

**Subject:** Instant HR/Payroll: New Date for HR Liaisons Meeting, Important Background Information on Open Enrollment, ACA Year Ending Soon, and more

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**New Date: Spring HR Liaisons Meeting**

Thanks for your patience! We have a new date for the Spring HR Liaisons meeting – Tuesday, April 25 from 11:30am-1pm in:

- Arlington: Founders Hall B119
- Fairfax: Merten Hall 1201
- Front Royal: Academic 219
- SciTech: Colgan Hall 221

Registration is available at <http://hr.gmu.edu/learning/hr.php>. Hope to see you there!

**Health Care and Flex Account Open Enrollment: Key Background Information**

As you may have noted in our Instant HR/Payroll of March 31, open enrollment for Health Care and Flexible Reimbursement Accounts is shortened this year to just about 2 weeks – from May 1 through May 15. The shorter open enrollment reflects the fact that, this year, the Department of Human Resource Management (DHRM) cannot use its electronic EmployeeDirect function due to a technological issue. This means that Health and Flex Open Enrollment must be completed entirely on paper, using enrollment forms. The fillable enrollment form will be available electronically but it will have to be mailed or inter-officed to HR & Payroll by the deadline of May 15. The shorter open enrollment period will allow the Benefits team time to manually input all the information into the state system. It is essential that faculty and staff understand though, that the May 15 deadline is established by DHRM and we cannot extend it.

We hope to have additional information from DHRM very soon. In the meantime, we wanted to give you the background so you can help prepare faculty and staff for this change to open enrollment.

**We're Approaching the ACA Year End**

Thank you all for helping your departments with the Affordable Care Act and complying with university policy to limit wage employees to 1,450 hours in an ACA year which ends April 30<sup>th</sup>. In order to ensure your department remains in compliance, please remember to utilize the leave liability report for your department. In addition, supervisors can check the hours in the leave section of their employee's timesheet.

To assist in compliance, departments are welcome to send a list of their wage employees (G numbers & names) to our Workforce Planning team at [Workplan@gmu.edu](mailto:Workplan@gmu.edu) and they will provide an updated hour

count as of the last paid pay period.

### **12--Month Faculty Annual Leave Year Roll Over Coming Up**

A reminder that the 12--month faculty leave year, including Research, Instructional, and Administrative/Professional faculty, ends each year on June 24th. This is the last date for all faculty to use their Annual Leave before the carry over. 12-month faculty may only carry over 21 days (168 hours) of annual leave. Any Annual Leave in excess of 21 days can be donated to an employee in need through the leave sharing program (Please note: sick leave cannot be donated). A [Leave Sharing Donor Form](#) can be found on the HR & Payroll website [forms page](#). If you have any questions, please call Payroll at 3.2751.

### **Guidance: Verification of Sick Leave**

Supervisors have the ability to request verification of sick leave after an employee has been absent for a minimum of three (3) consecutive days. This guidance is in keeping with Department of Human Resource Management policies regarding sick leave documentation.

When requesting verification, supervisors should not review or retain any documents provided by the employee. Medical information is protected under the Health Insurance Portability and Accountability Act (HIPAA) and the Americans with Disabilities Act (ADA); please do not attempt to verify by calling a doctor, googling for more information or questioning the employee. Contact Employee Relations with questions or concerns related to absences and/or documentation related to absences.

Doctor verifications should be routed to Bobbie Merritt, Lead Benefits Administrator in HR & Payroll (MSN: 3C3). This process protects the supervisor and the employee as medical information cannot be included in any personnel file.

If a supervisor is concerned about a possible pattern of sick leave abuse, please call Employee Relations at 3-3878 for assistance.