

## Send **ALL** “New Hire Packet” Forms to HRIM as of March 15

Beginning March 15, we’re making your life easier with “one-stop shipping” of new-hire paperwork.

Instead of sending W-4s and Direct Deposit forms to Payroll ( for those employees unable to use [employee self service](#)), then sending original I-9s (+ the copy of the E-Verify system results) to International Employment , and PIFs & other forms to HRIM --- as of Mar 15 -- send **ALL** your new-hire paperwork for **ALL** your hires (regular, temps, students, grads, everybody) -- to **your CSR** (*HRIM, Campus Box 7210*). The CSR will get them promptly to the right HR destination.

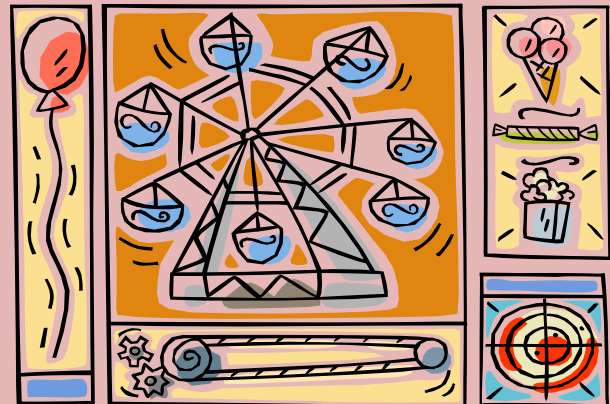
While I-9s / E-Verify’s may feel tedious, accuracy and timeliness is critical under federal law. Please ensure they’re complete and correct before submitting. How can you be sure? Click [here](#) for I-9 FAQ and Tutorial links; contact [Jill Guzman](#) with specific I-9 / EV questions.

Contact [Laurie Textor](#) if you have questions about sending new hire materials to HRIM.

## Employee Appreciation Day March 17, 2010

**Please help** get the word out about Employee Appreciation Day. The last page of this newsletter is a printable flyer with all the details. Please post copies of the flyer on employee bulletin boards, in break areas, by mailboxes -- anywhere your staff gathers.

In addition to the fun, the Benefits department will be there to answer employees’ questions about the upcoming changes to the State Health Plan -- and to help employees complete the required new on-line attestation form. (see article on page 4 – “Action Required”).



## March Payroll Lockouts/Confirmation

2R19 – March 12<sup>th</sup> – 15<sup>th</sup>  
1R09 – March 15<sup>th</sup> – 22<sup>nd</sup>  
2R20 – March 26<sup>th</sup> – 29<sup>th</sup>

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

## Mark Your Calendar!!

**Next Personnel Connections Meeting**

**Thursday, March 11<sup>th</sup>**  
**10am to noon**

**Talley Student Center**  
**Grand Ballroom**

## ***Entering Leave Actions in the HR System***

As the [payroll lockout](#) approaches each month, it is imperative that actions are entered into the HR system if someone is on Family & Medical (FMLA) Leave, Family Illness Leave, Workers' Compensation, Military Leave or Leave Without Pay.



When leave actions are not entered into the system in a timely fashion, it often results in the employee being overpaid and/or interruption of the employee's benefits. As such, departments who have employees on a leave of absence must make sure that the system is updated by the 10<sup>th</sup> of each month so that a proper auditing can be completed prior to payroll lockout.

For additional information on leave actions, please contact your [CSR](#) or the [Leave Administration Unit](#).

## **Adverse Weather**

On Monday, February 1, 2010, the University was operating under Adverse Weather - Status 3. Essential employees were expected to report to work as normal. Employees not designated as "essential" who were unable to report to work may use leave, or must make up the time within the next 12 months as prescribed under the University's "Adverse Weather" regulation.

On Tuesday, February 2, 2010, the University was open under normal operating conditions. As such, employees who missed time after February 1, 2010 related to weather, must use accrued leave or take leave without pay. Absences cannot be recorded as "Adverse Weather" and cannot be made up as outlined under the [Adverse Weather Regulation](#).

If adverse weather leave was recorded after February 1, 2010, please make sure that the leave system is properly corrected as outlined above.

## **Designation of Essential Personnel for Adverse Weather**

The template letter used to designate employees as Essential for the purpose of Adverse Weather has been updated to include the "status" information as outlined in the University's Adverse Weather Regulation (04.20.7). We recommend that the [updated version](#) of this letter be provided to employees who are designated as Essential.



[Adverse Weather Regulation](#)





## Training and Organization Development

### Upcoming Classes for March 2010

|   |           |                   |
|---|-----------|-------------------|
| <a href="#">New Employee Orientation</a>                  | 3/12/2010 | 8:00am to 4:45pm  |
| <a href="#">New Employee Orientation</a>                  | 3/15/2010 | 8:00am to 4:45pm  |
| <a href="#">Employment of Foreign Nationals</a>           | 3/16/2010 | 9:00am to 12:00pm |
| <a href="#">Taxation of Foreign Nationals</a>             | 3/16/2010 | 1:30pm to 4:30pm  |
| <a href="#">Employment Verification : I-9 and eVerify</a> | 3/22/2010 | 1:30pm to 4:30pm  |
| <a href="#">Understanding Retirement Programs</a>         | 3/23/2010 | 9:00am to 12:00pm |
| <a href="#">Intro to HR Academy</a>                       | 3/23/2010 | 2:00pm to 4:00pm  |
| <a href="#">Interpersonal Communication</a>               | 3/25/2010 | 9:00am to 4:30pm  |
| <a href="#">New Employee Orientation</a>                  | 3/26/2010 | 8:00am to 4:45pm  |
| <a href="#">Web Leave Application</a>                     | 3/29/2010 | 1:30pm to 4:30pm  |
| <a href="#">Wage and Hour Basics</a>                      | 3/30/2010 | 9:00am to 12:00pm |
| <a href="#">Influencing Skills</a>                        | 3/30/2010 | 1:30am to 4:30pm  |

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.

### **Foreign Nationals and Forms**

In November, Payroll announced that we hoped to remove the Direct Deposit enrollment form and the W-4 and NC-4 Tax form from its website in an effort to get everyone to complete those forms electronically through Employee Self Service (ESS). We received a lot of response to that article, and as a result we decided to hold off on removing the forms, and instead to address the concerns that were raised -- in hope of eliminating the need for the forms (most of the time).

One of the things we heard back about was how this change was going to effect Foreign Nationals. Here are some samples of the responses we got.

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### Employee Relation's 'Tip of the Month'

On October 28, 1998, President Clinton signed the Digital Millennium Copyright Act (DMCA) into law.

Basically, the law makes it a crime to circumvent anti-piracy measures built into most commercial software.

In other words, students, faculty, and staff cannot illegally file share from their computer at home or from their work station. In order for NC State to avoid being sued for the copyright infringements of those using their networks, the University needs to respond to DMCA notifications from the copyright holder regarding copyright infringements from internet IP addresses of the ISP/university.

The University (OIT) receives a number of DMCA notifications every day regarding a particular file or files that are being shared illegally. OIT's response is to try to identify the individual and then pass the matter over to Student Conduct for students and to Employee Relations for faculty and staff for follow-up. If the copyright owner pursues an alleged infringer in court, the university may be obliged to disclose the name of the potential infringer.

During the 2007-2008 academic year, NC State received 1,331 complaints from copyright holders about potential infringements. There have been 143 federal lawsuits filed against NC State students by the Recording Industry Association of America (RIAA). Pre-litigation notices now regularly demand \$3,000 for the alleged violator to avoid legal action.

For further information you can go to the following link: <http://www.ncsu.edu/copyright> or contact [Employee Relations](#).

### Foreign Nationals & Forms

(cont'd from page 3)

*"Great idea! One thought, who will explain the direct deposit process to international students?"*

*"...I am concerned about not having the paperwork in hand for my internationals."*

*"How would this affect my international temporary hires?"*

Now here are the answers:

**Foreign Nationals should NOT be given tax or direct deposit forms, nor should they be directed to Employee Self Service.**

The tax rules governing foreign nationals are vastly different from those governing US Residents. That's why Payroll has a Foreign National Tax Specialist -- **Michelle Anderson**.

All foreign nationals who will receive a paycheck from the University must meet with Michelle as soon as they become employed. (This goes for fellowships, too.). Michelle reviews their tax status, walks them through filling out their tax forms and advises them on applying for a Social Security Card (SSC).

Until a foreign national brings their SSC to the Payroll office, they **cannot** sign up for Direct Deposit. When they bring in their SSC, they get instructions on how to go online and complete the direct deposit information.

Please just tell all your foreign nationals that they must contact [Michelle Anderson](#) for an appointment. (They are told this by OIS when they arrive so they should already know.)

## “Why did I get less money in January?”

Various changes go into effect at the start of a new tax year that can affect a paycheck – some that are an annual occurrence -- but there was one particular change from last year that you may have forgotten about.



**The annual ones?** If you changed, dropped, or enrolled for the first time in, one of the Flexible Spending Account options – Dependent Day Care or Health Care – your taxable gross for FICA as well as federal and NC tax will change – as will the related withholding amount. Or, maybe you had reached/ exceeded the earnings limit for the OASDI (Old Age, Survivors and Disability Insurance) portion of FICA in 2009 and withholding was suspended until January. Or, maybe you were one of the lucky handful of employees on campus who reached/exceeded the retirement earnings limit for 2009 for whom the deduction was suspended until January.

**The one you forgot?** In February 2009, President Obama signed the American Recovery and Reinvestment Act that included the [Making Work Pay Credit](#) (MWPC), prompting the IRS to issue revised [federal income tax withholding tables](#).

The new tax rates had the effect of providing a tax credit for employees making **up to certain salary limits**. The credit was about \$400 for taxpayers filing as single (\$600 if filing as married), by the end of 2009. In simple terms, if you claimed “Single” on your 2009 W-4, the amount of federal income tax that came out of your paycheck each month decreased about \$44.45, from April through December 2009. Therefore, during that nine-month period you paid \$400 less in federal income taxes than you would have paid without the MWPC.

The MWPC is still in effect for 2010; however, the credit will be spread over 12 months (January – December 2010) instead of 9, so the monthly decrease is about \$33.00. That means the federal tax amount difference from December 2009 to January 2010 would have increased around \$11. You’re still getting the same \$400 tax credit – it’s just spread over 12 months instead of 9 so the monthly amount is smaller.

Hope this solves January mysteries! And please be sure to review your [pay statement](#) each month via [Employee Self Service](#).

## Coming Attractions!

Based on feedback from February's Personnel Connections meeting, we have begun merging the [Personnel Representative](#) and [Payroll Coordinator](#) list serves. This will eliminate annoying duplication. We'll likely rename the list serve (maybe to '[HR Connections](#)' or something similar) but we'll send out an announcement when we have all the details worked out. Stay tuned.

**EVERY EMPLOYEE MUST ACT!**

***...if they wish to be in the State Health Plan's "80/20" Option as of July 1***

1. Annual open enrollment for the State Health Plan (SHP) is **March 15-April 9** for the plan year that begins July 1, 2010.
  2. The SHP will mail enrollment materials to members' homes.
  3. **All members** are automatically being moved to the "**70/30 Basic**" Plan effective July 1, 2010.
  4. If members **wish to upgrade** to the "**80/20 Standard**" Plan, they must **TAKE ACTION !!**
  5. Members must complete an online **attestation** form – certifying that they and their covered dependents either (a) don't use tobacco or (b) are participating in an approved tobacco-cessation program – in order to upgrade to the 80/20 Standard Plan.
  6. There will be rate increases for dependent coverage. See the [new rates](#) for 2010-2011.
  7. Members may add/delete dependents online during annual enrollment. Waiting periods may apply
  8. A member who fails to "attest" during open enrollment is relegated to in the 70/30 Basic Plan until the following year's open enrollment period.
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The online portal to enroll / attest / make changes will be available on March 15. NCSU's log-in instructions are customized -- and will look different from most other state agencies.

Coverage changes are effective July 1; July premiums are deducted from June paychecks.

For more information on the new **wellness initiatives and online enrollment site**, visit <http://statehealthplan.state.nc.us/comp-wellness.html>

To learn more about **qualified tobacco cessation programs**, go to <http://statehealthplan.state.nc.us/wellness-tobacco-cessation.html>

**WOLFWHEELS PROGRAM LAUNCH**

The Office of Sustainability will be launching the [WolfWheels program](#) on Monday, March 29<sup>th</sup> from 11am to 2pm on the Brickyard. This program will provide an affordable, unique solution to alternative transportation at NC State. All faculty, staff and students with a valid campus ID will be able to rent bicycles daily or weekly. The launch will include bike maintenance workshops and safety tips.

# 2010 Employee Appreciation Day

March 17<sup>th</sup> 10:30 am – 1:30 pm



### *Who is Invited?*

All NC State Faculty and Staff!

### *Where will it be held?*

At the Talley Student Center  
1<sup>st</sup> and 2<sup>nd</sup> Floor; Rain or Shine!

### *What should we expect?*

Carnival Games, Karaoke,  
Musical Chairs, Ice Cream,  
Popcorn, Team Trivia and much  
more!

### *Will there be Food?*

University Dining has agreed to  
offer an Employee Appreciation  
Day Deal **FOR \$1.00!** Your choice  
of: 1 Beef or Bean Burrito & a  
canned soft drink –OR– 2 Beef  
Soft Tacos & a canned soft drink!

## ***Annual Enrollment Headquarters***

Make sure you stop by the 2<sup>nd</sup> Floor of the Talley Student Center to make your benefits selections on site & win PRIZES! You will also learn more about the State Health Plan wellness initiative at 11:00 am so arrive early and enjoy a day of fun just for you!