



News & Helpful Hints

North Carolina State University

October 2010

Verify or Lose It! Dependent Healthcare Eligibility **Deadline: OCT 15th**

The State Health Plan (SHP) has required that every employee who claims dependents on their healthcare coverage must verify the eligibility of each dependent by October 15th. This applies to anyone with dependents -- spouse and/or child(ren) -- on the SHP as of June 1, 2010.

Secova, an HR and health benefits services company, is conducting the Dependent Eligibility Verification process on the SHP's behalf. Secova has provided the SHP with a list of employees at each agency and university who have not yet completed the verification process.

The applicable documentation must be submitted to Secova by October 15, 2010 or the dependent(s) will be deemed ineligible, and coverage will be canceled **retroactive** to July 1, 2010. For all questions, call Secova at 1-888-541-8123 (available 24/7).

REMIND YOUR DEPARTMENTAL COLLEAGUES OF THIS DEADLINE!!!

**BENEFITS ANNUAL ENROLLMENT
DEADLINE: OCTOBER 29**
See Page 7 for details



Mark Your Calendar!!

Next [HR Connections Meeting](#)

Thursday, October 14th, 10am to Noon
[McKimmon Center](#)

Tobacco Exemption Verification Under Way

The State Health Plan will be verifying that members who declared that they or a covered dependent is enrolled in a tobacco cessation program -- and who enrolled in the 80/20 Standard Plan -- have accurate documentation of their cessation program participation. This is in accordance with the attestation process and Session Law 2009-16, enacted by the N.C. General Assembly.

As of Sept. 22, 2010, letters are being mailed to randomly-chosen Plan members requesting them to submit either a Letter of Enrollment (LOE) from the QuitlineNC tobacco cessation program, or a Physician Certification Form (PCF) for enrollment in any other tobacco cessation program.

[Click here](#) to review a copy of the letter and fact sheet being sent to members. To learn more about tobacco cessation, visit the [Tobacco Cessation](#) benefits resource link.

FLEXIBLE SPENDING ACCOUNTS

Over-the-Counter Drugs no longer covered as of Jan 1, 2011

Under a new federal standard that applies to healthcare Flexible Spending Accounts (FSAs), effective January 1, 2011, the cost of over-the-counter* (OTC) medicines or drugs can no longer be reimbursed unless a prescription is obtained.

The change will not affect some things, like insulin, even if purchased without a prescription, or healthcare expenses such as medical devices, eye glasses, contact lenses, co-pays, and deductibles. See the complete list of OTC items that will continue to be allowable under the new rules:

<http://www.osp.state.nc.us/ncflex/PDFs/OTC%20Eligible%20Items.pdf> . This list is subject to change.

The new standard applies only to purchases made on or after January 1, 2011, so claims for medicines or drugs purchased without a prescription in calendar 2010 can still be reimbursed in accordance with the current plan. Keep this change in mind during October Annual Enrollment.

Employee Relations Tip of the Month

Get Motivated

Recently, Employee Relations staff attended a 'Get Motivated' workshop held at the RBC Center. A number of speakers provided insights on topics ranging from communication and leadership to success, and of course, motivation. Here are some quotes from motivational speakers that we liked and thought might motivate others as well:

Larry King on communicating for success: "Nothing I say will teach me anything. If I'm going to learn something, I'll have to do it by listening."

Lou Holtz on setting a higher standard: "Whatever you do, do it to the best of your ability. The higher you set the standard for yourself, the higher the self image."

Naomi Judd on building a bridge to success: "Sometimes you can't change the way things are-but you can change the way you feel about them."

General Colin Powell on leadership: "Effective leaders inspire and encourage their team members to learn new skills and grab new responsibilities...The result? Smart, happy, forward-thinking teams."

Debbie Fields (Mrs. Fields cookies) on a recipe for success: "...if you love what you do, you'll never 'work' a day in your life."

Break Time for Nursing Mothers under the Fair Labor Standards Act

An amendment to the Fair Labor Standards Act has been signed into law as part of the Patient Protection and Affordable Care Act.

The amendment requires employers to provide:

- Reasonable break time for nursing mothers to express milk for up to one year after the birth of their child
- The employer also must provide a space that
 - Is NOT a bathroom
 - Shielded from view
 - Free from intrusion

HR Classification & Compensation and the Benefits offices are currently working with Facilities to help designate suitable spaces around campus.

More details will be provided as they are available.

If you have general questions or questions about break times and compensation, please contact Angela Nicholson in Class/Comp (515-4294).

If you have questions about identifying a space in your area on campus, please contact Cindy Williford in the Architects Office (513-0270).

Upcoming Payroll Lockouts/Confirmation

1R04 – October 15th – 20th

2R09 – October 22nd – 25th
2R10 -

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

ADVANCE EARNED INCOME CREDIT IS OUT IN 2011

[Earned Income \[Tax\] Credit](#) is a federal program enacted in 1975 allowing low wage earners to receive more in income tax credits than they actually paid in payroll taxes. The purpose of the program is to serve as a wage subsidy for low income workers. The workers who qualify for the earned income credit can receive the tax credit when they file their federal tax return or receive part of the tax credit in their paychecks and the balance on their tax return. The portion received in their paycheck is called "advance earned income credit". NC State University has employees who qualify for earned income tax credit and some of them receive advance earned income credit in their paychecks.

Congress has passed legislation that was signed by President Obama repealing the "advance" part of the earned income credit so the credit can only be claimed on a qualifying employee's federal tax return. Employees will no longer complete the form W-5, *Earned Income Credit Advance Payment Certificate*.

The Payroll Office will be contacting the employees receiving the advance earned income credit individually to make them aware of the discontinuation in 2011.

We are asking Payroll Coordinators and Personnel Coordinators to refer any questions employees may have about earned income tax credits to Karen Young (karen_young@ncsu.edu) or Robin Nowlin (robin_nowlin@ncsu.edu) in Payroll.

Important Info: DHS Tentative Non-confirmations in E-Verify

As a reminder, please do NOT initiate DHS referral actions on your own in the E-Verify system. The International Employment (IE) office handles ALL DHS Tentative Non-Confirmations for the university. As soon as you see a DHS Tentative Non-confirmation result in the E-Verify system, tell the employee to immediately contact Pennie Graham or Jill Guzman in IE for an appointment to resolve the issue (no walk-ins, please). DO NOT "click on" anything else in the E-Verify system – IE will handle everything.

Departments do handle **SSA** Tentative Non-Confirmations. For these, please follow the prompts on the E-Verify screen. Also, make sure you keep the original signed Notice and Referral forms (attach to the I-9), and give the employee a copy of those documents for his/her records and for use at the local SSA office.

Please contact Jill Guzman at 515-4518 or jill_guzman@ncsu.edu with any questions. Thanks for your help and cooperation.

**UNC System Voluntary 403(b)
Retirement Program
Universal Availability Notice 2010**

The University of North Carolina system offers a choice of voluntary supplemental retirement programs on a pre-tax and post-tax (Roth) basis in accordance with Section 403(b) of the Internal Revenue Code.

Under the UNC Voluntary 403(b) Retirement Program, eligible employees may elect to defer a portion of their compensation under the 403(b) Program to supplement their retirement savings.

Eligibility- All employees who receive compensation that is reportable on a W-2 and who pay FICA are eligible to participate in the University's 403(b) program, as long as the employee elects to contribute at least \$200 each calendar year.

Contributions- An eligible employee may elect to defer a portion of his or her compensation on a pre-tax or post-tax (Roth) basis.

For more information visit:

www.northcarolina.edu/403b

**Emergency Preparedness Road
Show on October 20**

The Department of Business Continuity and Disaster Recovery and OIT Organizational Resilience Services invite all faculty and staff to attend one of two open forums on Wednesday, October 20 to learn about emergency preparedness both at home and at work. Sessions will be held from 9-11 am and again from 1 - 3 pm in the Talley Student Center Grand Ballroom.

During the forums, you will learn about continuity planning, business continuity regulation compliance, grant opportunities (state, federal and local), emergency planning for the university, disaster exercises, family preparedness, IT resilience and disaster recovery, and more. There will also be a demo of version 10 of the Living Disaster Recovery Planning System (LDRPS), software currently used on campus for creating business continuity plans. You will also meet members of the University Business Continuity Committee and hear a guest speaker. Come prepared to ask questions and get answers.

[More Information & Itinerary](#)

HR Partners in Recruitment and Staffing

The traditional connotation of "human resources" sometimes revolves around a world of rules, regulations, and policies. In many environments, HR serves as a crossing guard, of sorts, simply offering a "red light/green light" approach to hiring. Here at NC State, your HR Employment team is more like a "safari guide," helping you through the wilderness of recruitment and selection while avoiding the pitfalls and dangers that may pop up during a search. Our goal is to help you find the best candidate as quickly as possible.

Recruitment, albeit a seemingly simple process, can actually be quite difficult without the appropriate tools and resources. Involving your Employment Consultant early in the recruitment process (or even on the selection committee itself) can be the best way to ensure an effective and efficient recruitment effort.

As part of your search process, we can provide assistance with any or all of the following:

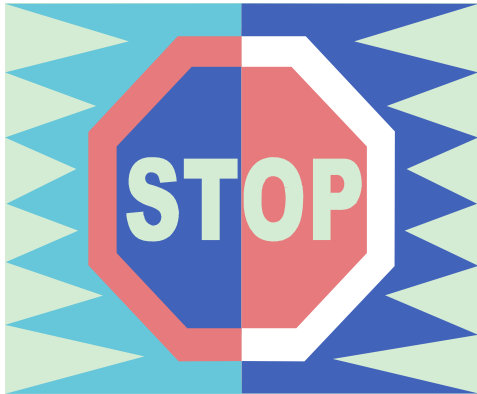
- * Offering advice on the most effective recruitment strategies
- * Reviewing the process for recruitment at NCSU including the essential milestones for staff and faculty hires to help expedite the process
- * Answering confidential questions about the Do's and Don'ts of recruiting, interviewing, and hiring
- * Updating hiring officials and committees on policy changes that may affect the search process
- * Assisting in the candidate review if desired
- * Sharing insight into best practices from other departments/colleges
- * Providing interviewing strategies, including basic training on interview options and strategies
- * Developing interview questions
- * Developing customized university information packets for finalist candidates

In return, we gain a better understanding of your unit's specific hiring needs and processes, so that we can be proactively involved in supporting the future needs of your department. We also can gain better understanding of any bumps in the road that search committees run into during a recruitment so that we can develop even more useful tools and resources for future searches.

We appreciate the opportunity to be engaged during the selection process. Our intent is not to moderate meetings, offer rubber-stamp approval of your strategies, or "police" your actions. Our goal is to work with you in developing the best recruitment plan for your specific need. We want to actively participate in your search, offering our expertise where needed. We're consultants, advisors, partners. This remains your search; and we're a part of your team.

So, go ahead. Invite your Employment Consultant to join your search today!

To find out who your Employment Consultant is, please visit http://www.fis.ncsu.edu/hr/employment/staff_assign.asp



THESE FORMS ARE DRIVING US CRAZY!!!!

STOP giving direct deposit and/or tax forms to student workers – this includes graduate assistants, resident advisors, work studies, office/IT/Institutional support, temporary workers and those students receiving fellowship payments. If they are a student at this University and they are going to be receiving a check from the Payroll office do not hand them payroll forms. Instead, hand them the pamphlets we sent out in late June/early July.

Some Numbers (You know how we love numbers):

Since July 1st we have processed 583 direct deposit forms -238 have been for students who **should** have signed up for direct deposit on line – that is 41%! We need to get this number down to ZERO.

Some reasons we've heard for giving students paper forms:

- They weren't in the system yet so they couldn't enter it on line. **Guess what?** If they aren't in the system we can't enter it either – you'll need to let them know when they will be in the system since that is based on when the hire action is entered. They should have access to Employee Self Service the day after you enter the hire action.
- "Oh... I thought we could give them either one" - **Wrong**
- "We gave them both the forms and the pamphlets" – **Wrong**
- "What pamphlets?"

Also – **stop** giving forms to Foreign Nationals as well. There was another pamphlet titled "For Foreign National Employees" sent out at the same time as the "For Student Employees" one.

- Foreign Nationals cannot submit paper tax forms, nor can they enter their tax information online. (If we receive forms from Foreign Nationals, we destroy them.) Their ONLY choice is to meet with Michelle Anderson (International Taxation). She takes care of the tax forms when they meet with her.
- They cannot sign up for direct deposit until they meet with Michelle **AND** show us a Social Security card. Once they have done both of these things, Michelle instructs them to sign up for direct deposit via the MyPack Portal.

Please forward this to anyone in your department who deals with hiring students.

*Special Note: If you must use a form for **non student** new hires, it has been updated. Please be sure that you are using the [latest version](#).*

Questions about the Pamphlets or need more? Email hr_payroll@ncsu.edu

Annual BENEFITS Enrollment October 4-29, 2010

Annual enrollment has begun for the following benefit plans: NCFlex benefits (dental, vision, critical illness, cancer, flexible spending accounts, group term life, accidental death & dismemberment), MetLife Group Term Life, Hyatt Legal and Liberty Mutual Long Term Disability.

What's New in 2011?

- **Over-the-counter medications are no longer eligible for reimbursement** in the Health Care Flexible Spending Account unless prescribed by a physician (effective January 1, 2011)
- **New! Flexible Spending Accounts (FSA) Extended Use:** If you do not spend all of your FSA money by the end of the calendar year, you can continue filing claims for eligible expenses against those funds until March of the next year. For example, you will be able to get reimbursed from monies you allocated in 2011 for claims incurred anytime from January 1, 2012, to March 15, 2012. This means you have a new extension period of up to 2 1/2 months to spend the money in your account from your previous year.
- **Flexible Spending Accounts reimbursements will only be made by direct deposit to the bank account you have designated for your NC State paycheck.**
- **The NCFlex plans now allow unmarried children up to age 26 who are dependent upon you for support and maintenance to remain on the pre-tax plans regardless of student status.**
- **Liberty Mutual Long Term Disability:** Current employees may enroll without having to complete a statement of health unless previously denied.
- **MetLife Group Term Life: Current participants will receive a 20% premium rate reduction effective January 1, 2011. In addition to the new premium schedule, a NEW Will Preparation Service will be available at no cost.** Coverage limit maximums will increase from 5 times base salary to 7 times base salary; changing from \$500,000 up to \$1,000,000 with Statement of Health (SOH) approval effective January 1, 2011. The Spouse/Domestic Partner coverage limit maximum will increase from \$50,000 to \$100,000 with a SOH approval. **Reminder:** During annual enrollment, participants with coverage levels at 1 or 2 times base salary can increase coverage by 1 times base salary without SOH approval (not to exceed \$500,000).
- **National Save for Retirement Week is October 18th – 22nd.** Please forward the flyer attached at the end of the newsletter to all your employees.

Visit www.ncsu.edu/hr/benefits/ and click on the Annual Enrollment Button for more information.

A SLICE OF HR




Amy Grubbs
Assistant Director,
Employment Services



Joe Williams
Assistant Director, Benefits

<p>What do you do?</p>	<p>Through consultation and coordination with campus administrative offices, we provide professional expertise to hiring managers throughout the entire SPA/EPA/Faculty recruitment process. This includes interpreting and administering University, State, and Federal policies and laws, developing strategic recruitment strategies to find the best candidates, ensuring the consistent and efficient administration of the employment processes, and reporting of personnel activities.</p>	<p>There are over 8,000 benefits-eligible employees at NC State. I lead the operations side of Benefits. This includes customer service, leading annual enrollments (Oct. 4-29), providing benefits communications to campus, ensuring compliance with federal and state laws, maintaining vendor relations, troubleshooting and supporting the various units in our office. I also have the honor of directly supervising five awesome staff members. Everyone in Benefits works hard to accomplish our core values. We remember these with an acronym- RISE...Respect, Integrity, Service & Excellence.</p>
<p>Why is what you do in Human Resources important?</p>	<p>We help our campus customers find great people as fast as possible and keep the University compliant at the same time.</p>	<p>I have been asked many times why I like the Benefits part of HR. Its sounds cliché, but I love helping others and making a difference in their lives. Benefits/Retirement/Leave can be complicated for many people to understand. My mission is to make benefits understandable and to ensure that employees are making well-informed decisions.</p>
<p>If you were guaranteed not to fail, what would you like to accomplish in your life?</p>	<p>To find the perfect balance of being the best mother/professional/wife/sister/daughter/friend that I could be.</p>	<p>I would love to start a non-profit organization that is designed to assist economically-challenged individuals in starting small businesses. I would want the organization to help them with business ideas, design and funding. Ongoing business mentoring and coaching would be provided to encourage success.</p>
<p>Please name three attributes of an effective leader</p>	<p>Curiosity—Always ask “Why” Willingness to take risks—to seek and accept change. Trust—a good leader should be both trustworthy and trusting of their team.</p>	<p>I honestly believe everything rises and falls on leadership. Having passion about what you do is paramount. A great leader’s courage to fulfill a vision comes from passion, not position. Motivation is also key for a great leader. It has been said that after meeting Winston Churchill, you believed you could achieve anything! If you cannot motivate people, you limit your impact as a leader. The last attribute is to be results-oriented. Leadership should not be defined by position, education or rank; leadership is defined by results and not all the fluff around it.</p>
<p>What is the strangest food you ever ate?</p>	<p>Fried Alligator</p>	<p>I grew up in a mid-sized city in Georgia. The city had an annual Rattlesnake Round Up. I attended one of these festivals as a child and ate some fried rattlesnake. It truly tasted like chicken.</p>

NC State Benefits Office



www.ncsu.edu/hr/benefits

National Save for Retirement Week is October 18th - 22nd!

Did you know that to live comfortably during retirement you may need as much as 80 percent of your pre-retirement income? The Teachers' and State Employees' Retirement System (TSERS) or the Optional Retirement Program (ORP) as your primary source of retirement income alone will not provide enough to solidify your goals to retire in comfort. During *National Save for Retirement Week* and throughout the year, we are committed to helping you understand your options for investing for your life's goals and living well in retirement.

NC State University, along with our partners TIAA-CREF and Fidelity Investments, are promoting *National Save for Retirement Week* by conducting a series of retirement educational sessions across campus. Come learn more about **INVESTING FOR A FINANCIALLY FIT RETIREMENT**. Space is limited and you must register to attend. Register online at: www.ncsu.edu/hr/save4retirement

Take advantage of these sessions because your retirement future starts today!!!



If you have not enrolled in a supplemental retirement plan, consider an option today! You may elect to enroll in the 401(k), 403(b) and/or 457. For more information about any of these plans, please peruse the benefits website: <http://www.fis.ncsu.edu/hr/benefits/rfp.asp#Supplemental>. If you are already participating in one of the programs, now is a great time to do a retirement check-up to measure your progress [Schedule an appointment with one of the plan consultants. They will meet with you on campus].