective date. Dependents would have 60 days from June 1, 2010, to elect COBRA. Any claims incurred after June 1 will be the responsibility of the dependent, if COBRA coverage is not elected.)

Dependent children between ages 19 and 26 who are **not currently** enrolled -- and who are not full-time students -- must wait to be enrolled in the State Health Plan until the Federal Health Care Reform mandate goes into effect for the SHP (July 1, 2011). At that time, the Plan will provide coverage of all dependents up to age 26, regardless of student status.

Benefits Consultants will be contacting employees who may have dropped dependents during the annual enrollment period with an effective date of 07/01/2010, in order to provide more guidance on the pending legislation.

Please contact your Benefits Consultant if you have any questions:

<http://www.fis.ncsu.edu/hr/benefits/consultant.asp>



A SLICE OF HR



Andrea Wright
Human Resources Specialist



June Merlino
Organizational Development Consultant

<p>What do you do?</p>	<p>The Human Resources Information Management (HRIM) team does a little bit of everything in supporting the University HR dept and colleges across campus. We research and resolve employee and departmental issues that pertain to compensation, service time, personnel transactions such as promotions, salary increases, transfers and separations in PeopleSoft . We provide customer relations information to employees about federal, state, and university rules, policies, and procedures. As an HR Specialist, I must be familiar with the various types of employment categories such as EPA, SPA, Post Docs, temporaries, and the appropriate ways to pay them.</p>	<p>My primary role is to provide Organizational Consulting services with leaders/managers and their teams to support myriad initiatives for change, growth and development. As a partner with leaders and their teams on their journey to grow and improve, I offer individual coaching. The goal of our coaching relationship is to assist leaders/managers with their own professional leadership development. Often our coaching work may also include opportunities to deliver programs/actions supporting change with their teams, groups, or departments. And as part of the continuous learning and development programs I will deliver leadership courses in Coaching and other key topics.</p>
<p>Why is what you do in Human Resources important?</p>	<p>I like assisting people and bringing a smile to their face. I think the Human Resources profession is the "glue" that keeps an organization functioning as a well-oiled machine. It is a great opportunity to assist other employees obtain necessary information and to resolve employee conflicts.</p>	<p>Organizational and leadership development is a key service to support leaders and teams with change and improvements. These consulting and coaching services provide our academic and administrative leaders/teams with expertise to lead and launch growth, change, and effectiveness initiatives. And to help our leaders/managers/teams have fun with the human side of change!</p>
<p>Have any hidden talents?</p>	<p>I think I could restart my love for playing the flute.</p>	<p>I'm a visual and performance artist. I have had numerous visual arts shows in the Triangle area, including pinhole photography, found-object assemblages and installation/video art. Most recently I have begun doing some comedy improvisation theater.</p>
<p>What would you include in your 'bucket list?'</p>	<p>More traveling which includes visiting the Caribbean Islands, Italy, the Grand Canyon -- and meeting Oprah Winfrey.</p>	<p>Travel the US , Europe and Australia Have a villa in several beautiful spots in the world. Spend more time making art! Be at the beach every day!</p>
<p>What quote is most meaningful to you?</p>	<p>"It's not the load that breaks you down, it's the way you carry it." – Lena Horne</p>	<p>"Laughter is the spark of the soul"</p>