

MORGAN INFORMANT

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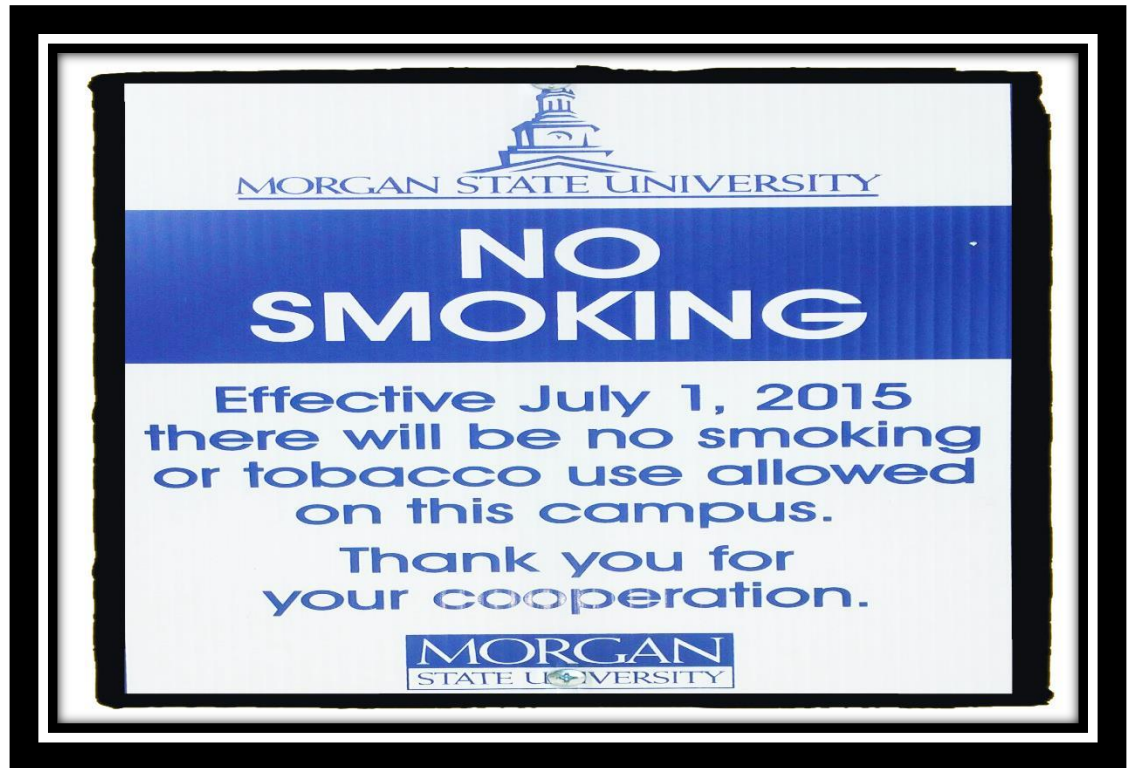
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On February 3, 2015, The Board of Regents approved a Smoke and Tobacco Free Campus Policy for Morgan State University to be effective July 1, 2015. This policy prohibits smoking on all property owned, leased or operated by Morgan State University.

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

Restrictions include 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.

The Office of Human Resources will provide information to assist employees with smoking cessation. **A full copy of the policy is available on the Office of Human Resources (OHR) website.**

SMOKING CESSATION PROGRAMS

Unable to Attend a Class? Help is still available.

Call 1-800-Quit-Now (1-800-784-8669) for free phone counseling and nicotine replacement patches. The Quit line is open 24 hours a day, seven days a week for those 13 years of age and older. English and other languages are available.

Self Help Resources

American Cancer Society

8219 Town Center Drive
White Marsh, Maryland 21236
Phone: 1-800-227-2345

American Heart Association

415 North Charles Street
Baltimore, Maryland 21201
Phone: 410-560-2120



American Lung Association

211 East Lombard Street, Suite 260
Baltimore, Maryland 21202
Phone: 443-451-4950

Baltimore City Department of Health

1001 East Fayette Street
Baltimore, Maryland 21202

Phone: 410-396-1438 The list of self-help resources is for educational assistance only. No endorsement of any program is intended.

SMOKING CESSATION PROGRAMS

The Department of Budget and Management partners with our health plans to bring you resources for healthier living. Quitting smoking is hard work... **but it can be done.** Millions of people, just like you, have permanently quit smoking. Each of our health plans provide tools to help you quit.

We encourage you to take a few moments to visit your plan's website.

Take the first step to better health!

The Maryland Tobacco Quitline

www.smokingstopshere.com

www.smokefree.gov

www.becomeanex.org

www.myquitkit.org

www.cdc.gov/tobacco/quit_smoking

www.healthfinder.gov/prevention



DEATH TOLL FROM SMOKING GOES WAY BEYOND LUNG CANCER, STUDY SAYS

Cigarette smoking is responsible for at least 345,962 cancer deaths in the U.S. each year, according to a new study. About 45% of those deaths are the result of cancer of the lung, bronchus and trachea, researchers reported Monday in the journal JAMA Internal Medicine. An additional 15% of the deaths are due to colorectal cancer, 11% are due to pancreatic cancer and 6% are due to liver cancer.

Scientists have determined that 12 types of cancer can be caused by smoking. When these 12 cancers are pooled together, nearly half of all deaths – 48.5% – can be blamed on cigarette smoking, the researchers calculated. Lung cancer has the strongest link to smoking. The researchers estimate that 83% of lung cancer deaths in men and 76% of lung cancer deaths in women are the result of smoking. Smoking also has an outsized role in cancer of the larynx. 93% of larynx cancer deaths in women, along with 72% of larynx cancer deaths in men, are due to cigarette use, the researchers found. The next tier includes esophageal cancer (with 51% of deaths tied to smoking), mouth and throat cancers (47% of deaths due to smoking) and bladder cancer (45% of deaths linked to smoking). In another group are liver cancer, uterine and cervical cancers, and stomach cancer, with 24%, 22% and 20% of deaths attributable to smoking, respectively. Rounding out the list are kidney cancer (with 17% of deaths due to smoking), myeloid leukemia (15% of deaths traced to smoking), pancreatic cancer (12% of deaths linked to smoking) and colorectal cancer (10% of deaths tied to smoking).

To come up with these figures, the researchers – from the American Cancer Society, the National Cancer Institute, Harvard Medical School and the Fred Hutchinson Cancer Research Center – combined data from the 2011 National Health Interview Survey, the Cancer Prevention Study II and five studies that are known as the Pooled Contemporary Cohort. The people included in the analysis were at least 35 years old, and they were more educated and less racially diverse than Americans as a whole. The new analysis does not include other forms of tobacco use, such as cigars and pipes, the study authors noted. Nor does it account for exposure to second-hand smoke, which is believed to be responsible for about 5% of lung cancer deaths. But even with these limitations, the take-home message is clear, the researchers concluded.

“Continued progress in reducing cancer mortality, as well as deaths from many other serious diseases, will require more comprehensive tobacco control,” they wrote. A commentary that accompanies the study offers a bit of encouraging news: Nearly 70% of Americans who smoke wish they didn't, and half say they have tried to kick the habit in the previous year, according to surveys from the Centers for Disease Control and Prevention.

"The silver lining," wrote Dr. Michael Ong, an internist and researcher at UCLA, "is that most smokers want to quit.

Article by: Karen Kaplan, Baltimore Sun

Managing Contractual Employment

Contractual employees have made valuable contributions to the University. For those departments that employ contractual employees, it is the responsibility of the department to track payments to assure they are paid in a timely manner and accurately. As we begin this new fiscal year, the Office of Human Resources and Payroll, is requesting that each department with contractual employees monitor closely payments to their employees, to ensure that the contractual salary allocated is sufficient. First, be sure employees are completing time sheets in a timely manner and that the time sheets are being approved in a timely manner as well. Too often contractual employees miss pay checks because the supervisor has not approved the time sheets. In addition, some contractual employees have missed payments because they have not completed the time sheet and submitted it as required.

At the May 6, 2015 Contractual Workshop, we requested each department with contractual employees to track payments. During Fiscal Year 2016 (July 1, 2015 to June 30, 2016), we are asking that you track each bi-weekly payment to assure the employee will not run out of funds. When an employee is asked to work overtime or on non-scheduled work days, the contract may not be sufficient to carry the employee until the end of the fiscal year. If this occurs, the department will need to revise the contract to include any additional funds needed.

Your cooperation and assistance will be greatly appreciated.

SPS SELF SERVE LAUNCH



BY THE FALL OF 2015, ALL MSU EMPLOYEES SHOULD BE ABLE TO ACCESS THEIR PERSONNEL INFORMATION ON THE NEW STATE PERSONNEL SYSTEM (SPS). EMPLOYEES SHOULD BE ABLE TO MAKE CHANGES TO THEIR ADDRESS, MARITAL STATUS, BENEFITS AND OTHER PERSONAL INFORMATION ON THEIR OWN. EACH EMPLOYEE WILL BE GIVEN AN IDENTIFICATION CODE, ALSO CALLED A “W” NUMBER TO USE TO LOG INTO THE STATE’S SYSTEM.

BELOW ARE SOME FACTS ABOUT THE NEW STATE PERSONNEL SYSTEM OR WORKDAY.

What is the Statewide Personnel System (SPS)?

The Statewide Personnel System (SPS) is a set of systems that enable State agencies to handle all HR needs and reporting through the Shared Service’s Division of DBM; JobAps and Workday will be the two primary tools in SPS.

Why Workday?

Workday is a cost effective solution for the State’s needs to manage HR information more effectively. This system provides all HR Personnel with the following benefits:

- A centralized system with real-time data and reporting capabilities
- Access to customized views with relevant information
- The ability to process personnel transactions quicker and online
- A “green” solution for reducing paperwork and manuals submitted
- A reduction in the use of multiple systems
- A modern look and feel
- User-friendly tools
- The ability to access and update personal information online and in one place
- The ability to search for State employees and their contact information



Workday for Computer

[Click here to launch Workday](#)



Workday for Mobile

[Follow these instructions to access Workday for iPhone, iPad or Android](#)



Workday for Visually Impaired

[Click here to access Workday for visually impaired](#)

User ID

Log in with your SPS Employee ID that starts with a “W”. If you don’t have your SPS Employee ID, [log in to POSC](#). Once in POSC, click “View SPS Employee ID.” Make note of your SPS Employee ID, also called your “W number.”

Password Guide

Please use the following password formation to make up your initial password:

Enter: Capital first letter of first name: **John**

Enter: Lower case first letter of last name: smith

Enter: 4 digit birth year: DOB 09/09/1980

Enter: Last 4 digit of social security number: 9867-65-4321

Enter: '!' special character by using the shift key and selecting number 1 above the letter 'Q' on the keyboard.

For example: Your Password will be Js19804321!

For additional information about WorkDay and how to navigate the site, go to:

<http://dbm.maryland.gov/sps/Pages/self-service.aspx>

If you were hired AFTER 11/14/2014:

You will need to request a password reset via the SPS help desk, when you call in please be prepared to provide a work email address. The helpdesk can be reached at (410-767-4112) (8 am - 5 pm, M-F)

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!** Effective July 1, 2010, the Central Payroll Bureau (CPB) eliminated paper pay stubs and implemented the online Payroll Service Center (POSC), a secure online service.

This is an initiative to reduce or eliminate the use of printed paper.

CPB will no longer print and mail 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.

OUR NEWLY EMPLOYED STAFF

EMILY RALPH, DEPUTY, TITLE IX COORDINATOR, AND DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY OFFICER

Morgan State University welcomes Emily Ralph as our new Title IX Coordinator. Emily has a B.A. in political science from Earlham College and a dual degree in law and social work from Drake Law School and the University of Iowa. Her work experiences are in mediation, child welfare, domestic violence, and nonprofit management. She previously worked as field director and then director of the Social Work program at Texas A&M Kingsville. Recently, Emily received a grant for peer educators to speak about Title IX to local colleges and high schools in Texas and is hoping to use similar models of peer education in her role as Deputy Title IX Coordinator and Diversity and EEO Officer at Morgan.

KENIA LONG HUMAN RESOURCES ASSOCIATE

Morgan State University also welcomes Kenia Long as its newest member. Ms. Long replaced Ms. Roberta Adams as the new Human Resources Associate in the Office of Human Resources on March 4, 2015. She comes to MSU with an extensive background in Business and Human Resources Management. In 2005, she obtained her Associates degree in Human Resources Management. She has over 5 years of Human Resources Management experience, working in the areas of recruitment, compensation, training development, business management, strategic planning, process improvement and leadership development. As an HR Associate at MSU, Ms. Long is responsible for serving our classified employees.

NEW BENEFITS CHANGES

For individuals hired on or after August 1, 2015 the following will take effect:

1. New hire benefits will be effective on the first of the month following the date of hire. An employee has 60 days from the date of hire to enroll in benefits. If an employee waits until the end of the 60-day window to enroll in benefits, coverage will still be effective the first of the month following date of hire. This mandatory retroactive adjustment will be processed by the Employee Benefits Division (EBD).
2. Mid-year family status changes will also be effective the first of the month following the date of the event. This applies to all benefit changes EXCEPT birth/adoption; these will always be as of the date of birth/adoption/placement. For example, if an employee gets married on August 8th, the effective date of the spouse's coverage will be September first -even if the employee waits until September 8th to submit the enrollment form. Again, the mandatory retroactive adjustment will be processed by EBD.
3. The resulting mandatory retroactive adjustments will be handled/processed by EBD beginning August 1, 2015.

Open Enrollment for Benefits will begin on October 15, 2015.

FILING FOR W-4 AND ADDRESS CHANGE

The following excerpts from the Internal Revenue Code outline the obligation of both the employer and the employee with regard to filing form W-4 for tax withholding. To insure 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 reduce 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/

General Information
Click on Payroll Forms

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:

CAREFIRST VICTIM OF CYBERATTACK

On May 20, 2015, CareFirst announced that it had been the target of a sophisticated cyberattack. As part of its ongoing information technology (IT) security efforts in the wake of recent cyberattacks on other health insurers, CareFirst engaged the services of Mandiant – one of the world’s leading cybersecurity firms – to conduct a comprehensive assessment of its IT systems. The review determined that in June 2014 cyber-attackers gained access to a single database in which CareFirst stores data that members and other individuals enter to access CareFirst’s websites and online services. The database in question included:

- Unique member username created by members when registering to use www.carefirst.com
- Name
- Birth date
- Email address
- Subscriber identification number

No passwords were in the database and usernames require the associated password to be used to access carefirst.com. In addition no member Social Security Numbers, medical claims, employment, credit card, financial or any other member information was involved.

CareFirst has mailed letters to the approximately 1.1 million affected members. Though they believe the risk to affected members is low due to the nature of the information involved, they hope to provide affected members with additional peace of mind by offering two free years of credit monitoring and identity theft protection services.

CareFirst has established a dedicated call center [888-451-6562](tel:888-451-6562) (International customers may call [479-573-7373](tel:479-573-7373)) and website (www.carefirstanswers.com) for members to obtain information about this event. While members can get more information by visiting the site or calling, they will not be able to enroll in credit protections until they have received a letter from CareFirst indicating they are affected.

Members who think they may be affected and that have specific questions about the attack and the protections being offered by CareFirst should be referred to www.carefirstanswers.com or the phone numbers above.

WELLNESS PROGRAM

The Wellness Program began January 1, 2015 for all State employees, non-Medicare retirees, and enrolled non-Medicare spouses of employees and non-Medicare retirees enrolled in the State Employee and Retiree Health and Welfare Benefits Program (the “Program”). Our goal is to encourage and educate our employees to begin “moving forward to better health.” The Wellness Program encourages employees, retirees, and enrolled spouses (not enrolled children) to complete certain healthy activities each calendar year. By completing all of the required activities for each calendar year, the enrollees will enjoy enhanced benefits such as waiving of copays for all future Primary Care Physician (PCP) visits for the remainder of that year. For each member (employee, retiree, and covered spouse) who does not complete the health activities for each calendar year, a \$50 per person surcharge (approximately \$2.08 per paycheck) will be deducted from the employee’s check and the retiree’s pension allowance starting in January of 2016.

The activities below must be completed by all employees hired prior to August 1, 2015, non-Medicare retirees, and enrolled non-Medicare spouses of employees and non-Medicare retirees by September 30, 2015.

Calendar Year 2015 Healthy Activities	
1) Designate a Primary Care Physician (PCP) on your medical carrier’s State of Maryland	dedicated website or by calling your medical carrier.
2) Complete the health risk assessment on your medical carrier’s State of Maryland	dedicated website or by calling your medical carrier to obtain a paper version.
3) Take the health risk assessment results to your selected PCP to review and have your PCP sign the Physician	Verification/Notification form.
4) Return the Physician Verification/Notification form to your medical carrier as instructed.	

For information on the wellness program’s activities and rewards, visit www.dbm.maryland.gov/benefits and click on the Wellness

tab. Request for Waiver: To make a request for a waiver from participating in the wellness program for conscientious, cultural or religious reasons, submit your request in writing to the Employee Benefits Division within 60 days of the start of each plan year or within 60 days of your date of hire detailing the basis of your request. Requests for Waiver can be sent to 301 West Preston Street, Room 510, Baltimore, MD 21201 or emailed to ebd.mail@maryland.gov.

MORGAN STATE UNIVERSITY RECEIVES AWARD



The State Employee Risk Management Administration recently held its 26th Annual SERMA Conference on May 21, 2015. SERMA recognizes with a special certificate those agencies that achieve significant reductions in the number of claims they reported in the previous calendar year. Reductions were calculated by comparing CY 2013 to CY 2012. Morgan State University was among those being recognized for its reduction in injury claims. Morgan State University reduced its employees injuries in Calendar Year 2014 by 14.1% .

With the assistance of all departments and employees, Morgan can reduce injuries even further and again be recognized for a safe work place. If you see unsafe conditions, please report this information to your department head, supervisor, Physical Plant Department or Human Resources. The injury you prevent may be your own!





Gov. O'Malley Signed \$10.10 Minimum Wage Bill Into Law
Increased wages will benefit hundreds of thousands of workers, bolster businesses statewide.
Raise Maryland successfully moved lawmakers, grassroots in two-year campaign for higher wages

ANNAPOLIS – Maryland's former Governor Martin O'Malley signed legislation to raise the state's minimum wage to \$10.10 per hour by 2018. In a year where several state legislatures have raised their state's minimum wage in the absence of federal action, Maryland was the second state to raise their rate to \$10.10, currently the highest rate in the country. This is the first time that a state minimum wage bill has been enacted since 2006.

The bill that Gov. O'Malley signed raised the wage from \$7.25 an hour to \$8.00 in January 1, 2015, and to \$8.25 on July 1, 2015. Workers will get subsequent raises to \$8.75 on July 1, 2016 and \$9.25 on July 1, 2017. The full-phase in to \$10.10 will take place on July 1, 2018.

A diverse coalition of community, labor, immigrant, civil rights and faith organizations, Raise Maryland is a Maryland Working Families campaign, founded in January 2013 by bringing together organizations and individuals united to pass a statewide minimum wage increase.

A wage of \$10.10 puts Maryland among the highest minimum wage rates in the country and mirrors the current federal proposal proposed by President Barack Obama. Delaware's minimum wage rose to \$8.25 in June 2015, the governor of West Virginia signed a bill to raise the state's wage from \$7.25 to \$8.75 by 2016, Connecticut's legislature recently enacted a \$10.10 minimum wage by 2017, Hawaii will increase the state's lowest wage to \$10.10 by 2018, Minnesota will go to \$9.50 by 2016 and the Vermont legislature is considering an increase to as high as \$10.50. A deal is pending in Seattle to raise the wage to \$15 gradually.

FORM CHANGE

In our effort to enhance the Office of Human Resources operations, we have merged the Authorization to Fill form and the Recruitment Requisition form. Please fully complete the new Authorization to Recruit form (HR20) when requesting to fill a vacancy/position that is to be advertised or posted. The Authorization to Recruit form (HR20) will replace the Authorization to Fill Vacancy form (HR37) and the Recruitment Requisition Form (HR19).

Please note, effectively immediately, the forms required when requesting to fill a vacant position and to advertise a position are as following: 1(HR20) Authorization to Recruit 2) (HR06) Position Description Form. Please fully complete both forms and obtain required signatures. We hope the changes improve the overall employment experience!

If you have any questions please contact Tia Halstead, Employment Manager, in the Office of Human Resources, at Extension 1851 or Tia.halstead@morgan.edu.



SAY THANK YOU!!!!!!!!!!

At Morgan State University we pride ourselves for our hard work and dedication. Honest communications, ethical behavior, and accountability for words and deeds are expected from all members of the University community. Each person at Morgan is to be treated with respect and dignity and is to be treated equitably in all situations. We also believe in good customer service and want to recognize people who go above and beyond the call of duty. Has someone given you excellent service today? Has someone exceeded your expectations today? In our new “See Somebody, Tell

Somebody” initiative, we are asking you to send in “Thank You” notes, to The Office of Human Resources (OHR) for someone who has exceeded your expectations. Thank you notes may be emailed to Ms. Kenia Long in OHR at kenia.long@morgan.edu. Thank you notes will be published in our next Newsletter Edition.

