



News & Helpful Hints

North Carolina State University

September 2011

Fall Benefits Annual Enrollment October 3-31, 2011

Pre-tax Plans (NCFlex)

Accidental Death & Dismemberment (AD&D), Vision
Cancer, Critical Illness, Dental, NCFlex Group Term Life
Disability
Flexible Spending Accounts (Health Care & Dependent Day Care)

Post-tax Plans

Hyatt Legal Plan
Liberty Mutual Long Term

Highlights for 2012

Liberty Mutual Long Term Disability- Faculty and Staff enrolled in this plan will experience a **24% rate reduction** beginning January 1, 2012. Current employees not enrolled in the plan may elect this coverage without having to complete a statement of health for the coming year (unless previously denied).

Flexible Spending Accounts (FSA): The Office of State Personnel has contracted with a new vendor, P&A Group, to administer the FSA plan beginning January 1, 2012. New debit cards will be issued automatically to all 2012 health care flexible spending account (FSA) participants at no charge. Additional cards for spouses or college-age dependents can be requested at no charge. Participants in the FSA plans **MUST RE-ENROLL** each year for participation.

Dental Plan: Although dental plan rates will increase slightly in 2012, the high option plan will see enhanced benefits.

Visit http://www.ncsu.edu/human_resources/benefits/AE2011.php for the details

Mark Your Calendar!!

Next HR Connections Meeting

Thursday, October 20th
10am to noon
Grand Ball Room
Talley Student

Upcoming Payroll Lockouts

2R08 – October 7th & 10th
1R04 – October 13th – 20th
2R09 – October 21st & 24th

October [At-A-Glance Calendar](#)

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

Upcoming Training for October:**Professional Development Courses:**

HR0013	Introduction to Project Management	10/4/2011	9:00 am to 12:00 pm
HR0016	Time Management	10/6/2011	1:30 pm to 4:30 pm
HR0017	Generations at Work	10/10/2011	1:00 pm to 4:00 pm
HR0001	Coaching for Success	10/12/2011	9:00 am to 4:30 pm
HR0014	Team Fundamentals	10/20/2011	9:00 am to 12:00 pm

HR Academy Classes:

HRA11	Wage & Hour Basics	10/7/2011	1:30 pm to 3:30 pm
HRA23	Understanding Retirement Program	10/11/2011	9:00 am to 12:00 pm
HRA02	Classification and Compensation Admin	10/12/2011	9:00 am to 12:00 pm
HRA06	HR & the Law: What you need to know	10/17/2011	1:00 pm to 5:00 pm
HRA17	Key Practices for Injury, Incident and Error Prevention	10/18/2011	9:00 am to 12:00 pm
HRA09	Man/Navigating FMLA, Comp & Leave	10/24/2011	1:30 pm to 4:30 pm
HRA19	Personnel Practices for EPA	10/25/2011	9:00 am to 12:00 pm

For more course information visit our [website](#) or call 515-7844.

University Payroll to Mail 2011 W-2s

The University Payroll Office plans to mail the printed 2011 Forms W-2, *Wage and Tax Statements* directly to the employees at the end of January, 2012. IRS regulations require that W-2s be postmarked no later than January 31st. In the past, the W-2s were sent to the employee's department for distribution and mailing. Printed W-2s are produced for former employees. Printed W-2s are also produced for active employees who have not consented to receiving an online W-2 form, foregoing the printed form.

This is a not-so-scientific experiment. We are willing to relieve departments of the responsibility of W-2 distribution based on the number of consenting employees **and the expectation that the level of participation continues to increase**, which is where you come in. Of the 14,295 W-2s we printed for 2010, 56% were for active employees. While 56% is respectable, we are certain that with your help, we can do better. This "experiment" is a gamble for us, based on our faith in you to promote participation within your unit/department/college. Your mission – and ours – is to encourage, educate, and promote W-2 online enrollment. University Payroll has started promoting enrollment during New Employee Orientation, as well as in printed 'new hire' pamphlets for other categories of employees. We'll help you by providing a report identifying your unit's participants. Our goal is to have a 100% participation rate for active employees, so that we only provide printed W-2s to former employees. Remember, you have a vested interest in this experiment because the measurement of success or failure will be based on participation level.



WolfPerks
Employee Discount Program
<http://go.ncsu.edu/wolfperks>

NC State employees can save money on many different products and services through the WolfPerks program. Below are some discounts highlighted over the past few weeks:

- NC State employees can take advantage of a daily discounted rate of \$4.32 at the [Fast Park & Relax](#) Parking facility at the RDU airport.
- Save up to \$12 off tickets for [Disney On Ice- Dare to Dream](#) at the RBC Center December 7th to 11th
- Check out the savings you receive at [Moe's Southwest Grill](#) at the Arboretum on Weston Parkway in Cary.
- Access the concierge service for NC State employees offered by [AT&T](#) and you may be eligible for a 15% discount on voice and data plans.
- There are new discount offers available at the [Durham Performing Arts Center](#) like MEMPHIS, RAIN, THE ADDAMS FAMILY and WEST SIDE STORY.

Employee Relations Tip Of The Month

Are you able to define 'teamwork?' There is, of course, a dictionary definition of teamwork, but how do you define teamwork in your college or department? Others have defined teamwork this way:

"Teamwork: Simply stated, it is less me and more we." ~author unknown

"Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results." ~ Andrew Carnegie

"Regardless of differences, we strive shoulder to shoulder... Teamwork can be summed up in five short words: "We believe in each other." ~ author unknown

Check out this [video](#) for a creative "definition" of teamwork - be sure to turn on your speakers and enjoy!

From the Desk of Hughman R. Sources, HrD

Greetings Dr. HR. readers! Remember, if you have a question, you can submit it at any time to our employment email address employment@ncsu.edu and it may appear in the column.

Dear Dr. HR,

When is the “go live” date for the new version of PeopleAdmin? What are some of the new features and how can we prepare for the upgrade? -Dave

Answer: This is an excellent question Dave and thank you for asking. For those of you who don't know, PeopleAdmin will be going through an upgrade on **October 31st**. The “go live” date was extended from its original September 29th date to October 31st to provide additional time to introduce the product and train campus end users. This system will continue to be the interface for positing positions and applicant tracking. In addition, the upgraded system will also be used for **Position Management**. That's right, we're going electronic! Positions will be created and modified online through the PeopleAdmin system. This includes creating positions, updating positions, reclassifications, level changes and salary adjustments. Also, supervisors and managers will have ready access to their positions' information, such as the job description, once the data is entered, and each position's current classification.

Training will be available both in a classroom and online setting before and after the go live date. Be on the lookout in the next few weeks for training invitations directly from the human resources office or from your college-level human resources representatives. Those who use the system daily will be trained first so they are able to train individuals within the college.

There are a few other important items you should know prior to the upgrade. Please avoid using the Quicklink in your external advertisements because this link will no longer work after the upgrade. Instead, please use the jobs link <http://jobs.ncsu.edu> and the position number in your advertisements when describing where to find your position. In addition, please close all open positions (if possible) prior to the go live date. We will still be able to fill these positions in the old system, but they need to be closed prior to October 31st. If a position is posted prior to the go live date and stays open through the upgrade, the position description will need to be created in the new system and then reposted for the remaining required days to meet the posting requirement in the new system. It is our recommendation to avoid this option if possible.

Below you will find the “cutoff” dates for postings. If you post your position on or before these dates, there will still be time to close and fill the position in the old system.

Tenure/tenure track faculty (20 business day recruitment period): **Monday, October 3, 2011**

NTT, EPA Non-Faculty (10 business day recruitment period): **Monday, October 17, 2011**

SPA, Temps (5 business day recruitment period): **Monday, October 24, 2011**

If you have any additional questions regarding this upgrade and how it affects your position descriptions, please contact your Classification & Compensation consultant. If you have any questions regarding recruitments, please contact your Employment consultant.

Hope that helps,

DR HR

PeopleAdmin Upgrade to Include Implementation of Position Management Module

Classification & Compensation (C&C) is collaborating with Employment Services in the upgrade of PeopleAdmin. As a result of this collaboration, the upgrade will include the implementation of a Position Management Module. Therefore, PeopleAdmin will be utilized for all position action requests (e.g. establishing new positions, reclassifications, position updates, and salary adjustments, etc). These actions will be submitted through PeopleAdmin and reviewed by C&C through an electronic workflow. Additionally, to post and recruit for vacant positions, updated position description information will be required in PeopleAdmin. This new feature will provide an excellent opportunity to populate position data in the system, as well as generate and coordinate the recruitment efforts within a cohesive workflow. The scheduled launch date for upgrade and implementation is **Monday, October 31, 2011**.

Ultimately, PeopleAdmin will be the repository and system of record for position description information. Campus will have electronic access to the descriptions, be able to track the status of requests, and have historical reference available on positions.

Actions submitted on or before September 30th are currently being reviewed and finalized for the October payroll. Position requests for the November payroll can be submitted on the hard-copy form to C&C for a preliminary review. However, such requests can not be processed until entered into the PeopleAdmin system as of October 31st. Please partner with your C&C Consultant if you need any assistance during this time period.

This is a very exciting and opportune time for all of us while we launch this new endeavor. We appreciate your participation and patience as we move forward.



Flu Vaccination Clinics for Faculty and Staff

Flu season is just around the corner and anyone can be a potential target. Your best protection against the debilitating effects of this virus is to get a flu shot. For this reason, NC State University will be sponsoring several [on-campus flu shot drives](#).

The State Health Plan, BCBSNC and Maxim Healthcare are teaming up to provide seasonal flu shot clinics. Nurses will be on hand to provide shots at no cost, for faculty, staff, retirees and dependents enrolled in the State Health Plan, a BCBSNC health plan or Medicare. Those not covered by a health plan may receive the shot for a fee of \$30 (payable by cash or check, only). Please be prepared to present your health insurance and photo ID cards.

- The seasonal flu vaccine will only be available in shot form.
- Children between the ages of 4 & 17 must have a parent or legal guardian present.
- Children under age four must go to a physician for their seasonal flu shot.
- Although documentation will not be required, expecting women should receive clearance from their personal health care provider before receiving the vaccine.



Direct Deposit – Are My Rehired Employees Still Enrolled or Not?

Question: My department has rehired someone who worked for us previously, but I don't know whether their direct deposit information is still active in the HR System or if they need to enroll again. How do I know?

Answer: This question comes up frequently, especially at the start of a new semester. We have created a process to identify employees who have not been paid for a defined length of time so that we can inactivate their direct deposit. Here is how the process works:

- 1) The process looks back 120 days on job data.
- 2) If there is no active job within that time period, the process then looks at pay check data for the past 90 days.
- 3) If there is no pay check data within that time period, the direct deposit record is set to 'Inactive'.

We run this process at the end of each month. You can use this criteria to review the employee's job data to determine if the employee needs to update their direct deposit information. Even better, have the employee go into Employee Self Service and check their direct deposit data. If it is set to inactive, have them update it. While they are in Employee Self Service, it's also good for them to take a look at their tax information, personal information and consent to online W-2!

If you have any questions, please contact the Payroll Office at 515-4350. Please pass this information along to your staff.

Did you know:

There has been a 51% increase of participation in the [Wolftrails Alternative Commute Program](#) since Fall 2009. What does that mean? That's a reduction of 304 cars and a savings of 654 tons of CO₂ annually!

It's easy to reduce your carbon footprint and make a difference. Try out alternative forms of transportation to get around campus, like:

- walking
- taking the Wolfline
- riding your bike or renting a WolfWheels bike
- carpooling with a friend



NC State Faculty & Staff Assistance Program (FASAP) News

[September FASAP Newsletter](#)

For questions regarding FASAP, please contact Employee Relations at 515-6575 or Deer Oaks at 1-877-327-7658.

Fall Semester I-9 and E-Verify Reminders!

It is the start of a new semester and departments are completing dozens of new I-9 forms right now, so please remember a few important items:

1. Only people who have attended IET's I-9/E-Verify training class are authorized to complete I-9 forms and/or make entries into E-Verify. We are seeing a lot of mistakes being made by new people in departments who have not had the required training and we are returning those forms for proper completion by someone with the appropriate training.
2. Since September 2010, we are required to copy and attach to the I-9 form all **U.S. passports** if presented as Section 2 documents.
3. Please do not send copies of I-9 forms to HR – we always need the original. If we get a copy, we will contact you to send us the original and then we will destroy the copy.
4. If you enter the E-Verify information more than 3 days after the hire date, please **NEVER** choose “**other**” as the reason. If you are not sure which other option to choose, your default is always the option that says “audit revealed the new hire was not run.”
5. In the E-Verify system, after you check a citizenship status box (which is the first screen you see when you are entering a New Case into the system), the second screen gives you four options for documents presented. If the new employee is a foreign national and gives you a foreign passport and I-94 Arrival/Departure card, please be sure to choose **option three** on that **second screen** (“**Foreign passport with Arrival/Departure record (Form I-94)**,” and NOT the fourth option (“Arrival/Departure Record (Form I-94) with temporary I-551 stamp or refugee admission stamp (receipt).” This last (fourth) option is **ONLY** for refugees or people who have been approved for permanent residence. **Most of our foreign national employees will provide documentation that corresponds to the third option, not the fourth.**

Also please join International Employment and Taxation in welcoming Stephanie Hines as our new Immigration Paralegal. She can be reached at 513-7525 and stephanie_hines@ncsu.edu.

Contact Jill Guzman Blitstein or Stephanie Hines in International Employment with any questions.

Canned Food Drive

The [Interfraternity Council](#) is hosting a food drive this week benefiting the [Food Bank of Central & Eastern North Carolina](#). Collection time: Saturday October 1st from 2-4pm, Carter-Finley Stadium

If you can't make it out to the game on Saturday, feel free to drop the cans off in a collection bin at 1104 Pullen Hall (the Greek Life Office).

A SLICE OF HR



Ryan Bernarduci
EPA Consultant

Kimberly Khan
Benefit and Deduction Specialist

<p>What do you do?</p>	<p>I consult, advise, and process EPA actions. Also, we will research, develop, or revise EPA specific policy/guidelines for the purpose of training or dissemination to campus faculty and/or administrators.</p>	<p>I'm one of three new Benefits & Deduction Specialists hired to bridge the gap between Benefits and Payroll and to ensure employee's benefits deductions are accurate and payrolls are executed with minimal error. I am also responsible for the State Health Plan reconciliation billing.</p>
<p>Why is what you do in Human Resources important?</p>	<p>EPA Administration serves as the single point of contact for campus as it pertains to positions that are "Exempt from the Personnel Act" (EPA). Our unit is responsible for consulting on, interpreting, developing, and revising EPA policy and/or regulations.</p>	<p>What I do is important because we manage employees' needs and that is important to HR. Our team is required to ensure that our employees' needs are met, they are satisfied with their benefit selections and they can trust us to ensure an accurate payroll. Our employees rely on us to guarantee their deductions are handled with care, so that is my primary focus.</p>
<p>What would you call yourself if you could choose your own name?</p>	<p>Not sure, but I would probably choose something from prehistoric times to be unique.</p>	<p>I would not change my name for anything. I truly believe my name represents who I am.</p>
<p>When was the last time you cried laughing and why?</p>	<p>About 2 months ago. Every time I get together with my dad's side of the family we lose ourselves in laughter over anything.</p>	<p>I make an effort to laugh at least once a day and those who know me know that is the truth. If I don't carry a smile on my face, then something is terribly wrong.</p>
<p>What's the weirdest food you ever ate?</p>	<p>I have two: Frog legs and Alligator tail</p>	<p>The infamous Krispy Kreme Burger...and I cannot wait for another one this upcoming North Carolina State Fair!</p>