



HUMAN RESOURCE UPDATES: *Benefits, Compliance & What's New in 2016*



Wellness Program



Did you know?

- The RF Wellness Program is available to help you be your best, and you can earn up to **\$400** a year in **cash** rewards!
 - Earn by tracking steps, food, even sleep!
- It's FREE!
- Join ANY TIME!
- Sign up at join.virginpulse.com/rfsuny
 - Be sure to use your full name as it appears on your paycheck or pay stub!



Executive Order 13665 Non-Retaliation for Disclosure of Compensation Information

- Commonly known as the **Pay Transparency Rule**; became effective January 11, 2016
- Amends Executive Order 11246; enforced by Office of Federal Contract Compliance Programs (OFCCP)
- Applies to Federal contractors, like the RF, who enter into or modify existing covered Federal contracts greater than \$10,000 on or after the effective date



Executive Order 13665 Pay Transparency Rule

- Purpose of rule is to promote pay transparency and openness by:
 - Allowing employees and applicants to share information about their pay and compensation without fear of discrimination;
 - Helping to level the compensation playing field for women and people of color; and
 - Prohibiting organizations from having "pay secrecy" policies
- Protection of the rule applies to employees or applicants who obtain compensation through ordinary means, such as conversations with co-workers.
 - Compensation includes, but is not limited to salary, wages, overtime pay, shift differentials, bonuses, commissions, vacation and holiday pay, allowances, insurance and other benefits, stock options and awards, profit sharing, and retirement.




What does this rule mean for campus HR administrators?

Employees or Applicants

- Employees or applicants cannot be discharged or discriminated against because they inquire about, discuss or disclose their own compensation or the compensation of another employee or applicant.
- However, you may be able to take adverse action against an employee, if for example, he/she discusses compensation but in doing so violates a workplace policy.


For example, an employee is disrupting the workplace by standing on his/her desk and shouting out compensation information. The employee may be disciplined for disrupting the workplace provided there is a policy prohibiting the disruption (e.g., RF Code of Conduct) and the RF is consistent in handling such a violation.

What are Form 1095-C and Form 1095-B?




- Form 1095-C and Form 1095-B are new IRS tax forms required under the ACA
- The Research Foundation and its insurance companies will send forms to:
 - Employees by 3/31/16
 - IRS by 6/30/16
- Main purpose of the forms is to notify employees of the health insurance they and their dependents were enrolled in for the previous year

Who will receive Form 1095-C?




- Employees who were ACA "full-time" in 2015
- Individuals who are enrolled in any of the RF self-insured plans (Blue Cross PPO and POMCO):
 - Part-time employees
 - Retirees
 - Fellows
 - COBRA enrollees


1095-C Layout



- Part I contains identifying employee and employer information
- Part II contains information about the RF's offer of coverage to employees
- Part III contains information about employee and dependent enrollment in the Blue Cross PPO and POMCO. Part III will be blank for:
 - HMO Enrollees
 - Employees not enrolled in RF health insurance




1095-C Layout




- Part II of Form 1095-C is used to confirm the RF's compliance with the ACA "employer mandate" provisions to offer minimum essential and affordable coverage to ACA "full-time" employees
- Line 14 is populated with an IRS code corresponding to the offer of coverage
- Line 15 will be blank because the coverage offered by the RF is deemed affordable using the Federal Poverty Limit (FPL) safe harbor
- Line 16 is populated with an IRS code to note why an offer of coverage may not have been made to an ACA "full-time" employee and will be blank for many employees

Who will receive Form 1095-B?




- Individuals who were enrolled in any of the RF fully-insured plans (CDPHP, MVP, Independent Health and Excellus):
 - Employees
 - Retirees
 - COBRA Participants
- Insurance carriers will issue Form 1095-B to employees

1095-B Layout



- Part I contains identifying employee information
- Part II will be blank
- Part III contains information about the HMO provider
- Part IV contains information about employee and dependent enrollment in the HMO



Frequently Asked Questions



- Why are the forms important?
 - The individual mandate under the ACA requires individuals to maintain health insurance and failure to do so could result in a tax penalty when individual tax returns are filed
 - The forms provide proof of enrollment in health insurance coverage
 - The submission of the forms to the IRS also shows the RF compliance with employer mandate to provide minimum essential and affordable coverage

Frequently Asked Questions



- Can employees file their taxes without the forms?
 - Yes, employees can file their tax returns prior to receiving the form. Since most employees know if they had health insurance they will be able to answer the questions on their return
- When will employees receiving their forms?
 - The original IRS deadline to mail the forms was January 31, 2016. However, in December 2015 the IRS extended the deadline until March 31, 2016. The RF will mail Form 1095-C by the March 31, 2016 deadline
- What should an employee do with the forms?
 - Employees should review the forms for accuracy and store the forms with their other tax documents. If the employee feels the form is incorrect or has questions, they should call the phone number on the form

Frequently Asked Questions



- Where can employees get more information?
 - Employees can find more information on the IRS website:
<https://www.irs.gov/Affordable-Care-Act/Questions-and-Answers-about-Health-Care-Information-Forms-for-Individuals>

Questions



What's New in 2016: E-time Reporting



The E-time Reporting Project, included in the RF Operating Plan, will deliver the ability for employees to enter their time and attendance on-line. The on-line timesheet or exception report will then be electronically routed to their supervisor for approval. E-time reporting will increase efficiency and reduce risk by automating workflows and eliminating the need to re-key data.

E-time Reporting: Benefits



- HR administrators no longer have to input time and leave.
- HR administrators can more easily retrieve timecards for review or audit.
- Employees can track leave balances and the status of their time sheets.
- Leave balances will automatically calculate and employees will not be able to take more than their current balance.
- Overtime hours will automatically calculate based on campus rules.
- Employees will be able to track where their time sheet is in the approval process.
- Employees and supervisors will receive reminder emails when timesheets are due and ready to approve.

Team Members



- ❖ University at Albany – Veronica Frazier, Nancy Sainato, Lauren Cole, Robyn Steve
- ❖ University at Binghamton – Lynda Emmert, Emily Hermanovitch, Tom Popielarski, Donna Starr
- ❖ University at Buffalo – Ann Marie Davis, Bob Palmer, Aleathea Rodriguez, Rosemary Tripi
- ❖ Buffalo State – Chris Goff, Stephanie Guarin
- ❖ Brockport – Sandra Mosher
- ❖ New Paltz – Kathie Baker
- ❖ SUNY Poly – Laura Babcock, Shirley Kepner
- ❖ Downstate Medical – Abi Gail Bernadine

Impact to Campuses



- Roll out will be campus-based
- Timekeeper changes will be implemented for all campuses as soon as the system is available.
- Effort reports for non-exempt and hourly employees will need to be processed through ECRT
- Supervisors must be stored on the Oracle assignment form
- Leave balances must be in Oracle

User Acceptance Testing and Other Information



- We are currently in the user acceptance testing phase scheduled to end in March.
- Any campus is welcome to participate in testing.
- To find out more on the project visit the web page at www.rfsuny.org
Our Work>RF Projects>E-Time Reporting

What's New in 2016: E-time Reporting



Q & A