

# AABC Monthly Newsletter

## June 2015

### EMPLOYEE HIGHLIGHT- TRICIA GERDING



In September, [Tricia Gerding](#) will have been with OSU for 18 years (17 of those in Human Resources). She joined the AABC in 2012. “I obviously enjoy working here and being a part of such a fabulous learning environment that caters to our students. “

Tricia lives in Philomath and enjoys the sense of community and family that comes along with it. She enjoys spending time with her children (Austin 16, Maryn 14, and Carson 11) and attending their events. She also enjoys working in the garden, hiking, running, coaching, and just being outdoors. Her most recent personal accomplishment was running and finishing in her first marathon. The highlight of the race was seeing her 11 year old hold up his sign that read, “Hurry up Mom”, as she approached the finish line.

“I appreciate the collaboration, teamwork, and strategic and innovative thinking that takes place on a daily basis amongst our internal team and with the units that I serve. The thing I appreciate most about OSU and my job in the AABC is that I get to work with such great people.”

### TEMPORARY EMPLOYMENT

Summer is almost upon us and the following is a reminder regarding temporary hires and the use of external temporary employment agencies. This reminder includes a *change* which is a result of the University’s continuing efforts to review policies and procedures following OSU’s departure from the Oregon University System. The QRF guidelines follow:

- When contracting external temporary employees the University is required by law to utilize the services of a Qualified Rehabilitation Facility (QRF) in accordance with the provisions of ORS 279-835 to 279-855 and applicable Administrative Rules prior to contacting Barret Business Services, Inc. (BBSI).
- When a QRF is unable to meet your placement needs within a reasonable time period (typically 24 hours) from the date a request is submitted by your business center, Barrett Business Services, Inc. (BBSI) may be used.
- Please remember that **your request must go to the QRF first** and only if they are not able to meet your needs can BBSI be contacted next.

- *If you have already identified someone you would like to contract through an external temporary agency, you need to contract those services through the QRF of your choice, provided a QRF offers the needed services.*

Additional information is available on the OHR webpage [Temporary Staff Appointments](#) and you may utilize the Department of Administrative Services [QRF Services Tool](#) to assist you in identifying the appropriate QRF for your area (select “Temporary Staffing Services” from the “Select a Service” drop down menu).

**IMPORTANT:** All external temporary agency and non-agency OSU temporary hires are coordinated through your Business Center HR team. Please make your [BC HR team](#) your first point of contact.

## **STUDENT EMPLOYMENT – SUMMER SESSION**

If you will be hiring a new student worker, reappointing a prior student worker, or continuing a current student worker over the summer, please consider the following information from the [Student Employment Manual](#):

### U.S. Citizen and Resident Alien Student

One of the following enrollment requirements must be met for student employment during the summer months:

- The student was eligible for student employment during the prior Spring Term and intends to enroll for the upcoming Fall Term as an eligible degree-seeking student; **OR**
- The student is enrolled in Summer Session for at least three (3) credit hours and intends to enroll Fall Term as an eligible degree-seeking student (unless the student will be graduating at the end of Summer Session).

### International Student

One of the following enrollment requirements must be met for student employment during the summer months:

- The international student must have continuously attended a qualifying learning institution full-time for the past 3 terms (unless newly admitted during the current academic year) and intends to enroll for the upcoming Fall Term as an eligible degree-seeking student; **OR**
- The international student is attending summer session classes and intends to enroll for at least 12 credit hours for the upcoming Fall term

Students who do not intend to enroll for summer or fall terms are not eligible to continue working as a student employee during the summer.

June graduates may only continue working in the summer if they are officially admitted to the Graduate School or a post baccalaureate degree program and plan to begin a graduate or post bac program in the fall.

## **STIPEND RENEWALS**

Full-time exempt unclassified employees are expected to participate in a variety of OSU's activities and services without additional compensation. The salary of full-time faculty members is full compensation for job duties and activities performed for the University. There are occasions, however, when a faculty member is asked to perform administrative duties on a temporary basis that are **substantially outside the scope or reasonable potential scope** of the faculty member's position. In such instances, the faculty member may be eligible to receive an [administrative stipend](#).

An administrative stipend is to be paid as a set amount per month and may not exceed 10% of the employee's current annual base rate of pay.

The payment of an administrative stipend cannot extend past the fiscal year in which the stipend was approved. **Should it be necessary to continue the temporary work assignment beyond the end of the fiscal year, a new justification and request needs to be submitted for review and approval.**

A request for authorization requires a letter of justification that includes the following: an explanation of the duties to be performed beyond the employee's current work assignment; the duration of the work assignment; and, either the selection process used to determine the work assignment, or the unique qualifications possessed by the employee that make her or him uniquely qualified to perform the work or services.

The letter of justification requesting the administrative stipend must be approved and signed by the senior administrator of the employing division (vice president or provost). The request is to be submitted to the [Business Center HR Manager](#).

## **DIRECTIONS FOR CHANGING YOUR DIRECTORY INFORMATION**

With some recent office moves, we have been receiving questions such as "How Do I Change My Directory Information"?

To change your **current mailing address and/or phone numbers**, you may use of these methods:

- Log in to [OSU Employee Online Services](#), go to the Personal Information menu, select "Update Address (es) and Phone(s)" option.
- Send an e-mail to your [Business Center](#) with your new information.

To change your **office address, telephone and fax**, please have your department notify [Telecom](#).

To change your **position title**: send an e-mail to your [Business Center](#) with your new information.

To change your **Directory e-mail address**, you may use one of these methods:

- Log in to [OSU Employee Online Services](#), go to Personal Information menu, and select "Update E-mail Addresses" option.
- Send an e-mail to your [Business Center](#) with your new information

### **VETERANS AND THE SEARCH COMMITTEE PROCESS**

In December 2014, OSU implemented the “Veteran Status Check Reminder” procedure as a critical step in ensuring that our veterans are not overlooked in the hiring process.

In further support of this goal, prior to moving forward to the next stage of the process, ***the search chair is required to contact the Office of Equity and Inclusion (OEI) if for any reason the search committee does not plan to interview veterans who meet the minimum qualifications.***

If you have questions about the handling of a veteran’s application, or about this procedure, please contact the Senior Affirmative Action and Advancement Associate @ OEI (541-737-0865).

### **SIGN UP FOR DIRECT DEPOSIT TODAY**

As the end of the academic year approaches we want to encourage you to sign up for direct deposit if you have not already done so. You can sign up online following the directions explained in this short [video](#); <http://fa.oregonstate.edu/business-affairs/how-set-direct-deposit>; or on the document found [here](#).

By signing up for direct deposit, your pay will be automatically deposited into either your checking or savings account on payday. This will save you time over going to the bank to physically deposit your check each month and now you won’t have to come back to OSU to pick up your check or request that it be mailed to you.

Sign up before **Wednesday, June 10<sup>th</sup>, 2015** and your direct deposit will be active for your June paycheck received on June 30<sup>th</sup>, 2015.

Thank you for considering the “green” option of direct deposit.

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## PAYCHECK 101

You received your paycheck, but do you know and understand everything that goes into and comes out of it? This quick guide highlights each part of your paycheck and the difference between gross and net pay; and what is a deduction?

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### **Gross pay:**

Your gross pay is the amount of money you earn *before* any deductions are withheld from your paycheck. This is the annual salary or hourly rate you earn monthly by the monthly average hours for salary employees or the hours worked for hourly employees.

### **Net pay:**

Net pay is the amount of money you take home *after* deductions are withheld from your check. This is amount that is deposited into your account or received upon cashing your check.

### **Deductions:**

A deduction or contribution is money that is taken out of your paycheck for employee benefits, such as insurance or retirement, and taxes.

**Voluntary and Involuntary Contributions:** Voluntary contributions are those you choose to sign up for such as health insurance, dental and vision and additional retirement plans. Involuntary contributions are those withheld by legal order or employer obligation such as child support, loan defaults, and taxes.

**Federal and State Income tax:** Every employee should have completed a W-4 tax form upon hire. This form is what establishes the amount of federal and state tax withheld from your paycheck. If you do not complete this form you will be taxed at the highest rate; which is single with no (zero) deductions. A certified tax advisor and online tools such as the [IRS's tax withholding calculator](#) can be used to determine if too much or too little is being withheld for your tax purposes. You can update your W-4 withholding status any time by going online. Follow the directions found [here](#).

**FICA:** This stands for Federal Insurance Contributions Act and is the money taken out to pay for Social Security and Medicare. Both of these are calculated based on a percentage of wages earned. As a student employee who is enrolled in six or more credits you are exempt from paying FICA, but all other employees have this withheld monthly per [IRS Publication 15](#)

- **Social Security:** The current rate is 6.2% of your gross earnings with a cap at \$113,700. A the cap means that once you have paid the cap amount in a tax year no further social security will be withheld.
- **Medicare:** The current rate is 1.45% of your gross earnings. Medicare also has a high wage earner threshold. If you earn over \$200,000 in a tax year you are taxed an additional .9%.

## **LABOR DISTRIBUTION CHANGES**

As OSU's fiscal year end draws near (June 30, 2015), we want to remind you to review your payroll accounts and submit payroll distribution changes as soon as possible. The AABC payroll team has until **June 16<sup>th</sup>, 2015** to redistribute prior pay for the current fiscal year.

To request a change, use one of the two [forms](#) available on our website: <http://fa.oregonstate.edu/aabc/payroll/forms-links#labor-distribution> and email it to [aabc.payroll@oregonstate.edu](mailto:aabc.payroll@oregonstate.edu). Please be sure to account for the entire months' pay when considering how it will be distributed across multiple indexes.

For more information see the procedures provided on our website; <http://fa.oregonstate.edu/aabc/payroll/forms-links#labor-distribution>; or contact the [AABC payroll team](#) today.

## **CUSTOMER KUDOS**

**Donna Chastain**, Director of Workforce Solutions in the Office of Human Resources at OSU was recently awarded the ***Emerging Leader Award*** at the [College and University Professional Association for Human Resources \(CUPA-HR\)](#) conference for her accomplishments at OSU and her contributions to the profession.

In the State of Oregon, Donna is recognized as an expert in both the Affordable Care Act and the State Health Plan and was selected to serve as an advisor to the State Public Employee Benefits Board as recognition of her leadership and knowledge. She is also recognized throughout the Oregon State higher education community as an expert in the management and delivery of the university's health and welfare programs and retirement plans. Please help us in congratulating Donna!!

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The **Orange Media Network** is thrilled to announce that The Daily Barometer has been awarded the top prize by the Oregon Newspaper Publishers Association. The honor was announced May 8 at the 2015 ONPA Collegiate Day conference.

The Barometer won first place in the General Excellence category, which recognizes the overall achievements of student newspapers from universities and community colleges across Oregon.

Barometer sports writer Josh Worden also nabbed top honors for Best Sports Story, and Ryan Mason won Best Cartoon. Please help us congratulate them!

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