

HR Quarterly

Winter 2009 Edition

Let Us Help You Make a Better Hire

You hope...you pray...that the candidate that you have selected for your vacant position will have the critical skills and abilities necessary for success in his/her new role. We have heard your prayers and have partnered with ***Kenexa Prove It!*** to upgrade our applicant testing software in an effort to ensure better hiring.

Kenexa Prove It! is a leading end-to-end provider of software that enables organizations to more effectively recruit and retain employees. ***Kenexa Prove It!*** software provides hiring personnel with over 800 validated assessments for clerical, software, financial, and technical skill sets. If you are interested in learning more about this software, please contact Jane Jacobs at jacobsjn@shu.edu or Busayo Ola at olaolubu@shu.edu.

Let it Snow! Let it Snow!

As we start the New Year refreshed and happy after the holidays, one step outside tells us that we are in the middle of “snow” season. During the next few months, the University may face weather conditions that could cause us to alter our opening schedule or to close the University. Seton Hall University is a residential community that must provide essential services all year round. Information regarding suspension of classes and/or University operations will be made available through the following methods:

All full and part-time faculty, administrators, staff and students at the South Orange campus and off-campus sites may check the Seton Hall homepage (www.shu.edu) or listen to WSOU (89.5 FM). The University’s main phone number, (973) 761-9000, will also broadcast a recorded message about the status of the University. The message is usually updated between 6:00 am and 6:30 am. Snow closing information will be aired on NEWS12 New Jersey television.

As much as we all love a “snow day,” always be sure to check that it really is a “snow day” at Seton Hall.

Did You Know?

HR now captures all reporting relationships in Banner. You can view a University-wide organizational chart on PirateNet, the University’s new portal. Visit piratenet.shu.edu and enter your username and password. Once you are logged in, click on the Offices & Services tab, then the link to SHU Organization Chart. To report inaccuracies in the organizational chart, email Kelly Wilk at wilkcell@shu.edu.

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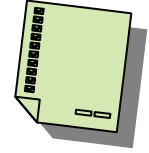
Inside this issue:

Position Description Tips	2
Performance Update	2
Health Insurance ID Cards	3
NJ Family Leave Insurance	3
IRS Contribution Maximums for 2009	4
2009 Tax Changes	4
Online W-2 Forms	5
New HR Website	5
PeopleAdmin Tip	5

Position Description Tips

Attention all supervisors: are you creating a new job description or rewriting an old one? Why make the process more painful than it needs to be? Keep your job descriptions error-free by avoiding these common pitfalls:

- Under the Fiscal Responsibilities section, check all applicable boxes and be sure to provide examples.
- Under Problem Solving, Independence of Action, and Consequences, examples are required. Without examples, we may be unable to understand the full extent of the position's responsibility.
- Consider the amount of education and experience required for your position carefully. Do not understate or overstate the amount of experience that is really necessary for the position.
- Many positions at SHU are office jobs. If this is true of your position, check "office environment—no specific or unusual physical or environmental demands" in the Physical/Environmental Demands section.



Performance Update...Mid-Year Review

January has long been associated with new beginnings. For many people, New Year's resolutions include dieting, exercising or eating better. Others resolve to quit smoking, spend more time with family or read more and watch less television. Whatever your personal goals are for 2009, think about including some professional goals or resolutions on your list.

January marks the midpoint of the University's performance management program. In June, we will all have year-end performance reviews. There are simple steps that you can take today, to ensure a successful review in June:

Review your performance expectations. Determine if any changes have affected your original goals or those of your area. It is never too late to adjust performance expectations; performance expectations may need to be tweaked from time to time to better reflect the ever-changing needs of our operations. Talk to your supervisor—you will have the next six months to achieve these adjusted goals.

Communicate. Find out how your supervisor thinks that you are performing. Ask for feedback. A performance discussion today can keep you on track toward meeting the performance expectations that were set last year. Find out more about your strengths and any areas that might need further development.

Take stock of your strengths and seek opportunities to improve not only your current skills but also to develop new skills. Seek out other professionals at the University whom you admire – imitate their dedication or customer service skills, their ability to follow through, to meet deadlines, or to engage others to attain the task at hand. Find someone to emulate and then be an example to others by providing quality service in a professional and courteous manner.

Pull out those 2008-2009 goals and take a closer look at them. Remember, it is a new year – a time for new beginnings. Recommit to those performance expectations. Come June 2009, you will be glad that you did.

Health Insurance ID Cards

All employees enrolled in the University's health insurance through CIGNA will receive new identification cards effective January 1, 2009. There were no changes to the health insurance benefits; rather, administrative changes necessitated new identification cards. If you do not

receive your cards by January 9, 2009, please call CIGNA at 1-800-CIGNA-24 for a status update.



New Jersey Family Leave Insurance

Beginning July 1, 2009, New Jersey law will provide up to six weeks of Family Leave Insurance benefits. Benefits are payable to covered employees from either the New Jersey State Plan or an approved employer-provided private plan to:

- **Bond with a child** during the first 12 months after the child's birth, if the covered individual or the domestic partner or civil union partner of the covered individual is a biological parent of the child, or the first 12 months after the placement of the child for adoption with the covered individual.
- **Care for a family member with a serious health condition** supported by a certification provided by a health care provider. Claims may be filed for six consecutive weeks, for intermittent weeks or for 42 intermittent days during a 12 month period beginning with the first date of the claim.
 - Family member means a child, spouse, domestic partner, civil union partner or parent of a covered individual.
 - Child means a biological, adopted, or foster child, stepchild or legal ward of a covered individual, child of a domestic partner of the covered individual, or child of a civil union partner of the covered individual, who is less than 19 years of age or is 19 years of age or older but incapable of self-care because of mental or physical impairment.

New Jersey State Plan

Employees covered under the New Jersey State Plan can obtain information pertaining to the program and an application for Family Leave Insurance benefits (Form FL-1), after June 1, 2009, by visiting the Department of Labor and Workforce Development's website at www.nj.gov/labor, by telephoning the Division of Temporary Disability Insurance's Customer Service Section at (609) 292-7060, or by writing to the Division of Temporary Disability Insurance, P.O. Box 387, Trenton, NJ 08625-0387.

If an employee is receiving State Plan temporary disability benefits for pregnancy after a child is born, the Division will mail the employee information on how to file a claim for Family Leave Insurance benefits to bond with the newborn child. If a claim is filed to have Family Leave Insurance benefits begin immediately after the employee recovers from her pregnancy-related disability, she will be paid at the same weekly benefit amount as she was paid for her pregnancy-related disability claim and no waiting period will be required.

IRS Contribution Maximums for 2009

The IRS has increased the elective deferrals limits for plans such as the TIAA-CREF Supplemental Retirement Annuity. Effective January 1, 2009, the limits are:

- \$16,500
- \$5,500 for catch-up contributions for individuals aged 50 or older



If you would like to change your elective deferrals, please contact Kimberly Mangum at mangumki@shu.edu to request a salary reduction agreement.

2009 Tax Changes

According to the Internal Revenue Service for 2009, personal exemptions and standard deductions will rise and tax brackets will widen because of inflationary adjustments. By law, the dollar amounts for a variety of tax provisions must be revised each year to keep pace with inflation. As a result, more than three dozen tax benefits, affecting virtually every taxpayer, will be adjusted for 2009. Key changes affecting 2009 returns include the following:

- The value of each personal and dependency exemption, available to most taxpayers, is \$3,650, up \$150 from 2008.
- The new standard deduction is \$11,400 for married couples filing a joint return (up \$500), \$5,700 for singles and married individuals filing separately (up \$250) and \$8,350 for heads of household (up \$350).
- Tax-bracket thresholds will increase for each filing status. For example, for a married couple filing a joint return, the taxable-income threshold separating the 15-percent bracket from the 25-percent bracket is \$67,900, up from \$65,100 in 2008.

Other tax changes include:

- The Social Security Administration issued the inflation-adjusted FICA base for 2009; it will be \$106,800. As a result, employees' 6.2% FICA tax for 2009 will top out at \$6,621.60. The 1.45% Medicare component has no wage limit. Employers pay a matching tax.
- Additionally, New Jersey Governor, John Corzine, signed the paid Family Leave Act. This law gives eligible employees up to six weeks of paid leave in any 12-month period to care for a seriously ill family member or to care for or bond with a new child. The benefit will be funded by a new tax on employee wages, beginning January 1, 2009. While additional taxation on employee earnings begins January 1, 2009, the employees will not have the option to exercise the paid leave benefit until July 1, 2009. Benefits will be entirely funded by employee payroll taxes. Employees will be taxed at a rate of 0.09% on wages up to the limit for temporary disability insurance (currently \$27,700), rising to 0.12% in 2010. Thus, the maximum annual tax would be about \$25 per employee in 2009 and \$33 in 2010. More detailed information about this change will be forthcoming.



Online W-2 Forms

Seton Hall University is required by the IRS to furnish all employees with a Form W-2 for each calendar year. The Form W-2 details the employee's compensation and tax withholding amounts for the year. In the past, employees received paper copies of their Form W-2. This year, we are pleased to announce that employees may elect to receive their 2008 W-2 statement online through the Banner Web for Employee Self Service system.

Federal regulations require that employees give their consent to receive the W-2 in an electronic format. If you wish to receive your W-2 electronically, the process for requesting the electronic version is quick and easy. Once consent is given, it carries forward each year and does not need to be repeated. Just follow these steps:

- Visit Blackboard for Employee Self-Service: <http://myweb.shu.edu>
- Log in
- Select the **Banner** tab
- Select **Banner Self-Service: Finance, Student & Employee**
- Select **Employee**
- Select **Tax Forms**
- Select the **Electronic W-2 Consent** option
- Check the **Consent to Receive W-2 Electronically** box
- Click on the **Submit** button

New HR Website



Have you seen the new Human Resources website? Visit <http://www.shu.edu/offices/human-resources-index.cfm>. On the recently revamped site, you will find the latest HR news, policies, benefits information and contact information for each functional area. Employees can also find and print timesheets for all administrative, staff, and student positions. Take a look!

PeopleAdmin Hiring Proposal Tip

If you have received an email from PeopleAdmin asking you to visit the site to approve a hiring proposal, after you log in, click on Search Hiring Proposals in the navigational bar on the left side of the page. You will then need to enter the position number and click Search, or just make sure that the appropriate box for your level is checked, then click Search.

Please remember, you can only find hiring proposals pending your approval by clicking on Search Hiring Proposals. You will never find hiring proposals under Pending Actions. Only positions which need your approval prior to posting are located in Pending Actions.



Happy New Year!

The Office of Human Resources would like to wish you and your family a happy and healthy new year. We look forward to making SHU an even better place to work in 2009.



Who's Who in HR

Office of Human Resources

SUSAN MCGARRY BASSO
Associate Vice President for Human Resources

PAT HYLAND
Secretary

CARMEN YGLESIAS
HR Assistant

Benefits

KIMBERLY MANGUM
Manager, Employee Benefits

BABETTE BROOKS
Benefits Specialist

Labor & Employee Relations

THOMAS DELCORE
Manager, Labor & Employee Relations

Training & Organizational Development

THERESE CHIDIAC
Manager, Training & Organizational Development

HRIS & Payroll

DALE MCLEOD
Director, HRIS & Payroll Operations

HRIS

MARY JANE HUDSON
Manager, HRIS Data

ALEXANDER HOWZE
HRIS Specialist

Recruitment & Compensation

JANE JACOBS
Manager, Recruitment & Compensation

KELLY WILK
Compensation Analyst

OLUBUSAYO OLA
Employment Specialist

Payroll

NINA CHAMPION
Manager, Payroll

ROBBIN HILLIARD
Sr. Payroll Administrator

JUANITA FORTUNE
Supervisor, Data Processing/Information

TYNYIAH WOODS
Payroll Clerk

*If you would like to suggest a topic or see a particular question answered in this newsletter, please email wilkcell@shu.edu.