Welcome!!!!!!

Quarterly HRMS Users Group Meeting

October 17, 2014
Purpose

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

- Interactive
- Informative
- Educational
Agenda

- Introductions
- Security Form Update
- Security Audit Update
- Java Virtual Screen
- Employees in States Other Than Georgia
- Mailing Addresses for Benefits Statements and W-2’s
- Go Green!!! Initiative
- Open Enrollment Update
Affordable Care Implementation
Spring Semester PPGRA Dates
2014 W-2 Preparation
Holiday Closing
December Deadlines
Assistance
Q & A
Introduction of Panel
ADP/HRIS Security Form

ADP/Human Resources Information System (HRIS) Access Request Form

Request for: [ ] New User [ ] Change of Access [ ] Termination of Access

Employee Name: ____________________________ Panhandle ID: ____________________________
Employee ID: ____________________________ Campus ID: ____________________________
College or VP Area: ____________________________
Campus Email: ____________________________ Campus Phone: ____________________________
Department Name: ____________________________ Department Budget ID: ____________________________

REQUESTED ACCESS

- [ ] Departmental Inquiry
- [ ] FPROA Access
- [ ] HRAC Access
- [ ] HRAC Assistant Access
- [ ] HRAC Assistant Access

Off Site Access (if any): ____________________________
Numara Clearance Access: ____________________________

Duplicate Access if you would like to copy the access of an existing user, please indicate their name here:
First Name: ____________________________ Last Name: ____________________________

BUSINESS FUNCTION

Please indicate how the requested access relates to your business function(s). [ ] Specialized access requests should be included here.

DEPARTMENT/UNIT

Please list department number(s) or business unit for which you need access. [ ] You wish to have access to all department(s) associated with a single business unit, you may list only the business unit for which you need access.

APPROVAL

Departmental Signature of Approval: ____________________________ Date: ____________________________
*Admin Office/HRAC Signature of Approval: ____________________________ Date: ____________________________
*Provost Area Signature of Approval: ____________________________ Date: ____________________________
*HRAC Signature of Approval: ____________________________ Date: ____________________________

HR Use Only

Access: Payroll Access: [ ] Yes [ ] No, SDS Access: [ ] Full (7 x 9 digits) [ ] Full (8 x 9 digits) [ ] No Access: [ ] No Access: ____________________________ Date: ____________________________

Please send completed form to the appropriate department. The employee will be notified by phone or email of the completion of their security setup.

For Spectrum use only:

Spectrum Member: ____________________________ Date Submitted to SSC: ____________________________
Access granted: ____________________________ Date Submitted to SSC: ____________________________
Spectrum Access granted reply date: ____________________________ Email to Employee date: ____________________________

(created 03/09/05 r1; revised 03/15/06 r2; revised 06/25/2014 r1)
Security Audit Update
JAVA Virtual Screen
Employees Working in States Other Than Georgia

- State Income Taxes Must be Collected in State Work Performed

- California
- Florida
- Maryland
- Michigan
- Minnesota
- Missouri
- New York
- South Carolina
Employees Working in States Other Than Georgia

- State Income Taxes Must be Collected in State Work Performed
  - 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 20th

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

1. **Navigate to the ADP Portal using this web address** [https://portal.adp.com](https://portal.adp.com)
   - a) Click **User Login**
   - b) Type your ADP User ID and password

2. **From the Portal Home Page**
   - a) Click **Employee**

3. **From the Portal Home Page**
   - Click the following links to access messages and information pertinent to you
Review Mailing Address

Email

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 3rd - November 14th
  - Staff Information and Benefits Fair
    - October 20th
  - Ball Room of Student Center
    - 10 am - 2 pm
  - College and Departmental Meetings
Open Enrollment

- System-Wide Voluntary Benefits Program

- All 31 Institutions on Same Benefits Plans
  - Dental
  - Vision
  - Life and Accidental Death & Dismemberment
  - Disability
  - Flexible Spending Accounts/Health Savings Accounts
  - Lifestyle Benefits
  - USG Perks
2015 Benefits Overview

- **Dental**
  - Benefits Unchanged
  - Full-time Student Status Requirement Removed
  - Premiums Increasing 11.8%
2015 Benefits Overview

- Vision
  - Benefits Unchanged
  - Premiums Unchanged
  - Full-time Student Status Requirement Removed
2015 Benefits Overview

- Life and Accidental Death & Dismemberment
  - Benefits Unchanged
  - Premiums Unchanged
  - Employees Allowed 1X Salary Increase Without Evidence of Insurability up to $500,000
2015 Benefits Overview

- Spouse Life & Child Life
  - Benefits Unchanged
  - Premiums Unchanged
2015 Benefits Overview

- Accidental Death & Dismemberment
  - Benefits Unchanged
  - Premiums Unchanged
2015 Benefits Overview

- Short & Long-Term Disability
  - Benefits Unchanged
  - Premiums Unchanged
  - Coordination with Sick and Annual Leave Changed
2015 Benefits Overview

- Flexible Spending Accounts
  - Benefits Unchanged
  - Individuals Switching from Medical FSA to HSA MUST Exhaust 2014 Funds Before HSA Deductions Can Begin
2015 Benefits Overview

- Health Savings Account
  - Increase in Annual Limits
    - Individual - $3,350
    - Family - $6,650
  - 2015 Match - $375/$750
- New Investment Options
- Expense Tracker
2015 Benefits Overview

- Lifestyle Benefits
  - 4 Options
    - A – Identify Protection/Legal Care
    - B – Roadside Assistance/Tax Help Line & Option A
    - C – Tax Help Line/Pet Care & Option A
    - D – All Above + Fitness Club Discount
  - Current Enrollees Default to Option B
  - Decrease in Premium
2015 Benefits Overview

- USG Perks
  - ALL Active Nonstudent Individuals on the Payroll Receiving a Paycheck

- Shopping Program
  - Electronics, Travel, Entertainment, Clothing, etc.
  - Earn WOW Points

- No Cost to All Eligible
2015 Benefits Overview

- New GSU Voluntary Plans
  - EPIC (Ear Professionals International Corporation) Hearing Plan
  - 1-800MD Telemedicine Program
Health Insurance Coverage

- All Employees Must Opt Out of Tobacco Surcharge
  - Increased to $75/member/month
  - No Refunds

- All Dependents Over the Age of 18 Must Certify Tobacco Usage
2015 Benefits Overview

- Health Insurance Coverage
  - New Pharmacy Vendor
    - CVS/Caremark
    - Additional Pharmacies in Network
  - New Tools for POS & HSA Plans
    - Integrated Health Model
    - Castlight Transparency
  - Spouse Questions
    - Do you have a spouse?
    - Does your spouse have access to healthcare through his/her employer?
    - Are you planning to cover your spouse?
2015 Benefits Overview

- Health Insurance Coverage
  - Increased Premiums
  - Increased Deductibles and Copays
  - Increased Out of Pocket Maximums
  - Rebranding of Plans
    - HSA Open Access Point of Service will be Consumer Choice HSA
    - Open Access Point of Service will be Comprehensive Care
  - Add Autism Therapy Coverage
2015 Benefits Overview

- Health Insurance Coverage
  - All Employees Will Receive New Medical Coverage Cards
  - Pharmacy Benefits on Back of Card
2015 Benefits Overview

- Health Insurance Coverage
  - New Pricing Model
    - 3 Year Transition
    - Defined Contribution Plan
2015 Benefits Overview

- Health Insurance Coverage
  - Plan Year 2015 Wellness Initiative
    - Biometric Screenings
    - Health Risk Assessments
    - Primary Care Physician
Open Enrollment

- USG Communications

University System of Georgia Benefits

we provide · you decide
Open Enrollment

USG Communications

Benefits Summary

We provide • You decide

The University System of Georgia (USG) provides you with a range of healthcare and voluntary benefits. Each year, you have the chance to review your options and decide what works for you.

The best place to start is right here, with a summary of the healthcare and voluntary benefits for all of the USG institutions.

Stay healthy

Healthcare benefit options

When it comes to keeping you and your family healthy, we’ve got you covered with these healthcare options:

- Health Savings Account (HSA) Open Access POS - This plan has a higher deductible, but lower monthly premiums. You can contribute to your HSA with after-tax dollars, up to $3,500 for an individual or $5,500 for a family. When you contribute, the University System of Georgia will match dollar-for-dollar with your contributions, up to $750 for an individual or $1,500 for a family. And now HSA balances can even be claimed by you and your family members.

- Open Access POS — This healthcare coverage includes both in-network and out-of-network providers.

- BlueChoice HMO — You receive benefits when your care is coordinated by your Blue Cross Blue Shield of Georgia HMO primary care physician (PCP).

- Kaiser Permanente HMO — You receive benefits when your care is coordinated by your Kaiser PCP.

Good habits pay off!

You’ll earn $25 when you confirm that you don’t use tobacco products.

You must certify the following to the health plan for each family member enrolled in the plan:

- Age 18 or older enrolled in a POS health plan to avoid a tobacco surcharge.

If you do not certify your Tobacco Use Status, a surcharge will be added to your monthly health care premiums.
Open Enrollment

- USG Communications
- Open Enrollment Newsletter

Your benefits for 2014

Open Enrollment is Monday, November 11 – Friday, November 22.

You have only two weeks for Open Enrollment this year! Active enrollment is required for all benefits-eligible faculty and staff, which means you need to review your benefit options and make elections.

A message from the University System of Georgia (USG):
USG recently unveiled a bold strategy to help our institutions prepare for the future and work together more efficiently. One way we’ll do that is through our new approach to employee benefits. In 2014, we will offer consistent, comprehensive benefits to employees at all of our institutions.

Some 2014 plans may look familiar, and some may be new to you. Keep reading to learn more, then take time to review your options and decide what’s best for you and your family.

University System of Georgia Benefits

we provide - you decide
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/2015-benefit-open-enrollment-information/](http://employees.hr.gsu.edu/2015-benefit-open-enrollment-information/)
Affordable Care Act

- Determine Eligibility for Health Insurance
- Must Track & Report Hours Worked
- Annual Reporting to Internal Revenue Service
USG Policy Changed March 2014

Effective May 1st for Staff and Students

Effective August 1st for Faculty

eTime is the System of Record
Affordable Care Act

- Regular Employees
  - FTE’s Between .5 and .75
  - ALL Hours Worked Tracked in eTime
  - Average 30 Hours/Week
    - Must be Offered Healthcare Coverage
Affordable Care Act

- Student Assistants
  - ALL Hours Worked Tracked in eTime
  - Limited to 1,300 Hours
  - Student Leaders Pre-populated
  - Timecards MUST be approved
Part-Time Instructors

- Created New Categories

- Regular Part-Time Instructor
  - Processed via ePAF

- Temporary Part-Time Instructor
  - Processed via PPGRA
Affordable Care Act

- Part-Time Instructors
  - ALL Hours Worked Tracked in eTime
  - Limited to 1,300 Hours
  - Timecards Pre-populated
  - Timecards MUST be approved
Affordable Care Act

- Graduate Assistants
  - ALL Hours Worked Tracked in eTime
  - Limited to 1,300 Hours
  - Timecards Pre-populated
  - Timecards MUST be approved
Affordable Care Act

- Graduate Research Assistants
  - Offered Health Insurance January 2015
  - Data Clean Up
Spring 2015 PPGRA Dates Reminder

- PTI’s
  - Appointment Begin/End Dates
    - January 12, 2015
    - May 9, 2015
  - Pay Start/End Dates
    - January 12, 2015
    - May 9, 2015
Spring 2015 PPGRA Dates Reminder

- GRA’s
  - Appointment Begin/End Dates
    - January 12, 2015
    - May 7, 2015
  - Pay Start/End Dates
    - January 12, 2015**
    - April 30, 2015

**Any changes to Appointments should have January 12, 2015 Pay Begin Date**
2014 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 28th Bi-Weekly Payrolls
  - Document Receipt Deadline – November 14th
  - Input Deadline – November 19th
  - Pull eTime File – November 24th @ 9:00 am
Holiday and Holiday Closing Affect on Payrolls

- November 28th Monthly Payrolls
  - Document Receipt Deadline – November 10th
  - Input Deadline – November 12th
  - PPGRA Closes – November 13th
Holiday and Holiday Closing Affect on Payrolls

- December 12th Bi-Weekly Payrolls
  - Document Receipt Deadline – November 26th
  - Input Deadline – December 3rd
  - Pull eTime File – December 8th @ 9:00 am
Holiday and Holiday Closing Affect on Payrolls

- December 15th Faculty Payroll
  - Document Receipt Deadline – November 26th
  - Input Deadline – December 4th
Holiday and Holiday Closing Affect on Payrolls

- **December 26th Bi-Weekly Payrolls**
  - Document Receipt Deadline – December 12th
  - Input Deadline – December 16th
  - Pull eTime File – December 17th @ 10:00 am
Holiday and Holiday Closing Affect on Payrolls

- December 31st Monthly Payrolls
  - Document Receipt Deadline – December 12th
  - Input Deadline – December 15th
  - PPGRA Closes – December 12th
Holiday and Holiday Closing Affect on Payrolls

- January 9th Bi-Weekly Payrolls
  - Document Receipt Deadline – December 12th
  - Input Deadline – December 17th
  - Pull eTime File – January 5th @ 10:00 am
January 23rd Bi-Weekly Payrolls

- Document Receipt Deadline – January 9th
- Input Deadline – January 13th
- Pull eTime File – January 16th @ 10:00 am

Holiday and Holiday Closing Affect on Payrolls
Holiday and Holiday Closing Affect on Payrolls

- January 30th Monthly Payrolls
  - Document Receipt Deadline – January 16th
  - Input Deadline – January 21st
  - PPGRA Closes – January 16th
Winter Break Closing

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

- PBH will Pre- Populate December 29th, 30th & 31st and January 2nd for all Benefitted Employees

- Spreadsheets emailed to HRAC week of November 17th
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 2015

- Social Security Administration Changes
  - Salary Limit Unknown (was $117,000 for 2014)
  - Wages in Excess of $200,000 Subject to Additional 0.9% Employee Medicare Tax
Payroll Calendars

- http://managers.hr.gsu.edu/files/2013/03/2014PayrollCalendar.pdf
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!!!!!!!