

Portland State University

Welcome to HRascals Plus

February 6, 2012



Welcome HRascals

Maria Eldred

*Associate Director for Human Resources
Employment and Employee Relations*

Agenda – 2/6/12

- Employment Updates – Christina Kraus
- Benefits Updates – Kerry Gilbreth
- Tax Updates for 2012 – Vui Han-Mar
- People Admin Expansion Update – Maria Eldred
- Mid-Year Salary Increases – Cathy LaTourette
- Announcements – Cathy LaTourette

Employment Updates

Christina Kraus
Employment Manager

New Fast Track Routing

- Applies only to 100% grant-funded positions
 - Signatures no longer required from:
 - *Budget*
 - *Research Accounting*
 - *Provost's office*
- New signature required from:
 - Departmental Research Administrator (DRA) *or*
 - Principal Investigator (PI)
- Fast Tracks with even 1% non-grant funding still require a signature from Budget and Provost Office

Temporary Classified Hiring

- No longer requires a requisition form
- Temporary Classified and Hourly Wage Agreements are now on the same letter of offer template
- Must still remain under 1039 hours and/or 12 months

New Student Wage Cap

- Student wage cap - increased to \$15.00/hr effective 1/1/12
 - Student Employee Wage Cap exception request form (overcap) on HR website under “Student Wages” and is **submitted electronically via email. No more paper forms!**
 - Once approved the wage cap exception will NOT expire
 - No retroactive requests will be approved
- www.pdx.edu/hr/student-wages

New Student Wage Cap

- New Guidelines for Student Hourly Wage Rates Effective January 1, 2012

STUDENT EMPLOYEE LEVEL	RATE RANGE Per Hour
Student Employee 1	\$8.80 - \$10.50
Student Employee 2	\$9.05 - \$12.00
Student Employee 3	\$9.30 - \$13.00
Student Employee 4	\$9.55 - \$14.00
Student Employee 5	\$9.80 - \$15.00
*Student Employee 6 (<i>Requires wage cap exception authorization by HR</i>)	> \$15.00

OUS Hiring Freeze

- Effective through the end of February
- Each Vice President has their own authority and will grant their own exceptions
- Hiring Authorization Forms can be obtained by contacting your HR partner and should be routed to your VP for approval

Updates from the Benefits Department

Kerry Gilbreth

*Associate Director for Human Resources
Benefits, Leaves & HR Reception*

Health Assessment Deadline has Been Extended

- All faculty and staff who agreed to participate in the HEM must complete the health assessment by March 15, 2012 to avoid surcharge
- The *confidential* health assessment is about 62 questions
- The only question that is required is waist circumference; however, be prepared to answer biometric questions

Health Assessment Deadline has Been Extended to March 15

- Instructions on completing the health assessment can be found at: www.oregon.gov/DAS/PEBB/WELLNESS/
- The link to the Kaiser plans online health assessment is: <http://my.kp.org/healthworks/nw/pebb/rewards.html>
- The link to the Providence plans online health assessment is:
<https://myprovidence.healthtrioconnect.com/app/index.page>
- Computer Labs: Tues March 6 8am to 12pm in NH 448 & Wed March 7 from 12pm to 4 pm in NH 448

Increased Contribution Amounts for 403(b) and 457 plan

\$17,500 for those under age 50

\$23,000 for those over age 50

Access your PERS Account Online

- The link to access your PERS account online is:
www.oregon.gov/PERS/index.shtml
- Active and inactive members can view account information, take steps to retire, access forms, and get answers to questions

Healthy, Wealthy & Wise* Program

- One presentation a week from March 20 -- May 29th
- The theme of the series is how to keep fit: financially, mentally and physically. *(Schedule will follow)*

*The title takes its name from the Benjamin Franklin proverb “Early to bed, early to rise, makes a man healthy, wealthy and wise,” from his Poor Richard’s Almanac.

Late New Hire Paper Work can affect New Hire Benefits

- Employees may not receive full access to their benefits package if new hire paper work is submitted late to HR
- A newly eligible employee approved for late enrollment receives only employee basic life insurance coverage and may only elect medical and dental coverage for self and family. H/she is not eligible to participate in optional insurance until the next open enrollment period
- It is very important that new hire paper work is submitted to HR in a timely manner

Tax Updates for 2012

Vui Han-Mar
Senior Payroll Accountant

Tax Updates for 2012

❖ Extension of the 2% Social Security Payroll Tax Rate Reduction

- ✓ Extension continues the reduction of the Social Security tax withholding rate from 6.2% to 4.2% through February 29, 2012.

❖ 2012 Non Resident Alien Tax Packet (CO-NRA)

- ✓ International employees must file a 2012 Non Resident Alien Tax Packet no later than January 10, 2012. Failure to re-file will result in tax withholdings for 2012 pay

www.pdx.edu/hr/tax_treaties_non-resident_aliens

Tax Updates for 2012

- ❖ Filing Exempt in 2012
 - ✓ Employees who filed a 2011 Form W-4 Exemption from federal and state tax withholdings must re-file by February 10, 2012 to continue their Exempt status in 2012.

- ❖ Enroll to receive Electronic W-2 Forms only
 - ✓ To elect electronic only delivery go to the Employee Services tab in banweb.pdx.edu, select Payroll Tax Forms, and then Electronic W-2 Consent.

Tax Updates for 2012

- ❖ 2011 Form W-2 and 1042s
 - ✓ Paper W-2s and 1042s statements (only available in hardcopy for international employees covered by a tax treaty) were mailed prior to January 31, 2012.

People Admin Expansion Update

Maria Eldred

*Associate Director for Human Resources
Employment and Employee Relations*

Mid-Year Salary Increases

Cathy LaTourette
*Associate Vice President
for Human Resources*

Mid-Year Salary Increases

Unclassified Unrepresented & Excluded

Effective Jan/Feb 2012

- 3.1% Across the Board
- “We appreciate the work you do every day to support the mission and success of the University.” President Wim Wiewel

Mid-Year Salary Increases

Unclassified Unrepresented & Excluded

- Feb 2012 (12-month retroactive to Jan)
1% performance/equity pool based on:
 - Census by President and VP divisions
 - Positive performance in 2010-11
 - Equity and compression considerations

Announcements

Cathy LaTourette
*Associate Vice President
for Human Resources*

Announcements

- New HR Team Member:
 - Stephanie Lewis – HR Coordinator
- Simon Benson House drawing – Donna Harris
- New Payroll [Deadlines Calendar](#) –coming soon to the HR website
- Nominate students for student employee of the year by **February 17th, 5 pm**:
<http://tinyurl.com/NominatePSUStudents>

