

HR Connections – Meeting Recap
April 15th, 2010
Walnut Room, Talley Student Center
10:00am – 12:00noon

HRIM (*Brian Simet*)

See attached handout information related to Contract Length Field, Summer Sessions Instructions and HRSystems Partnership with UNC-CH.

Employee Relations (*Dan O'Brien*)

The 2009-2010 performance appraisal year will end on May 31, 2010. It is time to start planning and conducting annual performance appraisals and to notify managers and supervisors of their responsibilities to make this a successful program. Dan O'Brien, an Employee Relations Consultant provided information about the 2009-2010 performance rating collection process for SPA employees. If you have any questions or need assistance, please contact Dan O'Brien, the Employee Relations Strategic Partner, by phone at (919) 513-0700 or email dan_obrien@ncsu.edu (see attached handout for more details)

Payroll

Presenter--Joanie Aitken: New Student and Foreign National Pamphlets -- Thank you to everyone who gave us feedback on the new instructional pamphlets we've been working on, to be distributed to new students and new foreign nationals, regarding completion of tax withholding certificates, direct deposit enrollment as well as other payroll issues. We are finalizing the design and plan on sending them out to be printed by the end of the month. We will send a supply to each CDC based on the number of student employee and Foreign Nationals they employed this past year. Once these are distributed we anticipate that paper tax and direct deposit forms will no longer be submitted to our office from student employees. Once we see how it goes with these two groups we will work on a pamphlet for new Faculty & Staff.

New Payroll Website Layout--We are reconfiguring the navigation on the Payroll section of HR's website. There will be four choices now - "For Students", "For Faculty and Staff", "For Foreign Nationals" and "For Payroll Coordinators". There will be a page under each of the three employee sections that will be a website version of the pamphlet mentioned above. That way it will be up to each department whether they want to hand new employees the pamphlet or send them the link. New website layout should go live by the end of the month.

Presenter-- Franki Senter: We will now use HR Connections instead of Personnel Connections to refer to these meetings.

Based upon a request from a departmental user, we will add a new calendar format for payroll schedules, beginning in July. This calendar will post the information from the traditional monthly and biweekly payroll schedules onto an at-a-glance calendar layout. This additional calendar option - for 3 months at a time - will be available from our website. An example is attached.

The Hiring Incentives to Restore Employment (HIRE) Act was briefly explained in a Power Point presentation, which is attached.

Presenter—Robin Nowlin: Review of the Student FICA Exemption Tax Rule and how it applies to student employees working on campus during the summer i.e applicable summer student employees. Summer is defined as the time period between 5/16 through 8/15. A student will be exempt from Social Security and Medicare taxes, if they meet these two conditions:

- 1) The hours being paid on the paycheck are less than 60. Or, the total FTE of the wages on the check is less than 0.75.
- 2) The student is enrolled at least half time in the current semester. Half time for undergraduates is 3.0 hours. Half time for a graduate student is 1.0 hour. The current semester applies to the pay period being processed on the payroll.

Summer Session I will be the current semester for 20102R25, 20102R26, and 20112R01.

Summer Session II will be the current semester for 20112R02, 20112R03, and 20112R04.

Disclaimer: This is an informal meeting summary, and while we try to be accurate, this is not complete or binding information. For official information, rely on the appropriate original source materials.