Morgan Informant

Office of Human Resources (OHR) **Vol. 1, No. 11** **September, 2012** **Page 1**

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Payroll Clerk

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Payroll Clerk

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BETTER INSURANCE COVERAGE FOR ALL

The Office of Human Resources takes great pride in announcing the opportunity for all Morgan State University employees to enhance their insurance needs through:

AFLAC

AFLAC offers Personal Insurance:

- Life Insurance Annuities
- Disability Income Insurance
- Health Insurance
- Long Term Care Insurance
- Auto/Home/Renters/Insurance
- Portability
- Short-term Disability
- Peace of mind and Cash Benefits
- Critical Care and Recovery
- Outstanding Claim Service, with most claims processed within four days
- Daily Hospital Confinement Benefit

For information, the account executive for Aflac is Steven Marcus and he can be reached at:
R. K. Tongue Co.
212 E. Lexington St.
Baltimore, MD 21202
Fax: 410-752-4611
Cell: 410-487-2651
Email: smarcus@rktongue.com

FOR ADDITIONAL INFORMATION CONTACT:
Human Resources 443-885-3195

HERE IS NEW INFORMATION!!!
DID YOU KNOW THAT YOU CAN ACCESS YOUR SOCIAL SECURITY STATEMENT ONLINE?

In 2010, the Social Security Administration stopped mailing statements to those under 60 years of age as a cost-saving measure. Now you can access that same statement online! When you download your statement, be sure to check your earnings record for 2010 and 2011 for accuracy by comparing it to your W-2 form.

According to the Social Security Administration:

"The online Social Security *Statement* is a huge success," Social Security Commissioner Astrue said. "The online *Statement* meets our commitment to provide Americans with an easy, efficient process to obtain an estimate of their potential Social Security benefits. I recommend that everyone get in the habit of checking their online *Statement* each year, around their birthday, for example." The online *Statement* provides estimates for retirement, disability and survivors benefits. It also provides workers as young as 18 a convenient year-round way to determine whether their earnings are accurately posted to their Social Security records, which was not possible when the agency mailed paper *Statements* only to those 25 and older. On May 1, Social Security unveiled this new addition to its popular suite of electronic services at www.socialsecurity.gov/mystatement, which allows people to access their Social Security earnings and benefit information securely and conveniently. To access your online *Statement*, you must be at least 18 years old, have a Social Security number, have a valid email address and have a U.S. mailing address. To learn more or to create your own account, please go to www.socialsecurity.gov/mystatement. You may also want to check out the video on the website which talks about My Social Security and how to access your *Statement* at: http://www.socialsecurity.gov/multimedia/video/mysocialsecurity/.

After downloading your *Statement* go to https://www.marylanddc.com/iApp/rsc/retirementPlanner.x , the Interactive Retirement Planning Tool to see how you are doing in achieving your retirement goal, and what adjustments you might need to make.

Nationwide Retirement Solutions – ROTH 457 (b) and ROTH 401 (k) Highlights (SRA)

The Roth 401(k) and Roth 457(b) accounts have been added to the MD supplemental retirement plans. Call to get started today: 1-800-545-4730 or access - MarylandDC.com.

Ms. Kerri K. Green, CRC, Nationwide Retirement Solutions representative, visits the campus monthly to conduct individual counseling sessions. Ms. Green may be reached at 410-804-4897 or by email at greenk16@nationwide.com to schedule an appointment. Ms. Green will be at the University Student Center, Room 208, from 10:00 am to 3:00 pm on the following dates:

Tuesday, October 16, 2012
Tuesday, November 20, 2012

Fidelity Investments (ORP)

Mr. William M. Ross, IV, is a Workplace Planning & Guidance Consultant who visits the campus monthly to conduct individual counseling sessions. Mr. Ross may be reached at 443-996-3450 or by email at William.M.Ross@FMR.com to schedule an appointment. Mr. Ross will be at the University Student Center, Room 208, from 8:30 am to 4:30 pm on the following dates:

Thursday, October 18, 2012
Thursday, November 15, 2012

TIAA/CREF Services (ORP)

Mr. Simeon Hills, a consultant with the Field Consulting Group, visits the campus monthly to conduct individual counseling sessions. Mr. Hills may be reached at 800-732-8353 to schedule an appointment. Mr. Hills may also be reached via email at Shills@tiaa-cref.org. Mr. Hill will be on campus in the University Student Center, Room 208, from 9:00 am to 4:00 pm on the following dates:

Tuesday, September 25, 2012
Tuesday, October 23, 2012
Tuesday, November 27, 2012

Performance Management Process (PMP forms)

The mid-year review is now due. The mid-year review period is April 1, 2012 through September 30, 2013. The PMP measures the employee's work accomplishments by using established performance standards which describe expectation and requirements at defined rating levels. Both regular and contractual employees should be evaluated.
Go to Morgan State University Homepage, click on Administration, then click on Finance and Management and then click on Office of Human Resources. On the Office of Human Resources page, you will click on HR Forms and you will find the Performance Management Process form to download. This is also available in PDF form, which allows supervisors to complete the process on line.
The PMP for Employees receiving an "unsatisfactory" or "Below Standard" must be submitted to the Office of Human Resources no later than Friday, Oct 19, 2012. All other PMP forms should be retained in the Department.

A SAFE WORKPLACE FOR ALL

Diversity and Equal Employment Opportunity

In accordance with the University's mission, "Growing the Future, Leading the World" the Office of Diversity and Equal Employment Opportunity will be updating information pertaining to equal opportunity, inclusion and diversity; conducting mandatory discrimination, anti-harassment and sensitivity training; and engage in collaborative efforts to increase diversity among our student and employee population. As a premier public urban research university, the Diversity and Equal Employment Opportunity Office will be instrumental in increasing awareness and competence in identifying, ceasing and preventing harassing and discriminatory behaviors before they escalate into issues requiring costly reactive legal attention. If you believe that you are a victim of harassment and/or discrimination, please do not hesitate to contact the Diversity and Equal Employment Opportunity Office at 443-885-3559 or visit the office located in Room 103, Truth Hall.

OFFICIAL OPERATING HOURS OF THE UNIVERSITY

Please be advised that the University's Official Operating hours are: Monday through Friday 8:00am to 5:00pm. It is mandatory that all offices adhere to the aforementioned operating hours effective immediately. Please ensure that offices are appropriately staffed during the official operating hours of the University.

The State of Maryland's New Prescription Drug Benefit "*Express Scripts*" went into effect May 16, 2012. Walgreen's Pharmacy is now available for State employees' prescriptions effective September 15, 2012

	MAIL ORDER	RETAIL
Type of Drug	Prescriptions up to a 90 day supply	Prescriptions for up to 30 days
Generic /employee co-pay	$20	$10
Preferred Brand employee co-pay	$50	$25
Non-Preferred Brand employee co-pay	$80	$40

Want More Information?
Visit the State of Maryland's website: http://dbm.maryland.gov

What is your correct address?

Have you moved recently and have forgotten to tell us in the Office of Human Resources? We often have vital information for you that is being returned. Please update your address, phone number and other information, so that we can stay in touch.

Contact the Office of Human Resources:
Monday – Friday: 8:00 am – 5:00 pm
443-885-3195

Recruiting the Best Employees

You could dramatically reduce your recruiting costs and time to hire by working with The Office of Human Resources to develop a customized recruiting plan?

Your prized employee has left or is leaving and you need to have your position filled as soon as possible or you have an open position and you have gotten several candidates who meet the minimum qualification but are unable to interview successfully. You may ask what do I do next?

First, do not panic, The Office of Human Resources is here to help. We can provide the following services to your Department to assist in filling your vacant position:

- We can customize your job posting and distribute it nationally as well as locally.
- We can provide job advertising alternatives at a 70% or greater cost savings vs. traditional print media.
- We automatically distribute your job postings to several local diversity partners.
- We can provide cost comparisons for various levels and types of recruitments.
- We will do all of the research to develop a competitive price structure for your recruitment.
- We can set up electronic screens on national job posting boards to help you filter out unqualified candidates.
- We can provide interview skills training for new or experienced interviewers!
- We will even send our new Assistant Director, Ron Alleyne to your office for a personalized discussion.

Remember, every day your position remains open, is another day of lost productivity and possible morale damage as the rest of your team absorbs the additional workload. So don't hesitate, contact the Office of Human Resources at 443-885-3195 or contact Assistant Director, Ron Alleyne directly at 443-885-3197.

No More Pay Stubs

Have you signed up for POSC? Don't you want to view your pay stub, obtain your W2, or sign up for Direct Deposit?

The State of Maryland went **GREEN!** Effective *July 1, 2010,* the Central Payroll Bureau (CPB) eliminated paper pay stubs and implemented the Payroll Online Service Center (POSC), a secure online service. *This is an initiative to reduce or eliminate the use of printed paper.*

CPB no longer print and mail direct deposit pay advices.Visit POSC for enrollment instructions and to view other online services offered. The web address: 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.

DID U KNOW THAT THE CENTRAL PAYROLL BUREAU ONLINE SERVICES HAS:

- Net pay calculators that can be used for estimating taxes and net pay, before using please have a copy of your pay stub for reference
- Secured access
- Online pay stub history (12 rolling months)
- Up to 5 years history of year end pay stub information
- Retrieve/print W2 information (3 years history)
- **Address update capability****
- Direct Deposit authorization changes
- W-4 withholding changes

**** If you update your address on line, you must also inform the Office of Human Resources and your health provider.**

2012 HOLIDAY SCHEDULE

HOLIDAY	DATE	OBSERVANCE DAY
New Year's Day *	January 1, 2012	January 2, 2012
Martin L. King, Jr.'s Day *	January 16, 2012	January 16, 2012
President's Day	February 20, 2012	December 20, 2012
Memorial Day	May 28, 2012	May 28, 2012
Independence Day *	July 4, 2012	July 4, 2012
Labor Day *	September 3, 2012	September 3, 2012
Columbus Day *	October 8, 2012	December 21, 2012
Presidential Elections	November 6, 2012	December 24, 2012
Veteran's Day	November 12, 2012	December 26, 2012
Thanksgiving Day *	November 22, 2012	November 22, 2012
American Indian Heritage Day *	November 23, 2012	November 23, 2012
Christmas Day *	December 25, 2012	December 25, 2012
University Holiday	December 27, 2012	December 27, 2012
University Holiday	December 28, 2012	December 28, 2012
University Holiday	December 31, 2012	December 31, 2012

Winter recess will begin on Wednesday, December 19, 2012, and end on Tuesday, January 1, 2013. Employees return to work on Wednesday, January 2, 2013.

Employees must be in a paid employment status on the calendar date of the holiday, regardless of the date observed, to be eligible for full holiday pay.

***Denotes the paid holidays for Contractual employees**

SAVE THE DATE

RETIREMENT & SERVICE AWARD PROGRAM

CALVIN AND TINA TYLER BALLROOM

UNIVERSITY STUDENT CENTER

OCTOBER 11, 2012

11:00 a.m. – 1:00 p.m.

"THE BEST IS YET TO COME"