

# HUMAN RESOURCE HIGHLIGHTS

## COMPREHENSIVE HUMAN RESOURCE SERVICES

### SPRING 2002 GA INFORMATION

Spring employment dates for GA's are Monday, January 7, through Friday, May 17. Citizen GA's work an average of 20 hours per week and can make up missed time. International GA's cannot work in excess of 20 hours per week and cannot make up missed time during the semester.

Orientation sessions for new GA's (or those who have not attended an orientation session) will be Monday, January 7, from 9:00 a.m. until 11:00 a.m. for citizen GA's and from 1:30 p.m. until 3:30 p.m. for international GA's in room 133 of the University Center. This is a mandatory session. There will be one additional orientation session, if needed.

Students must bring a XEROX copy of their driver's license, social security card and a voided check (for direct deposit) to orientation. International students must also bring a XEROX copy of their entire passport, visa, I-94 and I-20. They must also obtain a Work Authorization form from Josie Mercante.

Spring pay dates for Graduate Assistants are February 15, February 28, March 28, April 30 and May 31.

If you have questions about GA employment, please call Rissie Cook at 2347.

### TRAINING NEWS

New Employee Orientation for unclassified staff and classified staff will be held on Thursday, January 10, in Room 122 of the University Center. Orientation will begin at 8:30 a.m. with a continental breakfast and will conclude at 11:45

a.m. Invitations will be sent to all new employees who have not attended orientation. This training time will be tracked through the Human Resource Office as a portion of required training indicated in performance evaluations. This orientation is mandatory for all new classified employees and recommended for all unclassified employees. A make up session will be held for those staff working with registration who are unable to attend. New Employees will be invited to attend the Employee Benefits Fair when the orientation session concludes. New Faculty Orientation will be held in August. If you have any questions, please contact JoAnne Dickinson at 549-5771 or Carol Cooper at 549-5435.

### BENEFITS NEWS

There will be an Employee Benefits Fair held on January 10, in Room 125 of the University Center from 9:00 a.m. until 3:00 p.m. All university employees are invited to attend to learn more about their employee benefits. Benefits representatives will be available for questions, quotes and enrollments for approved products. No health insurance changes may be made at this time. Questions should be directed to the Benefits Section at 549-2057 or 5451.

Employees are reminded that vendor representatives are prohibited from soliciting door to door on campus. If an employee observes a representative doing so, they should contact the Benefits Section of the Human Resource Office immediately.

### TSA/403B changes

As a result of the Economic Growth and Tax Relief Reconciliation Act of 2001, an employee may tax shelter more of their earnings into their 403b or 457

annuity accounts. The dollar limits on annual employee elective contributions for 403b accounts are:

\$11,000 in 2002

\$12,000 in 2003

\$13,000 in 2004

\$14,000 in 2005

\$15,000 in 2006

In addition, there are special catch up provisions for persons over age 50. Employees are advised to contact their respective TSA representative for additional information.

### **EMPLOYEE AUTHORIZATION TO TAKE UNIVERSITY CLASSES**

#### **Employee Fee Waiver/Authorization to Take University Classes and Dependent Fee Waiver Forms ARE NOW DUE FOR SPRING 2002**

#### **Employee Fee Waiver/Authorization to Take University Classes**

Employees interested in taking University classes must have prior approval from their Budget Unit/Department Head and a Human Resources Officer. For approval, employees are required to submit to the Human Resource Office an "Application for Employee Fee Waiver/Authorization to Take University Classes" form **each semester prior to the last day of late registration.** This request must include **ALL** classes the employee will be taking, **whether or not they involve their work schedule or an employee fee waiver.** The employee must be admitted to the University before completing the form. Faculty and staff members who are **currently employed full-time** and who have **completed two (2) years of continuous full-time** employment with the University by the last day of late registration for the semester in which the enrollment is requested, are eligible for a fee waiver.

**PLEASE NOTE:** Employees are allowed to take **only ONE** class during their work schedule with their supervisor's approval. If this class is not on the Approved Training Class List for the respective employee's job class category, the employee is

required to submit a revised work schedule to detail how the time they are away from their job will be made up. They **may not** use leave to take a class. Employees may only use 15 minutes of a 45-minute meal break to make up class time. Meal breaks must be at least 30 minutes. Employees taking classes that are not on their respective Approved Training Class List must document time out for a class by utilizing the TimeCentre System (i.e. Classified employees must clock in and out and Unclassified employees must complete the appropriate exceptions logs).

#### **Dependent Fee Waiver**

In order to obtain a Dependent Fee Waiver, employees must submit the "Dependent Fee Waiver Form for a Full-Time Employee" to the Human Resource Office each semester. Spouses and children of Faculty and Staff members **currently employed full-time** and who have **completed five (5) years of full-time** employment with the University as of the last day of late registration for the semester of enrollment, may use the fee waiver for **undergraduate instruction only.** The dependent for whom fees have been requested must be either a spouse or child and eligible as a dependent for federal income tax purposes during the semester of enrollment and be claimed as an eligible dependent for tax purposes during that calendar year. A copy of the tax return must be submitted at the request of the University. If the employee fails to claim the dependent as an eligible dependent for tax purposes, the employee will have to reimburse the University for the amount of the fee waiver.

If you have any questions regarding Fee Waivers or Authorization to Take Classes, please contact Sue Jones at [msjones@selu.edu](mailto:msjones@selu.edu) or 549-2057.

The Human Resource Office would like to welcome John Impson. John is the new Human Resources Information Systems Manager. He can be reached at 549-5513. WELCOME JOHN!