



HR News

Newsletter of the Human Resources Department
Volume I, 2017



Employee Benefits Beginning of the Year Reminders

Benefit Review

To help your 2017 benefits run smoothly throughout the year, please take a few minutes to review the components of your current benefit plans.

New medical, prescription, dental and/or flexible spending cards should have arrived for newly enrolled participants in the health care plans. Please remember to place them in your wallet or download the mobile app to your phone.

(Note: Cigna Dental PPO participants do not receive ID cards.)

Eye Med vision coverage, replacing Cigna Vision, became effective January 1, 2017 for all medical plan participants and covered dependents. ID cards and information on how the plan works were sent to employees via USPS mail.

Pay Stubs

Reviewing paystubs will confirm that your payroll deductions match your benefit elections.

To access your pay stub:

- Log into the Pirate Net Portal
- Go to the “Profile” tab
- Under “Employment Details,” click on “Pay Stub”
- Select the appropriate year
- Click “Display”
- Click the pay stub date for details on payment, deductions, benefits, and taxes

Qualified Life Event

Although IRS regulations require benefit choices remain in effect during the entire calendar year, benefits can be modified upon an IRS-defined qualified life event, such as marriage, divorce, or a new child.

All notifications for new benefit elections must be made within 30 days of the qualifying event. To request a change, please contact Babette Brooks or Ileana Farris at benefits@shu.edu.

Other Important Benefit Accounts:

Supplemental Retirement Savings

The IRS has maintained the 2016 elective deferral annual contribution limits for 2017. The contribution limit remains at \$18,000 for employees under age 50 and \$24,000 for employees age 50 or older (due to the \$6,000 age catch-up).

To request a change to your supplemental retirement 403(b) plan:

- Submit via a Salary Reduction Agreement available on the Benefits Forms webpage.
- The form can be hand-delivered or sent via interoffice mail to the Department of Human Resources, Martin House, 366 South Orange Avenue.
- All changes will take effect the 1st of the month following the submission date.

Please note that the Salary Reduction amount requested per paycheck cannot exceed base gross wages for the pay period.

Flexible Spending Account (FSA) Grace Period

The last day to submit claims for the 2016 plan year is March 31, 2017. If you re-enrolled in the 2017 Healthcare FSA plan during last Fall's Open Enrollment period, up to \$500 of unused funds from 2016's FSA may be carried over and will be available after March 31, 2017. The FSA debit card, issued by Cigna, will be reloaded with the new 2017 Healthcare FSA election amount. There is no carry over benefit available for Dependent Care FSA. Any 2016 expenses not claimed by March 31, 2017 will be forfeited.

Commuter Accounts

Unused 2016 mass transit and parking funds will remain available for 2017. Monthly election changes can be made at any time during the course of the year. There is no amount limit for a monthly election; however, the maximum tax-free election for a qualified mass transit or parking expense, as set by the IRS, is \$255 per month.

Due to the elimination of paper claims by the IRS, all commuter expenses must be paid with the commuter debit card.

Any questions about benefits or benefit deductions can be directed to the benefits staff at benefits@shu.edu.



Moving?

Be sure that Seton Hall University has your correct address on file. The address in Banner is used for W-2s, 1095-Cs, and other regulatory notices if electronic forms are not your requested format.

- Log into the Pirate Net Portal
- Go to the Profile tab
- Under Personal Information, click on Update Addresses and Phones
- If moving, end your old address and add your new address
- Insert your Permanent Address (i.e. home) or Mailing Address (i.e. a PO Box)
- When inserting an address, the “valid from this date” can be today’s date or a future date
- In most cases, the field noted “until this date” can be left blank – this is a date expiring that address
- Once the fields are completed, click Submit

TUITION REMISSION PROGRAM

Tuition remission is a benefit for university employees, spouses, and eligible dependents. The program is a valuable educational benefit which grants those eligible with access to a wide range of SHU’s courses and degree programs.

Do you have questions regarding this benefit program? Join Victoria Gomez and Diane Russo at a Tuition Remission Workshop to understand the main concepts of the benefit and assist with any questions. The workshop will take place on:

Wednesday, March 15, 2017
Walsh Library, ITV Room
1:30 pm to 2:30 pm

All applicants for tuition remission benefits must meet admission requirements and complete required applications and other registration procedures within the established timeframes.



EMPLOYEE RELATIONS

The employee relations function at Seton Hall University is a valuable, multi-dimensional component of the Department of Human Resources. Employees can find assistance via various means, including:

- explaining and clarifying University policies and procedures
- facilitating communication within departments
- assisting with workplace conflict resolution
- providing support for employee performance improvement.

Maintaining a strong employer/employee relationship is an important factor in the success of any organization, and the Department of Human Resources is committed to providing services for the best possible employee relations environment. Please contact Charles Creamer, Sr. HR Generalist, with any questions related to our employee relations services. (phone ext. 9284)

Join in and welcome Seton Hall's newest full time employees!

(Start dates reflect October 2016 to January 2017)

Eileen Bastien - Sr Dir Stewardship & Donor Engagement, Donor Relations

Jesse Benicaso – Gallery Assistant, University Library

Elzbieta Bochenek – Assistant Dean, Graduate & Professional Education, Law School

Susanna Floyd – Admissions Counselor, Recruitment/Enrollment

Nancy Gardner - Academic Records Specialist, Registrar Operations

Michael Giuliano – Assistant Dean of Faculty, Resident & Student Development, SOM

Jennifer Kosakowski - Associate Director, Corporate Foundation Relations, Univ Development

David Kountz – Interim Associate Dean of Diversity & Equity, SOM

Allegra Lanzara – Advisor, Sociology, Anthropology, and Social Work

Janelle LoBello - Director, Communications, Law School

Mercedes Martinez - Secretary to the Dean, College of Nursing

Christine Massod - Secretary, Office of Campus Ministry

Dennis Maye – Public Safety Officer, Security

Sean McCarthy – Assistant Director, Alumni Benefit Services, Alumni Relations Office

Shiray McLean – Admissions Officer, Recruitment/Enrollment

Jeffrey Palladino – Coordinator/Assistant Director Facilities & Operations, Rec Center Ops

Mary Ellen Piel – Acquisition/Collection Services Assistant, University Library

Romana Schaeffer - Collections Manager, University Library

Gregory Simonian- Assistant Dean of Admissions & Chair, Admiss Committee, SOM

Jonathan Turner – Assistant Dir Digital Media & Athletic Comm, Sports Information

Elizabeth Vacchiano - Secretary, Finance & Business Operations, Seminary

Orlando Velazquez - Public Safety Officer, Security

Sheila Wolfinger – Sr. Director Major Gifts School of Medicine, University Development

Happy New Year! New Year...New Resolutions

“How can I ensure I’m more valuable at the end of the year than I was at the beginning?”

Professional Development:

“...improving yourself at work beyond meeting your specific performance goals.” (Clark, 2016)

The New Year is a great time to reflect on the past year’s progress and commit to enhancing professional development. Learning something new will add to a current skillset as well as aid in achieving a healthy work-life balance.

Visit the “new & improved” training and development list of events at:
<http://www13.shu.edu/offices/human-resources/customized-training.cfm>
to find out more!

Upcoming sessions include:

- Business Writing Workshop
- Career Tips for the Savvy Professional
- Page Up Training
- Providing Quality Service – 2-part series
- Understanding the Student Employment Process

...and more!

To register or request more information, email HRTOD@shu.edu

“Plan Your Professional Development for the Year.” Clark, Dorie. 2016, January 7.

Save the Date and Reminders - 2017

FEBRUARY: *Recruiting for Mission – February 6*
*TIAA Counseling Sessions – February 16 and 28 **

MARCH: *TIAA Counseling Sessions – March 8, 15, and 21 **
Tuition Remission Workshop – March 15 – Walsh Library, ITV Room

APRIL: *TIAA Counseling Sessions – April 3 and 25 **

MAY: *TIAA Counseling Sessions – May 4 and 10 **
Recruiting for Mission - May 10
Update Kronos for summer hours schedule (participating departments)

JUNE: *TIAA Counseling Sessions – June 7, Law School **

AUGUST: *Recruiting for Mission – August 16*
Submit paperwork for Fall adjunct and faculty assignments, if applicable

SEPTEMBER: *Tuition Exchange Workshop – September 19*

NOVEMBER: *Open Enrollment – Dates TBD*
Recruiting for Mission – November 6

* To register for a TIAA session, please visit <https://www.tiaa-cref.org/public/products-services/retirement-consultation>
or call 800-842-2252; Monday through Friday from 9:00 a.m. to 8:00 p.m.

Human Resources Spotlight on:

Michael Silvestro

Associate Vice President, HR



1. What is your current role, and how long have you been in this role?

"I was hired as Associate Vice President of Human Resources in January 2016, so I am just completing one year of work at Seton Hall. I have previously served in similar roles at other institutions of higher education."

2. What was your very first job?

"My very first job was as a 'plumber's assistant,' working for my father, who was a master plumber."

3. What do you like most about the Human Resources function?

"I have always been fascinated with the great variety of the work in human resources management. The field combines some very technical elements with the opportunity to serve and help people."

4. What do you like most about working at Seton Hall University?

"I truly enjoy and appreciate the University's mission, strong sense of community, and commitment to serving students."

5. Tell us some ways you spend your free time.

"I am a musician and perform in a jazz group. I also enjoy being active outdoors, especially hiking, rock climbing, and skiing. "

6. What is your favorite quote?

"Passo a passo si va lontano." (*Translation – Step by step, one goes a long way.*)

WHO WE ARE IN HR...

Michael Silvestro , <i>Associate Vice President</i>	x 9138
Victoria Gomez , <i>Human Resources Secretary</i>	x 9621
Mary Stankiewicz , <i>Human Resources Assistant</i>	x 9177
Diane Russo , <i>Manager, Training & Organizational Development</i>	x 9606
Charles Creamer , <i>Senior Human Resources Generalist</i>	x 9284
Terri Demarest , <i>Director, Benefits, Compensation, & Employment</i>	x 9181
Brenda Polanco , <i>Employment Specialist</i>	x 9178
Katie Owen , <i>Compensation Analyst</i>	x 2052
Ileana Farris , <i>Benefits Analyst</i>	x 9176
Babette Brooks , <i>Benefits Specialist</i>	x 2755
Joy Hayward , <i>Director, HRIS</i>	x 9645
Alexander Howze , <i>Senior HRIS Analyst</i>	x 9180
Shambhavi Shanbhag , <i>HRIS Analyst</i>	x 2546
Andrea Gomes , <i>HRIS Specialist</i>	x 9288
Priscilla Stein , <i>HR Project Assistant</i>	x 9177