



YOUNGSTOWN STATE UNIVERSITY



Office of
*Human
Resources*

Human Resources Quarterly Newsletter

Fall 2016 Edition

From the Chief Human Resources Officer:

The Office of Human Resources has reinitiated a quarterly Human Resources Newsletter. The goal of the newsletter is to foster effective communication with the campus community. We will report important changes that occur with regard to university policy, procedures and initiatives that fall under the auspices of the Office of Human Resources. Relevant information will be provided in every edition from each of the units within the Office of Human Resources; Compensation & Employee Benefits, Human Resources Information Systems (HRIS), Training and Employee Development, Talent Acquisition, Processing and Employee Records and Labor Relations.

Over the last several years the Office of Human Resources has had a number of staff member changes and some reorganization of specific areas of responsibility. In an effort to make you aware of whom to contact for service, access the [HR Staff Directory](#).

We appreciate your feedback regarding any of the information that is contained in this edition, as well as any future newsletter. If you want to provide feedback please do not hesitate to contact Kevin Reynolds at kwreynolds@ysu.edu or Carrie Clyde at crcllyde@ysu.edu.

- **Friendly Reminder:** The Office of Human Resources relocated in April to the 3rd floor of Tod Hall.

Benefits Information:

This is the time to take a look at all of your benefit selections for the upcoming year. Any additions or changes must be made during the Open Enrollment period.

- **Open Enrollment:** October 24 - November 18

Benefit-eligible employees can enroll or make desired changes to their current health, dental, and vision plans for 2017.



- **COB Form Collection:** All employees with a spouse or same-sex domestic partner with primary coverage under the University's plan will need to recertify their coverage. Recertification is not necessary if your spouse or same-sex domestic partner also works at YSU and has secondary coverage on the University's plan.
- **Guaranteed Issue Voluntary Life Insurance:** Available for employees, spouses, and children. Representatives will be available November 9 at 8:30am – 3:30pm in Kilcawley Center – Bresnahan 3 and November 15 at 8:30am – 3:30pm in Kilcawley Center- Hynes Room. **When is the last time you updated your beneficiary?** We highly recommend updating your information for both the employer paid life insurance and those currently enrolled in voluntary life insurance.
- **FlexSave Enrollment:** Flexible Savings accounts provide an opportunity to reduce your taxes and increase your take-home pay. **You must re-enroll for Medical and Dependent Daycare accounts each**



plan year. To learn more about Flexible Savings Plan or to enroll in the FlexSave program, representatives will be available to assist you on Thursday, October 27 at 11:30am and 2:00pm in Kilcawley Center-Jones Room and on Monday, October 31 at 11:30am and 2:00pm in Kilcawley Center-Presidents Suites.

- **Current FlexSave Participants:** Effective November 10, FlexSave will be moving your current FSA to the new Medical Mutual FSA. This will allow you to check your FSA account balances, submit FSA claims and reimbursement requests and access helpful information. To access forms or more information, please call the Benefits Office at x3748 or x1322.
- **The Dependent Eligibility Verification:** Collection of documentation has officially closed. Thank you to all who provided the required documentation to ensure our plan eligibility is in full compliance.
- **Retirement Planning Series:** Learn more about retirement planning and preparation through November 10. Meet representatives of ARP and 403b plans. These 20-30 minute presentations will provide information on various topics of interest with time for information discussions and questions. It is never too early or too late to start planning! [Retirement Planning Series Schedule](#)
- **Coming Soon:** New format for the **Tuition Remission Application.** It will require an additional employee log-in but should be even quicker than the current application process.
- **Living Well – YSU Employee Wellness Program:** The 2016 Incentive Earning Campaign will end on November 30. Any incentive earned will be issued through the employee's first paycheck in December (bi-weekly: 12/9/16 and semi-monthly: 12/15/16).
- **Fair Labor Standards Act:** On May 18, 2016 the Department of Labor (DOL) announced an increase in the salary threshold currently set at \$23,660 annually (\$455 per week) to \$47,476 annually (\$913 per week) effective December 1, 2016. This salary threshold is one of the tests used to determine if an employee is either exempt or non-exempt. Employees earning less than \$47,476 annually will be designated as salaried non-exempt, and thus eligible for overtime pay. In addition, the DOL added an automatic update to this salary threshold, to occur every three years, beginning January 1, 2020.



Employees that will be designated as salaried non-exempt, will be required to track their time on a bi-weekly basis in the Banner system. They will still receive their pay semi-monthly on the 15th and last day of the month. If they work over 40 hours in a workweek, they would receive overtime pay at time and a half. A workweek is defined as beginning Sunday at 12:01a.m. and ending on Saturday at 12:00a.m. Employees that work less than 100% FTE, will also be designated as salaried non-exempt and required to track their time. If for any reason they would work over 40 hours in a workweek, they would receive overtime pay at time and a half.

The Human Resources Department has been working closely with executive leadership, managers, and union representatives to discuss our options so that we can comply with the deadline and implement the necessary changes. Employees that will be affected by this change will be notified in writing around the end of October and we will also send out a notification to their immediate supervisor.

Please plan on attending the [training sessions](#) that we have scheduled to further discuss FLSA regulations and the changes that are occurring.

Employment Information:

- **PeopleAdmin Hiring Process:** We plan to go-live with this new process on November 1, 2016 only for our Professional/Administrative and Classified hires at this time. This electronic hiring process will replace the existing paper Employment Requisition, Search Committee Review, and Recommendation forms. The new process will enable us to leave the hiring “paper trail” behind as a campus community; the electronic system will significantly reduce processing delays and streamline the current hiring mechanism. We will now be able to track and store information electronically. No more worrying about tracking paperwork!

In order to ensure a smooth transition to this new on-line hiring process, the Office of Human Resources is offering three types of assistance. First, step-by-step documentation for each operation depending on your particular role (i.e. Hiring Manager, Search Committee Chair, Division Signature Authority, etc.) will be available on the [Human Resources](#) website. Second, quarterly in-person training will be available. The first training sessions will be held on Oct.17th, 20th and 27th. Please [register to attend](#) a training session. And third, the Human

Resources staff will be available for one-on-one assistance. Please take advantage of one or all of the above in order to become familiar with this new system.

Training and Development Information:

- **Training and Development:** It's time to complete Ohio Ethics Training! You have the option to participate in a live webinar or to complete an e-learning program; each provided by the Ohio Ethics Commission. Visit the [Training and Development website](#) to sign-up for Ohio Ethics or to register for courses offered by HR Training and Development.

- [Retirement Planning](#)
- [FLSA Training](#)
- [PeopleAdmin Training](#)



YSU Human Resources Team

