Welcome!!!!!!

Quarterly HRMS Users Group Meeting

October 9, 2015
Purpose

- Meet the Subject Matter Experts
- Demystify Processes & Procedures
- Educate & Inform
- Open Dialogue
Meetings Should Be:

- Interactive
- Informative
- Educational
Agenda

- Introductions
- Security Audit Update
- ADP Portal Updates
- Employees in States Other Than Georgia
- Mailing Addresses for Benefits Statements and W-2’s
- Go Green!!! Initiative
- Open Enrollment Update
Agenda (continued)

- Affordable Care Update
- Spring Semester PPGRA Dates
- 2015 W-2 Preparation
- Holiday Closing
- December Deadlines
- Equifax Workforce Solutions Implementation
- Assistance
- Q & A
Introduction of Panel
Security Audit Update
• ADP Portal/Self Service 9.2 features a ADP Portal login page with a modern look
  – There were no changes in functionality
  – Update Performed Friday, Oct. 2\textsuperscript{nd}, 11:59 p.m.-Saturday, October 3\textsuperscript{rd}, 7:00 a.m.
  – Shared Priority 15003 Emailed to HRAC
1. Old graphic is replaced with more modern graphic. Graphic is positioned at top of screen.
3. “Administrator Login” now labeled “Administrator Sign In”. Position moved.
4. “First Time Users Register Here” now labeled “Create Account” under First Time User section. Position moved.
5. “Need Help Getting Started” position moved.
6. “Update My Security Profile” now labeled “Update Your Security Profile”.
7. “Change Your Password” position moved.
8. “Make This Site Your Home Page” position moved.
Employees Working in States Other Than Georgia

- State Income Taxes Must be Collected in State Work Performed

- Alabama
- Arizona
- California
- Colorado
- Florida
- Iowa
- Maryland
- Michigan
- Minnesota
- Mississippi
Employees Working in States Other Than Georgia

- State Income Taxes Must be Collected in State Work Performed
  - Missouri
  - New York
  - South Carolina
  - Texas
  - Tennessee
  - Virginia
  - Wisconsin
  - Washington
  - West Virginia

- Contact Angela Bourque and Julia Mitchell to Ensure Tax Presence Established
Review Mailing Address Email

- Open Enrollment Statements
  - Deadline October 16th

- W-2’s
  - Deadline December 31st
WORK INSTRUCTIONS

1. Navigate to the ADP Portal using this web address https://portal.adp.com
   a) Click USER SIGN IN
   b) Type your ADP User ID and password

2. From the Portal Home Page
   a) Click Employee

3. From the Portal Home Page
Review Mailing Address

4. Addresses
   a) Click Edit
   b) Update all necessary changes to the address and primary E-mail address information fields.

5. Addresses
   a) Click Save
Go Green!!! Initiative

- USG Encouraging Employees to Receive W-2’s via the ADP portal
- Message on ADP Portal
- PBH Email
- If Previously Enrolled, Do Not Have to Enroll Again
Go Green!!! Initiative

Annual Statements

Go Paperless | Select Notification Options | Change E-mail Address

Annual Statement Summary

This page displays the annual tax forms available for viewing. Click the tax year to view details. Tax forms remain online for 3 years.

*You will need the Adobe Reader plug-in (most people already have it). If you don't have it installed, you can click here or contact your IT department for assistance.

W-2 Go Paperless Information
W-2 Go Paperless How-To
Open Enrollment

- November 2\textsuperscript{nd} - November 13\textsuperscript{th}
  
  - Staff Information and Benefits Fair
    - November 2\textsuperscript{nd}
  
  - Ball Room of Student Center
    - 10 am - 2 pm
  
  - College and Departmental Meetings
Open Enrollment

- System-Wide Voluntary Benefits Program
- All 30 Institutions on Same Benefits Plans
  - Dental
  - Vision
  - Life and Accidental Death & Dismemberment
  - Disability
  - Flexible Spending Accounts/Health Savings Accounts
  - Lifestyle Benefits
  - USG Perks
2016 Benefits Overview

- Dental
  
  - Benefits Unchanged
  
  - Premiums Increasing 12%
2016 Benefits Overview

- Vision
  - Benefits Unchanged
  - Premiums Unchanged
2016 Benefits Overview

- Life and Accidental Death & Dismemberment
  - Benefits Unchanged
  - Premiums Unchanged
  - Employees Allowed 1X Salary Increase Without Evidence of Insurability up to $500,000
2016 Benefits Overview

- Spouse Life & Child Life
  - Benefits Unchanged
  - Premiums Unchanged
2016 Benefits Overview

- Accidental Death & Dismemberment
  - Benefits Unchanged
  - Premiums Unchanged
2016 Benefits Overview

- Short & Long-Term Disability
  - Benefits Unchanged
  - Short-Term Disability Premiums Unchanged
  - Long-Term Disability Premiums Increasing 15%
2016 Benefits Overview

- Flexible Spending Accounts
  - Benefits Unchanged
  - Individuals Switching from Medical FSA to HSA MUST Exhaust 2015 Funds Before HSA Deductions Can Begin
2016 Benefits Overview

- Health Savings Account

  - Increase in Family Annual Limit
    - Individual - $3,350 (Same as 2015)
    - Family - $6,750

  - 2016 Match - $375/$750
2016 Benefits Overview

- Lifestyle Benefits
  - Benefits Unchanged
  - Premiums Unchanged
2016 Benefits Overview

- EPIC (Ear Professionals International Corporation) Hearing Plan
  - Benefits Unchanged
  - Premiums Unchanged
2016 Benefits Overview

- 1-800MD Telemedicine Program
  - GSU Program Discontinued
  - USG Incorporated into BCBS Healthcare Plans
  - LiveHealth Online
2016 Benefits Overview

- Health Insurance Coverage
  - Tobacco Certification Will Default To Prior Year Election(s)

- CVS/Caremark Pharmacy Vendor
  - Advanced Control Specialty Formulary for Specialty Drugs
  - Site of Care Alignment for Specialty Infusion Drugs

- New Tools for POS & HSA Plans
  - LiveHealth Online
  - CVS MinuteClinic Discounted Office Visits
2016 Benefits Overview

- Health Insurance Coverage
  - *Only* Employees Who Change Plans Will Receive New Medical Coverage Cards
  - Pharmacy Benefits on Back of Card
2016 Benefits Overview

- Health Insurance Coverage
  - Year 2 of New Pricing Model
    - 3 Year Transition
    - Defined Contribution Plan
  - Increased Premiums – Average 6.7%
Open Enrollment

- USG Communications

University System of Georgia Benefits

we provide • you decide
Open Enrollment

- USG Communications
  - Benefits Summary
Open Enrollment

USG Communications

- “Empower your life with smart choices”
  - Open Enrollment Newsletter
Open Enrollment

- **USG Communications**
  - Open Enrollment e-mail announcement(s)
  - Comprehensive Benefits Summary Booklet
  - Video and Text messaging
  - Benefit specific flyers
  - [http://employees.hr.gsu.edu/2016-benefit-open-enrollment/](http://employees.hr.gsu.edu/2016-benefit-open-enrollment/)
# Open Enrollment

## Open Enrollment Presentation w/ Q&A - ACTIVE EMPLOYEES

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>School</th>
<th>Location</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday October 15th</td>
<td>2:00 - 3:30</td>
<td>GPC- Alpharetta Campus</td>
<td>A Building</td>
<td>AA1140</td>
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<tr>
<td>Wednesday October 21st</td>
<td>2:00 - 3:30</td>
<td>GPC – Newton Campus</td>
<td>Building 1</td>
<td>1N2210</td>
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<td>Thursday October 22nd</td>
<td>10:00 - 11:30</td>
<td>GPC – Northlake Campus</td>
<td>Building 1975</td>
<td>Lakeside 4</td>
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<tr>
<td>Monday October 26th</td>
<td>11:00 – 12:30</td>
<td>GSU – Downtown Campus</td>
<td>Urban Life Building</td>
<td>230</td>
</tr>
<tr>
<td>Tuesday October 27th</td>
<td>2:00 - 3:30</td>
<td>GPC – Dunwoody Campus</td>
<td>C Building</td>
<td>NC1100</td>
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<tr>
<td>Wednesday October 28th</td>
<td>3:00 - 4:30</td>
<td>GPC - Clarkston Campus</td>
<td>Library</td>
<td>CL1100</td>
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<td>2:00 - 3:00</td>
<td>GPC – Decatur Campus</td>
<td>F Building</td>
<td>SF2100</td>
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<tr>
<td>Friday October 30th</td>
<td>10:00 – 11:30</td>
<td>GSU –Downtown Campus</td>
<td>Urban Life Building</td>
<td>230</td>
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<tr>
<td>Tuesday November 3rd</td>
<td>10:00 – 11:30</td>
<td>GSU – Downtown Campus</td>
<td>Urban Life Building</td>
<td>230</td>
</tr>
<tr>
<td>Wednesday November 11th</td>
<td>10:00 – 11:30</td>
<td>GSU – Downtown Campus</td>
<td>Urban Life Building</td>
<td>230</td>
</tr>
<tr>
<td>Thursday November 12th</td>
<td>11:00 – 12:30</td>
<td>GSU – Downtown Campus</td>
<td>Urban Life Building</td>
<td>230</td>
</tr>
<tr>
<td>TBD</td>
<td>TBD</td>
<td>GSU – Buckhead Campus</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>
Open Enrollment

- Benefits Walk-In Days – ACTIVE EMPLOYEES

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>School</th>
<th>Location</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 5th</td>
<td>10:00 – 2:00</td>
<td>GSU- Main Campus</td>
<td>Urban Life Building</td>
<td>230</td>
</tr>
<tr>
<td>November 9th</td>
<td>10:00 – 2:00</td>
<td>GSU- Main Campus</td>
<td>Urban Life Building</td>
<td>230</td>
</tr>
<tr>
<td>November 14th</td>
<td>9:00 – 3:00</td>
<td>GSU- Main Campus</td>
<td>Urban Life Building</td>
<td>230</td>
</tr>
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</table>
Affordable Care Act

- Determine Eligibility for Health Insurance
- Must Track & Report Hours Worked
- Annual Reporting to Internal Revenue Service
Graduate Assistants

- Created More JobCodes

- All Individuals With Research Component
  - Offered Health Insurance
  - Must Track ALL Hours

- All Individuals Without Research Component
  - Limited to 1,300 Hours Worked in 12-Month Consecutive Period

- Pre-Populate eTime Schedules
  - 10 Hours Per Week
  - Student/Supervisors Must Correct & Approve
Student Assistants

- Limited to 1,300 Hours Worked in a 12-Month Consecutive Period

- Must Stop Working Until Anniversary Date if Reaches/Exceeds 1,300 Hours Worked

- Pre-Populate eTime Schedules for Student Leaders
  - Based Upon Appointments
  - Student/Supervisors Must Correct & Approve

- Positive Time Entered
  - Student/Supervisors Must Correct & Approve
Temporary Employees

- Limited to 1,300 Hours Worked in 12-Month Consecutive Period
  - Across **ALL** institutions in the USG.

- Must Have 26 week (6 month) Break in Service After 12-Months or 1,300 Hours, Whichever Occurs First
Temporary Employees

- If Needed for More Than 1,300 hours
  - Must Become a Regular Employee
  - Benefitted or Non-Benefitted Position
  - Must Include Medical Coverage

- If Needed for More Than 12 Consecutive Months
  - Must Become a Regular Employee
    - Create Multi-Incumbent Positions
  - Benefitted or Non-Benefitted Position
    - Based Upon FTE

- Positive Time Entered
  - Employees/Supervisors Must Correct & Approve
Part-Time Instructors

- Created More JobCodes
  - Temporary
  - Regular

- Temporary
  - Limited to 1,300 Hours Worked in 12-Month Consecutive Period
  - Across ALL institutions in the USG
  - Must Have 26 week (6 month) Break in Service After 12-Months or 1,300 Hours, Whichever Occurs First

- Regular
  - Limited to 1,300 Hours Worked in 12-Month Consecutive Period
  - Across ALL institutions in the USG
  - 26 week (6 month) Break in Service After 12-Months Not Required
Part-Time Instructors

- Part-Time Teaching Agreement Required
  - Original to Provost Office
  - Copy to Human Resources

- Must Use USG Conversion Chart

- Limited to 7 Contact Hours Per Semester

- Pre-Populate eTime Schedules
  - 12 Hours Per Week
  - PTIs/Supervisors Must Correct & Approve
Part-Time Instructors

- System-Wide Standard Based Upon Contact Hours

**Non-health Benefits Eligible Faculty – for purposes of ACA**

**Proposed Conversion:** 1.25 Prep/Grading hours + .5 Office/Meeting hours per each Classroom/Contact hour per week

<table>
<thead>
<tr>
<th>Contact Hours per Week</th>
<th>Classroom/Contact Hours</th>
<th>Prep/Grading</th>
<th>Office/Meeting Hours</th>
<th>Standard Hours Worked</th>
<th>FTE/ Effort</th>
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</thead>
<tbody>
<tr>
<td>1 Contact Hour</td>
<td>1</td>
<td>1.25</td>
<td>0.5</td>
<td>2.75</td>
<td>0.07</td>
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<tr>
<td>2 Contact Hours</td>
<td>2</td>
<td>2.5</td>
<td>1</td>
<td>5.5</td>
<td>0.14</td>
</tr>
<tr>
<td>3 Contact Hours (e.g. 1 course)</td>
<td>3</td>
<td>3.75</td>
<td>1.5</td>
<td>8.25</td>
<td>0.21</td>
</tr>
<tr>
<td>4 Contact Hours</td>
<td>4</td>
<td>5</td>
<td>2</td>
<td>11</td>
<td>0.28</td>
</tr>
<tr>
<td>5 Contact Hours</td>
<td>5</td>
<td>6.25</td>
<td>2.5</td>
<td>13.75</td>
<td>0.34</td>
</tr>
<tr>
<td>6 Contact Hours (e.g. 2 courses)</td>
<td>6</td>
<td>7.5</td>
<td>3</td>
<td>16.5</td>
<td>0.41</td>
</tr>
<tr>
<td>7 Contact Hours</td>
<td>7</td>
<td>8.75</td>
<td>3.5</td>
<td>19.25</td>
<td>0.48</td>
</tr>
<tr>
<td>8 Contact Hours</td>
<td>8</td>
<td>10</td>
<td>4</td>
<td>22</td>
<td>0.55*</td>
</tr>
<tr>
<td>9 Contact Hours (e.g. 3 courses)</td>
<td>9</td>
<td>11.25</td>
<td>4.5</td>
<td>24.75</td>
<td>0.62*</td>
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<tr>
<td>10 Contact Hours</td>
<td>10</td>
<td>12.5</td>
<td>5</td>
<td>27.5</td>
<td>0.69*</td>
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<tr>
<td>11 Contact Hours</td>
<td>11</td>
<td>13.75</td>
<td>5.5</td>
<td>30.25</td>
<td>0.76**</td>
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<tr>
<td>12 Contact Hours (e.g. 4 Courses)</td>
<td>12</td>
<td>15</td>
<td>6</td>
<td>33</td>
<td>0.83**</td>
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</tbody>
</table>
Regular Staff

- FTE Determines Benefits Eligibility

- Exempt Faculty & Staff
  - Hours Tracked Based Upon FTE
  - Employees/Supervisors Must Correct & Approve eTime

- Nonexempt Staff
  - Positive Time Entered
  - Employees/Supervisors Must Correct & Approve eTime

- Works More Than 1,300 hours
  - Must Be Offered Medical Coverage
Affordable Care Act

- University System Implementing Equifax ACA Management Tool
  - October 2015
  - Eligibility for Medical Insurance
  - 1095C Annual Reporting
Spring 2016 PPGRA Dates Reminder

- PTI’s
  - Appointment Begin/End Dates
    - January 11, 2016
    - May 6, 2016
  - Pay Start/End Dates
    - January 11, 2016
    - May 6, 2016
Spring 2016 PPGRA Dates Reminder

- GRA’s
  - Appointment Begin/End Dates
    - January 11, 2016
    - May 6, 2016
  - Pay Start/End Dates
    - January 11, 2016**
    - April 30, 2016

**Any changes to Appointments should have January 11, 2016 Pay Begin Date**
2015 W-2 Preparation

- Review Budgets
  - Overpayments
  - Underpayments
  - Payments for this Calendar Year
- Address Changes
- Social Security Number Updates
- TAP Waiver Greater Than $5,250
Holiday and Holiday Closing Affect on Payrolls

- November 27th Bi-Weekly Payrolls

  - Document Receipt Deadline – November 13th
  - Input Deadline – November 19th
  - Pull eTime File – November 23rd @ 9:00 am
Holiday and Holiday Closing Affect on Payrolls

- November 30th Monthly Payrolls
  - Document Receipt Deadline – November 12th
  - Input Deadline – November 16th
  - PPGRA Closes – November 16th
Holiday and Holiday Closing Affect on Payrolls

- December 11\textsuperscript{th} Bi-Weekly Payrolls
  - Document Receipt Deadline – November 25\textsuperscript{th}
  - Input Deadline – December 3\textsuperscript{rd}
  - Pull eTime File – December 7\textsuperscript{th} @ 9:00 am
Holiday and Holiday Closing Affect on Payrolls

- **December 15th Faculty Payroll**
  - Document Receipt Deadline – November 25th
  - Input Deadline – December 4th

**Dates have not been confirmed with Shared Services**
Holiday and Holiday Closing Affect on Payrolls

- December 24th Bi-Weekly Payrolls
  - Document Receipt Deadline – December 11th
  - Input Deadline – December 14th
  - Pull eTime File – December 16th @ 10:00 am
Holiday and Holiday Closing Affect on Payrolls

- December 31\textsuperscript{st} Monthly Payrolls
  - Document Receipt Deadline – December 11\textsuperscript{th}
  - Input Deadline – December 15\textsuperscript{th}
  - PPGRA Closes – December 11\textsuperscript{th}
Holiday and Holiday Closing Affect on Payrolls

- January 8th Bi-Weekly Payrolls
  - Document Receipt Deadline – December 11th
  - Input Deadline – December 17th
  - Pull eTime File – January 4th @ 10:00 am
Holiday and Holiday Closing Affect on Payrolls

- January 22nd Bi-Weekly Payrolls
  - Document Receipt Deadline – January 9th
  - Input Deadline – January 12th
  - Pull eTime File – January 15th @ 10:00 am
Holiday and Holiday Closing Affect on Payrolls

- January 29th Monthly Payrolls
  - Document Receipt Deadline – January 15th
  - Input Deadline – January 19th
  - PPGRA Closes – January 15th
Winter Break Closing

- Dr. Becker’s E-Newsletter from May 17, 2010, Announcing 2-Week Closing
Winter Break Closing

- PBH will Pre-Populate December 28th, 29th, 30th & 31st for all Benefitted Employees
- Spreadsheets emailed to HRAC week of November 16th
Winter Break Closing

- Individuals Wishing to Borrow January Leave
  - Winter Break Exception Form Due to PBH by December 10th
Winter Break Closing

- Individuals Working or Preferring to be Uncompensated

- Winter Break Exception Form Due to PBH by December 10th
Winter Break Closing

- Student Assistants and Temporary Employees Working

- eTime Entry Deadline – December 16th
Winter Break Closing

- Telephone Tree has been Established for Emergencies during Closing
  - Tree & Instructions Provided to HRAC and College Administrative Officers
  - Colleges & VP Areas Encouraged to Establish Internal Tree
Changes in January 2016

- Social Security Administration Changes
  - Salary Limit Unknown (was $118,500 for 2015)
  - Wages in Excess of $200,000 Subject to Additional 0.9% Employee Medicare Tax
Payroll Calendars

- http://managers.hr.gsu.edu/files/2013/03/2015PayrollCalendar.pdf
Equifax Workforce Solutions Implementation

- I-9 Processing
  - Online

- The Work Number
  - Automated Employment Verifications
Training

- Finance & Administration, PBH, and the Spectrum Team are Available for Training Opportunities
  - eTime
  - ePAF
  - Budget Reconciliations
  - PPGRA
Assistance

- Hire Packets Due On or Before 1st Day of Employment
  - I-9 Regulations
  - CampusID and Email Address
  - PantherCard

- eTime Usage
  - Budget & Planning Reconciliation
  - Missed Punches
  - Approvals
  - ACA Regulations
Assistance

- Meetings with Colleges
- Overpayments
- New Hires
- Student Assistants/Temporary Employees
Questions & Answers
Thanks for Coming!!!!!!