



Human Resource Services

**HR Liaison Meeting Minutes
August 5 & 6, 2009
136 Petty Building**

Note: Handouts from meeting attached below

Alan Bridge welcomed the attendees and reminded them to keep their departments updated.

Brooks Taylor, Accounting Services Tax Compliance Officer, discussed procedures and issues regarding foreign national employees. To view detailed information, see below.

Jason Marshburn handed out spiral bound flip chart guides for emergency procedures. Emergency notification testing is scheduled for September 23, 2009. When damage occurs as a result of flooding, etc., contact Jason for the form to report the damage in a timely manner to be eligible for possible reimbursement.

Dr. Tresa Saxton, Director of Student Health Services discussed the following:

- H1N1 background information and history
- EPART – Emergency Preparedness and Response Team activities
- H1N1 vaccine is expected to be available by mid-October. UNCG is designated as a point of distribution. Inoculations may come in phases and will be dispensed in two shots, thirty days apart. Seasonal flu vaccine is still necessary, so receiving these inoculations will require planning and timing.
- Access <http://www.uncg.edu/shs/clinic/flu/> for more information

Pat Davis, Payroll Manager, congratulated the group on the successful completion of the first year on Banner HR. Contact her at 334-4126 or padavis@uncg.edu.

Debbie Wauford distributed printed information regarding various payroll procedures. To view detailed information, see below.

Alan Bridge informed the group that another HR Liaison meeting will be held in about two weeks, after HRS receives clarification on the new budget.

Benita Peace addressed the following topics:

- ARRA (American Reinvestment & Recovery Act) funding items have been added to Jobsearch requisitions.
- UNC System Job Opportunities option has been added to the HRS website.
- SPA EPAFs to be implemented by the end of the month for probation-to-permanent, account code changes and terminations.
- Career Banding feedback is needed for reporting to OSP by Friday. Email btpeace@uncg.edu with comments and suggestions on Career Banding features.

Deb Carley announced the following:

- Retirement Fair - August 14, Kirkland Room
- Outplacement Services - http://web.uncg.edu/hrs/Outplacement_Services/
- Spartan Step (*Striving to Eliminate Pounds*) – weight loss challenge begins September 1st.

Jason Morris introduced the new training calendar (http://web.uncg.edu/hrs/Training/Training_Calendar/) and printable catalog for detailed training opportunities (http://web.uncg.edu/hrs/Training/HRS_Training_Catalog_09-10.pdf), as well as the Financial and Life Planning Series ([Financial and Life Planning Series \(FLP\) \(.pdf\)](#)).

Laura Young asked for volunteers to participate in a new initiative called “What Wastes Your Time”. The goal is to identify easier and more efficient processes. Inefficient business processes, forms, and shadow systems and why they are necessary, will be explored through confidential interviews. Laura will be looking for trends and for duplicate administrative systems with the same business purposes. Contact Laura at 334-4374 or lryoung2@uncg.edu.

Alan Bridge adjourned the meeting.

Minutes submitted by: Betty Betts

Contact Information for Employing and Paying Foreign Visitors

Employees need VISA status that gives work authorization.

EPA

Contact Katie Brown in the Provost Office in order to start immigration processing with the

Department of Homeland Security.

Katie Brown

Email: krbrown2@uncg.edu

Phone: 334-5398

Katie will determine the type of visa needed for the type of position. She does all paperwork for H1B visas as well as TN visas.

J-1 Exchange Visitors are handled by Michael Elliott in the International Program Center. Many of these employees are researchers and short term professors. F-1 and J-1 student visa processing is also handled by IPC.

Michael Elliott

Email: mjellio2@uncg.edu

Phone: 334-5404

ALL TAX FORM FOR FOREIGN EMPLOYEES MUST BE COMPLETE IN THE TAX COMPLIANCE OFFICE

Please have the employee contact **Brooks Taylor** in the Tax Compliance Office for an **appointment** to complete any tax paperwork for the nonresident visitor (EPA, SPA, Temp, and student employees). Foreign employees are taxed at a different rate than US persons. The IRS requires that additional information be gathered on each employee in order to determine their tax residency.

Brooks Taylor

UNCG Foreign Visitor Tax Guide http://fsv.uncg.edu/payroll/payrollInra/payroll_nra1.html

Email: brooks_taylor@uncg.edu

Phone: 256-0384

I-9 and E Verify

Student Employment

Patricia Lamar -256-0403 email: pmlamar@uncg.edu

EPA, SPA, and Temp Employment

Brenda Hedrick -334-5009 email: bghedric@uncg.edu

Contact Information for Employing and Paying Foreign Visitors

Non-employee Payments Including Honorarium and Travel Reimbursements

Honorariums and travel reimbursements are permitted to foreign visitors that enter the country on visa waivers or B-1, B-2 visitor visas as long as certain documentation is obtained.

Honorarium Packet

Please contact Brooks Taylor in the Tax Compliance Office for assistance in completing honorarium paperwork.

Brooks_taylor@uncg.edu 256-0384

1. UNCG FOREIGN VISITOR INFORMATION FORM

2. **Copy of I-94 card** that they receive when they enter the country. This documents the immigration status that they currently hold.

3. **9-6-5 Statement.** In order to receive an honorarium, the foreign visitor must sign a statement attesting that he/she has not received more than 5 payments from any US institution in the previous 6 months.

TAXES

Most honorarium payments are subject to 30% Federal tax. An additional 4% State tax will be withheld if the payment is over \$1500. This income is reported on IRS form 1042-S and issued at the end of the tax year. It is the individual tax payer's responsibility for completing the proper IRS tax forms (1040NREZ or 1040NR) to determine if any tax withheld should be returned.

If the visitor has a United States Social Security card or ITIN, they may be eligible for an income tax treaty (IRS form 8233). They must be a current tax resident of a country having a tax agreement with the United States. A copy of the SS/ITIN card needs must be included in the Honorarium Packet in order to claim a tax treaty. The Tax Compliance Office has software to complete the IRS forms (8233) and is responsible for submitting them to the IRS. The IRS is given 10 days to accept/reject the treaty request. After that time, a payment may be processed for the individual. The income is reported on IRS form 1042-S at year end. If the individual does not complete form 1040NR or 1040NREZ at year end, the IRS may request that they pay tax on the money earned in the United States. It is the individual tax payer's obligation to complete these forms.

H1B'S, TN, AND MOST J-1 VISA STATUSES DO NOT ALLOW HONORARIUM PAYMENTS- These visa types are specific to the sponsoring institution. These individuals are not allowed to receive payments outside of their sponsoring employer.

TRAVEL REIMBURSEMENTS

Travel may be reimbursed according to the State Policy and Procedures and IRS Accountable Plan rules. All activity must be directly related to UNCG in order to reimburse on the TRV-1. The reimbursement is not subject to tax. Contact Valarie Nall (334-5798) in Accounts Payable if you have any questions about a reimbursement to a foreign visitor. Please include a copy of the I-94 with the TRV-1 along with the ORIGINAL receipts.

HR Liaison Meeting

August 5, 2009 & August 6, 2009

Payroll Notes

- New forms for Payroll Timekeeping Liaisons and Student Payroll (UF, UH, GH) Liaisons—please return by August 14, 2009.

Student EPAF's (UF, UH, GH)

- Reactivation EPAF are not available at present.
- Should have NBAJOB query.
- F positions-if you have one, all flat pays must use it.
- Submit new 2009/2010 Flat Pay contract to Payroll asap—only one copy, but please list all employees who use contract—**use EPAF comments to note dept has signed contract on file.**
- All Student EPAF's (UF, UH, GH) must have a comment "**that commitment was made prior to 7-24-09**"; see copy of Liaison email notification dated 07/30/09 attached.
- Any EpaF's received for State Funds without a comment will be returned.
- Minimum Wage has been changed to \$7.25. Payroll has changed any job with lower rate of pay-see copy of Liaison email notification dated 07/30/09 attached
- Use on-line change forms to make adjustments to existing Jobs. (rate, labor)
- Student EPAF's will be approved up to the day before time ends

Time Entry

- Dates will change-check calendar monthly.
- Ensure that a Proxy is set up for each Time keeper.
- Check PHJETIM first to verify all employees are listed
- NE & EX employee's time can be entered after 1st of month, as a rule.
- Check Leave Reports for EPA & SPA to verify availability.
- HRLY (HR) employee's time can be entered around the 10th.
- DO NOT HIT SUBMIT IN PHATIME—ONLY SAVE.
- Go back to PHJETIM to review all entries.
- It is not recommended to wait until last day of time entry to enter hours.

Termed Employees

- EPA & SPA Departments--Please contact HR Office and Payroll via email asap.
- Do not enter Leave Hours (sick, vacation, bonus, community, furlough, used and accrued comp time) for termed employees.
- Send last 2 months timesheets to HR Office.
- Hours for OT, Shift or Holiday may be entered by Dept.

Student

- If Flat pay (Undergrad) termed in middle of month-please contact Payroll via email asap.

General

- Monthly Labor Reports are on E-Print 4 days before Payday-please verify asap and notify Payroll of any corrections or concerns.
- During processing (around 15th to 23rd of month), please leave message for only one person in office (unless this person is out) or email one and copy rest of dept-we will get back with you.

Karen Caudle
Debbie Wauford

334-5787
334-5760

khcaudle@uncg.edu
dmwaufor@uncg.edu

STUDENT PAYROLL LIAISON FORM
UH, UF & GH ONLY

(Please use one form for each separate department timekeeping organization.)

Name of Organization: _____

Organization #: _____

Campus Address: _____

Student Payroll Liaison: _____

Email Address of Liaison: _____

Phone Number of Liaison: _____

Alternate Student Payroll Liaison: _____

Email Address of Alternate: _____

Phone Number of Alternate: _____

If the above Student Liaison or Alternate Student Liaison should leave the department, I understand that I need to contact the payroll office as soon as possible to designate a new liaison.

Signature of Department
Dean/Director

Phone Number

Print Name Dean/Director

E-mail Address

Date

**PAYROLL TIMEKEEPING
LIAISON FORM**

(Please use one form for each separate department timekeeping organization.)

Name of Organization: _____

Time Keeping Organization #: _____

Campus Address: _____

Timekeeping Liaison: _____

Email Address of Liaison: _____

Phone Number of Timekeeping Liaison: _____

Alternate Timekeeping Liaison: _____

Email Address of Alternate: _____

Phone Number of Alternate: _____

If the above Payroll Timekeeping Liaison or Alternate Payroll Liaison should leave the department, I understand that I need to contact the payroll office as soon as possible to designate a new liaison.

Signature of Department
Dean/Director

Phone Number

Print Name Dean/Director

E-mail Address

Date

MINIMUM WAGE INCREASE TO \$7.25 PER HOUR – UH & GH JOBS

Effective July 24, 2009, both the Federal and NC minimum wage will increase from \$6.55 per hour to \$7.25 per hour. For efficiency and consistency, for each UH (undergraduate hourly) or GH (graduate hourly) active NBAJOBS dated July 11, 2009 or later, Payroll will determine and enter an Effective Dated NBAJOBS action with the new minimum hourly rate of \$7.25. For this specific change, you will not need to take any extra actions or create EPAFs. The first pay that will reflect this new minimum wage will be the August pay for hours worked July 11 through August 10. You will need to ensure that any future EPAFs or personnel actions beyond July reflect the new minimum hourly rate of at least \$7.25.

JULY 24TH DIRECTIVE AFFECTING UF, UH, & GH JOBS

In accordance with the July 24, 2009 directive from the NC Office of State Budget and Management, new offers of employment to any employee group, including students (except Work Study student employees), cannot be paid from state funds. If you submit a UF, UH, or GH NBAJOBS EPAF to pay a student on an hourly basis this summer or thereafter, the student cannot be paid from state funds unless there was a commitment made prior to July 24, 2009. A prior commitment is defined as a verbal or written communication between the University and the perspective employee detailing salary and employment offer date (EOD). If you had an agreement or commitment of the job to the employee prior to the July 24, 2009 mandate and the source is state funds, you must indicate so in the comment section on your EPAF or the EPAF will be returned to you unapplied.

OSBM is willing to consider new offer of employment exceptions, or pay increases. If an exception of OSBM is requested, it will need to be documented on the weekly "Report-Persl.Actions" spreadsheet submitted to Ron Smith, and it must specifically be approved by OSBM prior to offer of employment. If this circumstance applies to a UF, UH, or GH EPAF, and you have received OSBM written approval, you can generate the appropriate EPAF and make an appropriate comment on the EPAF such as, "Approved by OSBM 08102009".