

MORGAN INFORMANT

Office of Human Resources (OHR) Vol. 6, No. 17

April 2017

STAFF

Armada W. Grant
Director

Colina V. Mason
Associate Director

Debbie Duran
Asst. Dir. Emp., Comp. &
Class.

Crystal Nichols
HRIS/Payroll Manager

Marie Armstrong
Benefits Coordinator

Trene Roberson
Contractual Coordinator

Gisselle Watts
HR Assistant

Yolanda Elliott
HR Associate

Kadija Fadiora
HR Associate

Tielia Bean
HR Assistant

Yolanda Soto-Malloy
HR Associate

Shirell D. Bryan
Payroll Supervisor

Joetta Randall
Payroll Clerk

Marwin Boyd
Payroll Clerk

Adrian Lucas
Payroll Clerk

Demasceo Jones
Admin. Assistant

Tanyka Barber
EEO/Diversity Director

Shawn Essien
EEO/Diversity Deputy Director

Table of Contents

[Benefits Information](#)

[General Information For You](#)

[Payroll Information](#)

[New Employees](#)

[Contractual Orientation](#)

ADMINISTRATIVE SUPPORT LUNCHEON APRIL 27 2017

“We Are One at MSU, 150 Years United”

We are preparing to celebrate and honor the men and women that work behind the scenes to make Morgan State University function successfully on a daily basis.

Please join us on Thursday, April 27, 2017, 11:00 a.m. to 1:00 p.m. at the Calvin and Tina Tyler Ballroom, University Student Center, 2nd Floor.

Let's Play “Family Feud” 150 Year Edition.



We look forward to your presence and participation

BENEFIT INFORMATION

Important Information on Affordable Care Act (ACA) tax forms

You may have received one or more new tax forms related to health insurance, you may have had or were offered in 2016.

Two big items of note:

- Individuals are **NOT REQUIRED to submit these forms with their 2016 tax forms**. As with last year, it is recommended that you just keep a copy with your 2016 tax documents.
- **The forms were due to individuals by March 2, 2017.**

Affordable Care Act (ACA) Form 1095 Frequently Asked Questions

1. **What is this form I'm receiving?** A 1095 form is a little bit like a W-2 form. Your employer or insurer sends one copy to the Internal Revenue Service (IRS) and one copy to you. A W-2 form reports your annual earnings. A 1095 form reports your health care coverage throughout the year.
2. **Who is sending it to me, when, and how?** Your employer or health insurance company (Kaiser enrollees only) should provide one to you either by mail or in person. They may send the form to you electronically if you gave them permission to do so. You should have received, it by March 2, 2017.
3. **Why are you sending it to me?** The 1095 forms will show that you and your family members either did or did not have health coverage during each month of the past year.
4. **I thought the Affordable Care Act was being repealed. Do I still need this form?** The Affordable Care Act was in effect for the entire year of 2016. IRS tax forms will still require you to report whether or not you had health coverage in 2016.
5. **What am I supposed to do with this form?** Keep it for your tax records. You don't actually need this form in order to file your taxes, but when you do file, you'll have to tell the IRS whether or not you had health insurance for each month of 2016. The Form 1095-B or 1095-C shows if you had health insurance through your employer. **Since you don't actually need this form to file your taxes, you don't have to wait to receive it if you already know what months you did or didn't have health insurance in 2016.** When you do get the form, keep it with your other 2016 tax information in case you should need it in the future to help prove you had health insurance.
6. **What if I get more than one 1095 form?** Someone who had health insurance through more than one employer during the year may receive a 1095-B or 1095-C from each employer. Some employees may receive a Form 1095-A and/or 1095-B reporting specific health coverage details. Just keep these—**You do not need to send them in with your 2016 taxes.**
7. **I have more questions—Who do I contact?** An IRS website called Questions and Answers about Health Care Information Forms for Individuals (Forms 1095-A, 1095-B, and 1095-C) covers most of what you need to know.

A DEDICATED TUITION WAIVER EMAIL ADDRESS

Beginning in the Fall 2016, the Office of Human Resources set up a dedicated email address for the receipt of tuition waivers from our regular and contractual employees. This email address is also being utilized by the University System of Maryland institutions for tuition remissions at our University. Please use tuitionwaivers@morgan.edu for any tuition waivers/remissions to be processed through our office.

Tuition Waiver Benefits Program (See the current Tuition Waiver Policy dated 11/5/13)

- Is available to regular full-time and part-time employees, retirees, military (ROTC) personnel, the National Guard, foster care recipients and senior citizens. Full time contractual employees are also eligible for this benefit.
- Full-time employees may take up to eight (8) credits per semester free of tuition charge for both undergraduate and graduate studies. The employee must be employed for two (2) consecutive years with the University, in order for dependents to become eligible for tuition waiver benefits. Dependents of contractual employees are not eligible for this benefit.
- The dependent children of employees are allowed to take advantage of full tuition benefits at Morgan State University. Providing the employee's hire date began prior to January 1990, the dependent children of the employee may pursue studies at the University System of Maryland institutions, Baltimore City Community College and St. Mary's College with full tuition benefits. Employees should refer to the appropriate tuition waiver/tuition remission policy for up-to-date information and procedures to be followed at the institution. Morgan State University's web site is www.morgan.edu and the University System of Maryland's web site is www.usmd.edu
- All University fees are the responsibility of the student for undergraduate or graduate study. Part-time employees and their spouses and dependent children may qualify for the tuition waiver program on a pro-rata basis.



IMPORTANT INFORMATION ABOUT COMPENSATORY LEAVE

A. All regular exempt employees are eligible to earn compensatory leave for hours worked in excess of the normal work week. In cases where employees are required to work beyond the minimum work schedule, compensatory leave (paid time off) may be granted with the approval of the individual's supervisor and under the following conditions:

- The supervisor is fully knowledgeable of the extraordinary work schedule of the employee and feels compensatory time is deserved.
- An employee may be authorized to earn compensatory time only after the employee has worked at least (1) hour beyond the employee's standard work day. Total compensatory time earned is equal to that first hour plus any time worked after the first hour.
- An employee may be authorized to earn compensatory time for time worked outside the employee's standard work week, for example, Saturdays, Sundays, holidays. All time worked on these days are normally considered as compensatory leave earned.

B. Compensatory leave used shall not exceed twelve (12) days per calendar year. Compensatory leave is not necessarily granted on an hour for hour basis.

C. Compensatory leave for exempt employees shall be forfeited if it is not used within one (1) year of the date on which it was earned.

D. Upon separation from University service, the employee will not be compensated for more than two (2) days of compensatory time earned.

Please note these conditions here do not apply to non-exempt employees.



UBS CAR BUYING SERVICE

UBS Car Buying Services options are now available to employees. Please click on the [link](#) for more information or call 301-657-1920.



STATE EMPLOYEES CREDIT UNION

All State employees, including contractual employees, are eligible to join the State Employees Credit Union. It offers a variety of banking services including establishing savings and checking accounts. Automatic direct deposits of your paycheck can be made to your account. The University houses an on-campus SECU ATM machine in the McKeldin Center.



Telephone Service Center

Mon - Fri 8:00 am - 7:00 pm, Sat 9:00 am - 1:00 pm
Baltimore: 410-487-7328

Toll Free: 800-879-7328

Credit and Debit Card Services

Including lost or stolen card
800-879-7328

DID YOU KNOW.....

SIGN UP FOR MOBILE ALERTS

Morgan State University has a state-of-the-art notification system for its community that is capable of sending messages instantly and simultaneously to all registered text-message capable mobile phones, Blackberries, wireless PDAs, pagers, smart or satellite phones, and email addresses. The service will also post these messages on the university's Web site. Additionally, the messages will "pop up" on the computer screen for anyone using Google, Yahoo or AOL as their home page.

Faculty and staff are strongly encouraged to register— it only takes a minute. This will be the surest way for you to receive notifications critical to your safety and well-being, as well as other campus information you may want to opt-in to receive.

Simply click on the link below, which will take you directly to the sign-up form. Have your cell phone with you and on. The opt-in list of groups now includes (1) public safety/ crime alerts; (2) campus closings; and (3) severe/ dangerous weather alerts. These groups will increase over time, and will always be available for you to update your personal e2Campus account. Announcements will be made when additional groups are available. (NOTE: Depending on your wireless service agreement a nominal charge may be incurred for receiving text messages)

[Mobile Alert User Sign-Up Form](#)

- *Please note: Username will be your Morgan email address and network password. This section is protected and available only to members of the University community*

Once you complete the validation part of registering your mobile phone, the next page will say, "You have successfully signed up." You will see a "login" button for your new account. To complete your registration, you must open your account and enter your email address, then click the ADD EMAIL button. You will instantly be emailed a verification email. You must open this email and click on the validation link. Then you're all done!

You may register two email addresses and two devices. It's very easy to do.

UPDATE YOUR DEMOGRAPHIC INFORMATION

Did you recently change your demographic information? If you answered yes, please notify (OHR) so we can update the changes accordingly. The following are examples of a demographic change: address, emergency contact, name, degree or certification. Please click [here](#) to update your demographic information.

Alternatively, you can contact OHR for a copy of the form. You may mail, interoffice or fax to the office of Human Resources once completed.



UPDATE

UNIVERSITY WORK SCHEDULE

The normal work schedule for University employees is eight hours per day, five days per week. Supervisors shall determine the work day schedule, upon the approval of the appropriate Vice President, including the beginning and ending of the work day and any breaks during the work day within established University guidelines. The official business hours at the university are 8:00 a.m. to 5:00 p.m. Employees with an alternative work schedule should have it approved by the area Vice President.

SMOKE FREE CAMPUS



On February 3, 2015, The Board of Regents approved a Smoke and Tobacco Free Campus Policy for Morgan State University was effective July 1, 2015. **This Policy prohibits smoking on all property owned, leased or operated by Morgan State University (“University”).**

This policy applies to all Morgan State University students, faculty, staff, contractors and employees of contractors providing services to Morgan, agents, guests and visitors.

It includes carrying or smoking a lighted tobacco product or the burning of any material to be inhaled including, but not limited to, cigarettes, electronic- cigarettes, cigars, hookahs, and pipes.

With the assistance of the State of Maryland Health Benefits Unit, the Office of Human Resources provides information to assist employees with smoking cessation. **A full copy of the Policy is available on the Office of Human Resources (OHR) website.**

PAYROLL INFORMATION

FILING FOR W-4 AND ADDRESS CHANGE

To ensure correct withholding, each employee should review their status annually and submit a new W-4 only if necessary. An employer must have each new employee fill out a Form W-4, Withholding Allowance Certificate. On this form, the employee shows his or her tax filing status, (married or single) and the number of withholding allowances claimed. The employer uses the information provided on the form to calculate the amount of federal income tax to be withheld from the employee's wages. An employee's Form W-4 should go into effect with the first payment of wages to the employee. If the employee will not complete a Form W-4, the employer should withhold from the employee's wages as if he or she had filled out the form as a single person claiming no allowances. An employee must certify on Form W-4 that all information is correct.

ORIGINALS ONLY. Central Payroll Bureau will only accept an original Form W-4. It will not withhold tax based on photocopies, facsimiles, or verbal instructions from the employee. Employees, as well as employers, may be held civilly and criminally liable with penalties for violations of provisions of the Internal Revenue Code. An employee who willfully supplies a false or fraudulent information statement (e.g., Form W-4) to his or her employer or who willfully fails to supply information that would require an increase in the amount of tax to be withheld from wages is, in addition to any other penalty, subject to a fine of up to \$1,000 or imprisonment for up to one year or both [IRC Reg. II7205].

In addition to any criminal penalty, a penalty of \$500 may be levied if both of the following apply:

- An employee makes statements or claim withholding allowances on the Form W-4 that reduces the amount of tax withheld
- An employee has no reasonable basis for those statements or allowances at the time the Form W-4 is prepared

Paper copies of the appropriate employee withholding certificate:

(Form W-4/MW507, Form W-4/MW507M [Military Exempt], Form W-4/D-4

and/or Form WV/IT-104) may be down-loaded from the following Web site

http://Comptroller.marylandtaxes.com/Government_Services/State_Payroll_Services/

Employees are reminded that subsequent changes to already existing W-4 information may be submitted electronically via the Payroll Online Service Center (POSC). The exception for electronic submission is for filing an "exempt" status. All exempt status W-4 forms must be submitted via hard copy to the Central Payroll Bureau.

Important note: Keeping Central Payroll Bureau and your Human Resources Office informed of your current address will speed delivery of your W-2 and any other important information.

We hope this information is helpful. Employees with unique filing requirements are advised to call or visit their local IRS office or the offices of the Comptroller of Maryland for assistance. For your convenience, we have listed the following web site addresses:

Comptroller of Maryland - www.marylandtaxes.com

State of West Virginia - www.state.wv.us/taxrev/loads/it100-1-a.pdf

District of Columbia - www.dc.gov/eServices

Internal Revenue Service - www.irs.gov

TIMESHEET UPDATES

HR has acquired a computer program that will automatically send email alerts to those who have not approved time sheets. If you are an approver and you have an employee time sheet that you have not approved, you will receive an email alert. The alert will start approximately 2 hours after the time sheet due deadline and will continue every two hours until the time sheet has been approved. If this is a time sheet that you do not intend to approve, you should return the time sheet for correction to the respective employee and advise the employee the time sheet has been returned. This action will stop the email alerts.

Your attention to this very important task will be greatly appreciated.

PAYROLL ONLINE SERVICE CENTER

Have you signed up for POSC? Don't you want to view your pay stub, obtain your W-2 or sign up for Direct Deposit online? Get your "W" number now! The State of Maryland went GREEN! The Central Payroll Bureau (CPB) eliminated paper pay stubs and implemented the online Payroll Service Center (POSC), a secure online service. This has reduced or eliminated the use of printed paper. CPB no longer prints and mails direct deposit pay advances. Visit POSC for enrollment instructions and to view other online services offered. The web address is: <http://compnet.comp.state.md.us./cpb> HOW TO ENROLL To complete the signup process and establish a Login ID & Password, employees will be required to supply the following information:

Social Security Number

Date of Birth

Agency Number & Check/Advice Number from a recent paystub.

If you need further assistance, please contact MSU's Payroll Office at 443-885-3026

INTRODUCING OUR NEW EMPLOYEES

HUMAN RESOURCES ASSOCIATE I

Ms. Kadija Fadiora is the newest addition to our team. She previously worked with the Office of Undergraduate Admissions. She has over 8 years of HR experience. Please help us in welcoming Kadija to the HR department.

PAYROLL CLERK

Please help us in welcoming our new payroll clerk Mr. Marwin Boyd. Mr. Boyd is originally from Detroit with a love for travelling. He has a diverse work background and is honored to be part of the Morgan State University family. Welcome Mr. Boyd.



CONTRACTUAL ORIENTATION

A Contractual employee is a person who under a written agreement provides services to the University for remuneration, for a specific period of time and is not employed in a PIN position. Contractual employees have limited benefits as opposed to regular pin positions.

Contractual Orientation is an essential part of the on-boarding process. All contractual employees must go through the orientation process in the Office of Human Resources. During orientation, contractual employees complete the paperwork that is required to verify pay and identity. The contractual employee also receives a Take-Home Packet. The Take-Home Packet contains some of Morgan State University policies that employees should read on their own time. The packet also contains the pay schedule, rates for benefits, web-time entry instructions, and other information.

Full time employees in a PIN position may also have a contract. When a full time employee in a PIN position is hired, they go through a different

orientation process. Although the employee may still be in the full time PIN position, the employee must go through the contractual orientation process and complete all contractual paperwork when they start a new contract. Any orientation paperwork previously completed during the on-boarding process for full time employees in a PIN position does not transfer to the contractual side of employment.

Orientation takes place Monday through Friday at 10:00 a.m. and 3:00 p.m. The new hire employee must bring some form of identification to the orientation. Identification will consist of a valid government issued passport or any two of the following:

- A state issued birth certificate, valid state issued driver's license or a social security card.
- Valid state issued driver's license
- Social Security Card

