Message from Human Resources

The Division of Human Resources would like to take this opportunity to wish you a blessed holiday season. We are committed to providing programs, services and development opportunities to you that are grounded in our shared Ignatian values. Thank you for your continued dedication to the Saint Louis University community.

Benefits

Affordable Care Act (ACA)
The ACA, also known as Health Care Reform law, is federal legislation passed in 2010 which has an impact on both employers and individuals. Under the employer mandate of the ACA, Saint Louis University will be required to offer medical insurance to employees who meet the eligibility criteria beginning January 2015.

University staff whose regular assignment is not full-time and may or may not work a set schedule and whose hours may vary are referred to in the law as “variable-hour” employees. Variable-hour employees who work an average of 30 hours or more per week in all jobs over a measurement period of 12 months must be offered access to the University’s medical plan.

Part-time faculty who work an average of 30 hours or more per week over a measurement period of 12 months must also be offered access to the University’s medical plan. Working with the Division of Academic Affairs, we have established that—for teaching academic personnel—every course credit hour equals 3.3 hours worked. For example, a 3-credit-hour course is equivalent to 10 hours of work per week or a .25 Full Time Equivalent (FTE).
Employees who have been identified as eligible for the University’s United HealthCare coverage as a variable-hour employee will be notified in December for coverage beginning on January 1, 2015. It is the eligible employee’s option to accept or decline the coverage.

2015 Benefit Statement
The Benefits Office would like to remind you to check your Benefit Statement through Banner Self Service. Please verify your Benefits Statement as expected for 2015:

- health
- dental
- flexible spending
- dependent care
- health savings account
- vision
- accident insurance

If you are entitled to a reduced medical insurance premium, either for the Wellness or the $33,000 subsidy, the reduced rate will not be reflected on your Benefit Statement. The changes will be made manually and may take 2-3 weeks to appear on your 2015 Benefit Statement. Please double check your payroll deductions on your January 2015 paychecks.

Retirement Limit Changes for 2015
The IRS limits for 2015 will increase to $18,000 for the 403(b) and 457(b) for all employees. If you are age 50 or older, you will be eligible to contribute as much as $24,000 towards your 403(b) contributions. If you want to take advantage of the special age catchup or modify your retirement contributions, click here to log onto the TIAA-CREF website to make the change(s).

Policy & Procedure

Federal Regulations to Improve Job Opportunities for Protected Veterans and Individuals with Disabilities
As part of the federal mandate to comply with the Vietnam Era Veterans’ Readjustment Assistance Act (“VEVRAA”) and Section 503 of the Rehabilitation Act of 1973 (“Section 503”), Saint Louis University is required to extend an invitation to all job applicants and current employees to self-identify as a protected veteran and/or an individual with a disability.

Beginning December 8, the MySLU portal Home tab will contain the links to the VEVRAA and Section 503 self-identification electronic forms in the Compliance Requirements section to make it easier for you to self-identify. You have until February 1, 2015 to complete the electronic forms.

HR Department Closure

The Department of Human Resources will be closed on Tuesday, December 16 starting at 2:00 p.m.

EPAF Training

EPAF Training will take place in the Wool Center in Room 372 for the following dates:

December 9, 2014
1:00 p.m. - 3:00 p.m.

January 8, 2015
10:00 a.m. - 12:00 p.m.

January 21, 2015
1:00 p.m. - 3:00 p.m.

To sign up for training, email epafhelp@slu.edu

The EPAF and Payroll Help Google Site has updated job aides and additional resources to become successful at creating EPAFs.

Who is my HR Consultant?
Click on the links for additional information:
FAQs about this initiative at St Louis University
Veterans Fact Sheet
Disability Fact Sheet

Online W-2 Wage and Tax Statements
You are encouraged to sign up for electronic delivery of your W-2 Statement via Banner Self-Service. As a general practice, electronic W-2 Statements are available around January 20th. Those who do not enroll in the electronic W-2 program will receive a paper W-2, which will be mailed on January 31, 2015. Click here for instructions on how to sign up for electronic delivery of your W-2 Statement.

Holiday Reporting for Biweekly and Monthly Paid Staff
Biweekly Paid Staff. Leave eligible biweekly paid staff will have six holidays to account for in December and January on their web timesheets. The dates are December 24, 25, 26, 31 and January 1 and 2. Sick and/or Vacation should not be reported on University Holidays.

Below are examples of how to code Holiday Pay on your timesheet.

- If the holiday is a scheduled day off for you, enter Holiday Pay.
- If you worked the holiday, enter Regular Pay and Holiday Banked/Accrued
- If the holiday falls on your scheduled day off, enter only Holiday Banked/Accrued

Monthly Paid Staff. Leave eligible monthly paid staff do not need to enter Holiday Pay on December 24, 25, 26 or 31, the system will default it into your pay record when we process monthly payroll. However, if you are required to work a University Holiday you need to have your Time Approver submit a Monthly Exception Reporting Change Form to bank the holiday for use later.

Position Reclassifications for Fiscal Year 2015 are due January 1
As stated in the Salary Administration Guidelines, incumbent position reclassifications will occur one time per year. All incumbent reclassifications are due for review and analysis on or before January 1 to be effective for July 1. Position analysis booklets (PABs) must be submitted to comp@slu.edu with proper documentation for review. Please email comp@slu.edu with additional questions regarding this policy.

Staff Performance Evaluations
The 2014 staff University Online Performance Evaluation (UOPE) is now open for managers to add ratings and submit for completion. An email was sent to Department Reviewers in September to explain necessary maintenance to prepare for evaluation time.

The UOPE can be accessed through Banner Self-Service and then:
• Select Employee
• Select University Online Performance Evaluation Menu
• Select Supervisor – University Online Performance Evaluation Dashboard

Deadlines for the evaluations will coincide with division/department budget deadlines and these deadlines will be communicated by the appropriate VP or budget office; the goal is for all evaluations to be complete by the first week of March. Please contact your HR Consultant if you have any questions.

Learning & Development

Biggest Learner Competition -- Coming Soon!
Beginning in December, faculty and staff are invited to register to participate in the Biggest Learner Competition. Unlike last year, you will participate as a group to encourage each other so that you can win as a team. You will need a group of five to compete. Start talking to your colleagues now!

Employee Assistance Program (EAP)

Happy (Stress-Free) Holidays!
Although the holidays are supposed to be a time for cheer and happiness, long work hours, saving money for that perfect gift and family commitments can cause plenty of stress. The good news is there are many ways to help prevent you from getting too overwhelmed during the holidays.

Tips for Coping with Holiday Stress:

• Do not be perfect; be you
• Create your wish list early
• Pace yourself
• Budget wisely
• Get into the spirit
• Take time out for yourself
• Give of yourself
• Embrace family
• Reflect on past holidays
• Celebrate safely
• Make New Year’s resolutions
• Talk to someone who cares

Guidance Resources® provides free resources, information and support so you and your loved ones can make this season a joyous one.
Contact ComPsych® GuidanceResources® for more information or assistance.

Call 800-859-9319 or go online at guidanceresources.com and use SLU’s Web ID: SLUEAP.


Human Resources

We serve the University community by delivering fair and competitive policies and programs, lead talent management, solutions, and unite mission, strategy, and people through collaborative partnerships.

Mission—Attitude—Guidance—Ingenuity—Service