Welcome!!!!!!

Quarterly HRMS Users Group Meeting

October 9, 2013
Purpose

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

- Interactive
- Informative
- Educational
Agenda

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

- Spring Semester PPGRA Dates
- 2013 W-2 Preparation
- Holiday Closing
- December Deadlines
- Assistance
- Q & A
Introduction of Panel
Banner Access Update
Security Audit Update
Recruiting, Interviewing, and Hiring During Federal Shutdown
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
Open Enrollment Statements
  ● Deadline October 27th

W-2’s
  ● Deadline December 31st
**Review Mailing Address Email**

**WORK INSTRUCTIONS**

1. **Navigate to the ADP Portal using this web address** 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**
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
Open Enrollment

- November 11th - November 22nd
  - Staff Information and Benefits Fair
    - November 8th
    - 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
Open Enrollment

- Dental
  - Switching From MetLife to Delta Dental
    - Delta Dental Base Plan
    - Delta Dental High Plan
Open Enrollment

- Dental
  - Current Enrollees will Default to Delta Dental High Plan
  - Must Make Active Enrollment to Change or Drop Coverage
  - All Enrollees will Receive New Cards
Open Enrollment

- Vision
  - Switching From United Healthcare to EyeMed

- No Longer Have Materials Only Plan
Open Enrollment

- Life and AD&D
  - Switching From Liberty Mutual and/or CIGNA to Minnesota Life
    - Basic Life
    - Supplemental Life
    - Spouse Life
    - Child Life
Open Enrollment

- Supplemental Life and AD&D
  - 1x to 8x Salary with $2.5 Million Max
  - Employees with Coverage Can Elect 1 Level Up Without EOI during Open Enrollment
  - Employees without Coverage Can Elect 1x Without EOI during Open Enrollment
  - Current Coverage will Map to New Provider
Open Enrollment

- Spouse Life
  - $10,000 Increments to $500,000
  - EOI Required for New or Increased Coverage During Open Enrollment
  - Current Spouse Life Coverage Will Map to $10,000 if Employee Does Not Make Election
  - Individuals with CIGNA Dependent Life must Elect Spouse and/or Child Life
Open Enrollment

- Child Life
  - $5,000/$10,000/$15,000 Options
  - EOI Not Required for New or Increased Coverage During Open Enrollment
  - Current Child Life Coverage Will Default to $5,000 if Employee Does not Make election
  - Individuals with CIGNA Dependent Life must Elect Spouse and/or Child Life
Open Enrollment

- AD&D
  - Employee or Family Coverage Options $10,000 to $500,000
  - EOI Not Required for New or Increased Coverage During Open Enrollment
  - Current AD&D Coverage Will Map to New Provider
Open Enrollment

- Disability
  - Switching From Liberty Mutual to MetLife
  - EOI Waived During Open Enrollment
Open Enrollment

- FSA

- Switching From Discovery Benefits to US Bank
Open Enrollment

- HSA
  - Switching From Discovery Benefits to US Bank
    - USG Paying Monthly Fees for 2014
    - Investment Threshold Set at $1,000
    - 2014 Match - $375/$750
    - Coordinate Transfer of Accounts (Optional)
Open Enrollment

- Health Insurance Coverage
  - All Employees Must Opt Out of Tobacco Surcharge
    - No Refunds
  - All Dependents Over the Age of 18 Must Certify Tobacco Usage
  - Plan Changes
  - Only Kaiser Will Have Premium Increase (4.3%)
Open Enrollment

- Health Insurance Coverage
  - All Employees Will Receive New Medical Coverage Cards
  - Open Access Point of Service Members Will Not Receive New Prescription Cards
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? Right here, with a summary of the healthcare and voluntary benefits for all of the USG institutions.

Stay healthy

Healthcare benefit options

- Health Savings Account (HSA) Open Access PPO — This plan has a high deductible, but lower monthly premiums. You can contribute to your HSA with tax-free dollars, up to $3,500 for an individual or $6,750 for a family. When you contribute, the University System of Georgia will match your contribution (up to $75) for an individual or $150 for family. And your HSA carries over, even if you leave the University System of Georgia.
- Open Access Point-of-Service (POS) — This healthcare coverage includes both in-network and out-of-network providers.
- BlueChoice HMO — You receive benefits when your care is coordinated with your Blue Cross Blue Shield of Georgia HMO primary care physician (PCP).
- Kaiser Permanente HMO — You receive benefits when your care is coordinated with your Kaiser PCP.

2014
Your Benefits Summary

Good habits pay off!

You'll pay less when you confirm that you don't use tobacco products.

You must certify the following three habits for each family member upon enrolling dependents children age 18 or older as listed on your USG health plan to avoid a tobacco surcharge.

1. If you do not certify your smoking status, a $100 per month or $1200 per year surcharge may be added to your monthly healthcare premium.

University System of Georgia Benefits

we provide - you decide
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.
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/benefits/active-employees/2014-benefits-open-enrollment/](http://employees.hr.gsu.edu/benefits/active-employees/2014-benefits-open-enrollment/)
Spring 2014 PPGRA Dates Reminder

- PTI’s
  - Appointment Begin/End Dates
    - January 13, 2014
    - May 10, 2014
  - Pay Start/End Dates
    - January 13, 2014
    - May 10, 2014
Spring 2014 PPGRA Dates Reminder

- GRA’s
  - Appointment Begin/End Dates
    - January 13, 2014
    - May 8, 2014
  - Pay Start/End Dates
    - January 13, 2014**
    - April 30, 2014

**Any changes to Appointments should have January 13, 2014 Pay Begin Date**
2013 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 29th Bi-Weekly Payrolls
  - Document Receipt Deadline – November 15th
  - Input Deadline – November 19th
  - Pull eTime File – November 22nd @ 10:00 am
Holiday and Holiday Closing Affect on Payrolls

- November 30th Monthly Payrolls
  - Document Receipt Deadline – November 11th
  - Input Deadline – November 13th
  - PPGRA Closes – November 13th
Holiday and Holiday Closing Affect on Payrolls

- December 15th Bi-Weekly Payrolls
  - Document Receipt Deadline – November 29th
  - Input Deadline – December 5th
  - Pull eTime File – December 9th @ 9:00 am
Holiday and Holiday Closing Affect on Payrolls

- December 13\textsuperscript{th} Faculty Payroll
  - Document Receipt Deadline – November 29\textsuperscript{th}
  - Input Deadline – December 4\textsuperscript{th}
Holiday and Holiday Closing Affect on Payrolls

- December 27th Bi-Weekly Payrolls
  - Document Receipt Deadline – December 13th
  - Input Deadline – December 17th
  - Pull eTime File – December 18th @ 10:00 am
Holiday and Holiday Closing Affect on Payrolls

- December 31st Monthly Payrolls
  - Document Receipt Deadline – December 13th
  - Input Deadline – December 17th
  - PPGRA Closes – December 13th
Holiday and Holiday Closing Affect on Payrolls

- **January 10\textsuperscript{th} Bi-Weekly Payrolls**
  - Document Receipt Deadline – December 13\textsuperscript{th}
  - Input Deadline – December 17\textsuperscript{th}
  - Pull eTime File – January 6\textsuperscript{th} @ 10:00 am
Holiday and Holiday Closing Affect on Payrolls

- January 31st Monthly Payrolls
  - Document Receipt Deadline – January 17th
  - Input Deadline – January 21st
  - PPGRA Closes – January 17th
Winter Break Closing

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

- PBH will Pre-Populate December 30\textsuperscript{th} & 31\textsuperscript{st} and January 2\textsuperscript{nd} & 3\textsuperscript{rd} for all Benefitted Employees

- Spreadsheets emailed to HRAC week of November 18\textsuperscript{th}
Winter Break Closing

- Individuals Wishing to Borrow January Leave

- Winter Break Exception Form Due to PBH by December 11th
Winter Break Closing

- Individuals Working or Preferring to be Uncompensated

- Winter Break Exception Form Due to PBH by December 11th
Winter Break Closing

- Student Assistants and Temporary Employees Working

- eTime Entry Deadline – December 17th
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 2014

- Social Security Administration Changes
  
  - Salary Limit Unknown (was $113,700 for 2013)
  
  - Wages in Excess of $200,000 Subject to Additional 0.9% Employee Medicare Tax
Payroll Calendars

- http://www.gsu.edu/hr/payroll/payroll-schedules.html
Training

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

- ePAF EmpID Search
Assistance

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