HR Forum

February 4, 2013

- No questions

Debbie Jones

- Changes on paychecks:
    - Social Security tax jumped back up to 6.2% from 4.2% because the Social Security tax was not addressed at Congress and expired. This will stay in effect until Congress addresses the issue.
        - For Individual tax rates, they added a new rate of 39.6% for anyone who makes over $400,000; $425,000 if you are head of household; and $450,000 if you are married.
        - The standard deduction increased to $12,200 for married couples filing jointly and/or surviving spouses, an increase of $300 from 2012.
        - The deduction for single taxpayer or spouses filing separately is $6,100,an increase of $150
        - For a head of household, deduction increased to $8,950, an increase of $250.
    - Personal exemption amount in 2012 was $3,800, which increased $100 to $3,900.
    - If your salary was $25,000, the rate of 4.2% in 2012 would have had you pay $1,050 in Social Security tax. In 2013, the amount will be $1,550, an increase of $500.
    - If you are making $50,000/year, your social security tax should increase $1,000.
    - This max amount that can be paid is $113,700. This means that if you have a salary of $120,000 then you will only pay up to $113,700 into Social Security. You will still pay the Medicare tax of 1.45% on all wages.

- Passed be legislation
    - The marriage penalty relief was made permanent.
    - Child and Development care credit increased to $3,000 for one dependent, and $6,000 for multiple dependents.
    - Deduction of sales tax was extended through 2013.
    - There are new rules in Capital Gains.
    - Above the line deduction for qualified tuition and related expenses.
    - Tax free distribution for IRAs for charitable purposes.
    - The $5,250 exclusion for graduate's education assistants has been made permanent.
    - Cafeteria plan still down at $2,500.
    - There is a delay in filing tax returns until Jan 30 because the IRS is not ready for them.
    - The IRS does not have the programming in place yet to accept educational credit filed on form 8863. Everyone is waiting to hear if the IRS is ready to accept forms mid-February.
- Questions about W-2's and/or ADP:
    - Question: What if I forgot my password?
        - Answer: We reset passwords al l of the time.
    - W-2s were mailed out last week from the ADP plant in Chicago. There is already a stack of W-2s returned with bad addresses from the post office in Payroll.

- Question: If you get an electronic W-2, will one not be mailed?
    - Answer: Only if you selected not to have one mailed. This year Texas State crossed over 10,000 W-2 forms. Of that number, only 1,700 suppressed printing. Over 5,000 have registered on ITP's website, but also want the paper copy.

Roxie

- Recap:
    - Make sure you check to see if you need to terminate your previous hourly student workers. Even though their hours are not being recorded, they are still in the headcount and have payroll results. Look at all of your hourly positions to see who is still actively working. Also, see if you still need the position. If not, notify HR that you no longer need that position. For terminating hourly student workers and hourly NSNR workers, use CATS_DA to see their last working date. Use this as the date of termination.
    - Look at your graduate student employees. Some of them have graduated. Keep in mind that these employees are salaried employees so, unless you terminate them, they will keep getting a paycheck.
    - PCR rejection notices will now be emailed with the reason why they were rejected. In the past, a rejection notice was sent, but the reason could only be found on the PCR's notes.
    - If you hire a male age 18-25, they have to be registered with Selective Service because the university is a State of Texas Institution. This applies to all U.S. citizens and resident aliens. Copy the verification and attach it to the electric PCR with a name like "selser_(last name, first name)." If they are student workers with financial aid, you know that they are on Selective Service because it is a requirement to receive financial aid.

Michelle for Rose

- The Work Life Advisory Council, consisting of faculty and staff, will be conducting a survey on Work Life issues. The last survey was conducted in 2003. That survey resulted in the creation of Rose's position as the Work Life Coordinator due to the need for a full-time position. This year's survey should come from Institutional Research on February 18, and will have three separate copies for faculty, staff, and graduate students. The questions ask about your climate, supervisor support of Work Life issues, needs as far as family and childcare, eldercare, knowledge of your resources, etc. The purpose of the survey is to assess what people know, where people are, their needs, and what the university can do to meet these needs.

- ERS sent HR a change in process. HR put it in the HR Bulletin. The life insurance company Minnesota Life set up a new process to apply online. Before this change, you would fill out the Proof of Good Health form taken from Texas State's website, send it to the insurance company, and wait for approval. Then, after approval fill out another form confirming that you wanted the coverage within 30 days. Now, you need to go to the Benefits office first to establish whether or not you have a qualifying life event or not. Then, Benefits will key the event into the system, which will trigger an email for you to fill out the application online. A paper option is available as well. After sending this form to the insurance company and receiving approval, they will send a notice directly to ERS. ERS will then activate the coverage. You will have 30 days to opt out of the coverage. This will only apply for life insurance. This new online process is quicker, and

applicants can easily check their status. Disability will remain the same for now, but may switch over in the future. If you have any questions, call the Benefits Office and they will help you.

Michelle

- Financial Workshops:
    - Tax Planning– Feb 13
        - This workshop will discuss what you can do to maximize your tax return. The workshop will be a lunch-and-learn, and will be from 11:45 to 1:00 in this room. Cookies and drinks will be provided, but lunch will not be. Registration closes on Wednesday.
    - Annual Planning & Retirement Fair – March 28
        - In LBJ from 9:00 to 3:00 and will have speakers from Social Security and TRS and ERS talking about retirement insurance. These three speakers always fill up. Faculty Staff Association and insurance vendors will be there, too. Notice about this workshop should go out again before Spring Break.

- Work Life Workshops:
    - Workshop on heart disease and cardiovascular health - Feb 28 at 1:30.
        - Several medical personnel from CTMC will be speaking.
    - CTMC will be on campus for their annual Health Check April 18.
        - This will be held at Embassy Suites.
        - CTMC will be conducting a health check on April 18 at Embassy Suites.
        - If you want to have blood drawn or a test done in advance, CTMC will be on campus the morning of Feb 14 from 8:00 to 10:00. There is more information on the Work Life website.
    - Mang@Txstate – April 17 & 24
        - This workshop is for all new supervisors, and managers

- Questions:
    - Question: How can I receive reimbursement faster?
        - Answer: You can file your receipts online and sign up for direct deposit.
    - Question: How do I update my W-4?
        - Answer: Send it to HR. The university is working on adding W-4s to Employee Self Service. Also, HR is working with Payroll to help international employees with their W-4s because they have extra rules to follow.
    - Question: I'm moving. How do I let my insurance carrier know my new address?
        - Answer: You can change it online through ERS or, when you update your address with the university, the university will automatically notify ERS. Both routes, ERS will notify your carriers. TRS works this way as well.

LynnAnn

- Individual Assessments:
    - Revising UPPS 04.04.17
        - The EEOC Care Act with Guidance has removed the Relevancy Chart. As of late last year, when conducting a background check, if a criminal history is found, the applicant must be individually assessed. HR is in the process of creating a

form that will serve as guidance on the types of questions that a department should ask in an individual assessment. The Relevancy Chart has been removed because it had ablanket exclusion on certain types of personal backgrounds. Now, departments will have to take into consideration the number of offenses, the job, and how it potentially would affect the job. After the assessment, the department's VP must sign and approve whether the applicant is hired or not. Three or four applicants have gone through this process so far. A timeline of 10 days may be put on how long the department has to make a decision.

- The Monster Contract was renewed and will continue offering discounted ads through Monster.com.

Julie

- Reclassification and new position audits:
  - Documents needed:
    - Requisition
    - New Position Data Form: Only if it is a new position. This can be found on HR's website under "forms."
    - Updated GOJA

    Justification Memo: Why you are asking for a new classification, or position?

    - Organizational Chart
  - Process:
    - Documents sent through administrative channels via EASY to HR
    - HR handles audits in the order that they are received
    - 2-3 weeks from the date received - current average = 6 days
  - Final recommendations based on:
    - Documents submitted by the department
    - Staff and supervisor interviews
    - Market data
    - Criteria for standard classification system
  - New Positions:
    - How does this job differ from other jobs?
    - How is this job similar to other on the Pay Plan?
    - Does an existing title fit? Do we need a new title?
    - What is the value of the new positions to the overall organization?
  - Reclassification:
    - Have the duties/responsibilities changed in a meaningful way?
    - What duties have changed over time?
    - Are the duties different or more the same?
    - Has the nature or focus of the job changed?
    - How does this job fit the organization?
    - What is the value of the change?
  - Criteria for consideration:
    - To reclassify a position we consider:
      - Reorganization

            - Demonstration/meaningful changes in job duties
            - New supervisory or lead responsibilities, dramatic change in job function, acquisition of new program or responsibilities
        - Do reclassifications equal promotions?
            - Promotion: a change in job title within the same job family based on merit. Does not always include a change in duties. No audit.
            - Reclassification: a technical adjustment of job title based on changes in duties.
    - Not criteria for consideration:
        - Expansion of current duties or an increase in volume
        - Credentials
        - Job performance
        - Longevity
    - A reclassification is not an "award." It is a technical adjustment of a position's job title.
    - Why do we do this?
        - Ensures appropriate FLSA status – Risk Prevention
        - Ensures appropriate value of all positions in the Pay Plan – Support Equal Treatment
        - Ensures appropriate EEO category
        - Ensures appropriate KSAs are used in job postings – Support EEO law
        - Ensures appropriate items are used in Performance Appraisals – Support Equal Treatment
        - Keeps departments in the University ordered and organized by class/compensation
        - Contributes to employee satisfaction and a positive work environment

Rosie

- Performance appraisals:
    - VP's have until Aug 15 to send to HR
    - April 16 past due report shared with president
    - New form on website – different
    - Performance Appraisals follow Pay Plan
- Change departments
    - Both departments have to do performance appraisals
        - The score is prorated
- Oct. Nov. and Dec. – six months to do appraisal from the hire date
- Merit has to be 301 and above
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- No questions