

# Human Resources Communicates

New hires, adjuncts, students. . . .

# Frustration Alleviation

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- New hires do not have campus e-mail
- Adjuncts/returning hires may have lost their e-mail
- We need your help!

# New Assignments

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- If you send a form to Payroll
  - Brand new hires
  - New assignments for students
  - New assignments for adjuncts
- Program runs *nightly*
- E-mail sent only to department chair and department secretary

# The NetID

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- Parking
- E-mail
- BlackBoard
- HR e-mail communication provides:
  - CWID (replacement for SSN)
  - PIN (Personal Identification Number)
    - ✓ Blank
    - ✓ Date of Birth

# Sample E-mail

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TO: **Jeremy Price**

RE: New Employee entered by Human Resources

This is an automatic mailing from the Human Resources Division of MSU.

This is to notify you that paperwork has been received, processed, and entered into the Human Resources computer system for the following employee:

Employee: **Karl Stowe**

Employee Type: **FUTURE**

Title: **ADJUNCT FACULTY**

Department: **Educational Foundations**

Building:

Room:

On Campus Telephone:

Fax:

CAMPUS-WIDE ID: **XXXXXXXX**

Home Phone: **XXX-XXX-XXXX**

# Employee-Specific NetID Information

**We ask that you inform your employee of his/her Campus-Wide ID.** It is now required for them to create e-mail, register for parking, etc.

**Since an initial PIN has been entered, please contact this employee so that a Net ID account can be set up if it has not already been done.** A Net ID is required in order to create an e-mail account, establish parking privileges, create a Blackboard account (if applicable) etc.

**When you do contact this employee, please explain that THE PIN IS SET OR HAS BEEN RESET TO THEIR DATE OF BIRTH: two digits for month, two for day, and two for year.**

# Employee Type/Contact Information

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An **employee type of Future** indicates the person has not yet begun their MSU assignment. You will not be notified when this person's actual assignment begins, nor will you receive notification that their employee type has changed (to Faculty, Admin, etc.)

If the Building, Room, Telephone, or Fax listed is incorrect, please contact Marc Semler (at X4055 or at [semlerm@mail.montclair.edu](mailto:semlerm@mail.montclair.edu)) so that the correct information may be listed. It is acceptable to leave the Room and Fax numbers blank.

If this employee fails to show up for work, please notify Human Resources so that records may be appropriately corrected and the paycheck may be stopped in a timely manner.

**Home phone number** (if available) has been included for your convenience in contacting this person.

# Students

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- E-mail contains similar information
- Please print and hand e-mail to students
- E-mails are not sent to students because of:
  - Bounced mail
  - Undelivered mail
  - Multiple CWIDs
- If an error has occurred, alert the Payroll Office

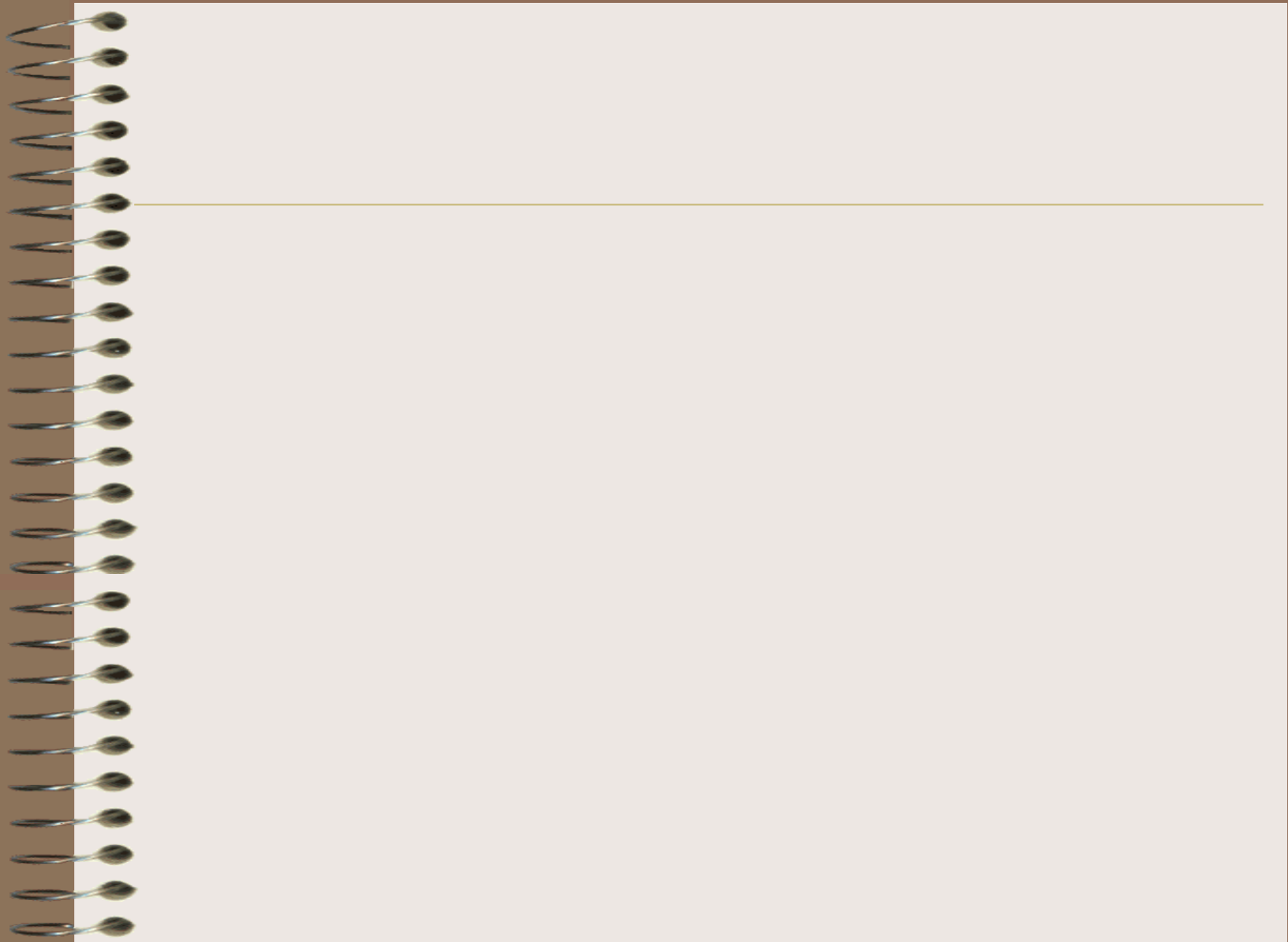
# To avoid errors

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- Use the current form
  - Print a contact name (for questions)
  - List a contact phone extension
- List the department, not the “project,” on paperwork
- Get paperwork to Payroll as early as possible
- Encourage speedy e-mail creation by employees

A graphic of a spiral-bound notebook with a brown cover and a white page. The spiral binding is on the left side. The text is centered on the page.

We appreciate  
your  
assistance!



# Pension Reform Legislation

*Affecting Adjuncts and Part Time  
Instructors Spring 2009*

# Plan and Eligibility Changes for:

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- New adjunct faculty member or new part-time instructor
- Any returning adjunct faculty member or part time instructor

# Enrollment into ABP rather than PERS

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- Must now be put in Alternate Benefits Program (ABP) retirement plan; and
- No longer eligible to participate in the Public Employees' Retirement System (PERS).

# When is this effective?

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- Immediately upon the commencement of employment
- If currently a member of PERS, must decide between PERS and ABP
- 30 Day Deadline from commencing employment



If a member of PERS, must decide between the following:

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- A) Irrevocably waive their benefits under the ABP and continue their participation in the PERS, or
- B) Irrevocably waive their benefits under the PERS and transfer their accumulated pension service, contributions and any available employer contributions under PERS to the ABP.

# By When?

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- February 19, 2009 Deadline
- All Adjuncts and Part Time Instructors must be provided with the information and must submit the necessary paperwork to HR Benefits Office
- **Please note again that this action must be taken by the Adjunct or PT Instructor by February 19, 2009.**

# What if the deadline is missed?

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- An adjunct faculty member or part time instructor who fails to comply by February 19th will result in that individual's default enrollment into TIAA CREF, (the default investment carrier for 2009.)

# Your Role

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- Submit Adjunct and Part time Instructor assignments to HR no later than January 20<sup>th</sup>.
- Put copies of notice in these individuals' mailboxes

# Resource materials available to assist in making selections

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- ABP Investment Carrier Comparison Guide
- Choosing between PERS and ABP
- ABP Common Questions and Answers
- ABP Member Handbook

# ABP Investment Carriers

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EQUITABLE

Paul Santos (732) 452-6925

HARTFORD

Eric Murtha (800) 243-7782 ext. 54404  
Scott Pollack (973) 783-2555

METLIFE

David Sharpe (800) 545-0108

ING

David Katz (732) 326-5615

TIAA-CREF

Peter Contini (201) 498-8319

VALIC

Michael Grofsick (800) 892-5558 ext 88013

# Forms needed if coming out of PERS and enrolling in ABP

## **Carrier Election Form (& vendor enrollment form)**

<http://www.state.nj.us/treasury/pensions/epbam/exhibits/pdf/abp800085.pdf>

## **ABP Enrollment Application**

<http://www.state.nj.us/treasury/pensions/epbam/exhibits/pdf/abp100001.pdf>

## **Election of Retirement Coverage**

<http://www.montclair.edu/hr/abp8087adjunctsptinstructors.pdf>

## **PERS Withdrawal Forms**

<http://www.state.nj.us/treasury/pensions/epbam/exhibits/pdf/cw0493f.pdf>

# Potential Consequences

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- Individuals with existing TPAF or PERS membership at the time of ABP enrollment, *who do not make an election to waive benefits under one of the two retirement systems*, will lose the right to have all retirement credit consolidated under one retirement account and may lose those benefits which have not vested

# Assistance available

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- Information is also readily available in our Office of Employee Benefits in College Hall, Room 314B.
- ABP Carrier Representatives will also be on campus in January and February
- If you have any questions, please contact me or a member of our Benefits staff at ext. 4395, 4394 or 7141.

# What's else is new?

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- Plus, the new I-9 again reduces the number of acceptable documents that employees can show for identification and work-authorization purposes
- “An expansive document list makes it more difficult for employers to verify valid and acceptable forms and single out false documents compromising the effectiveness and security of the Form I-9 process,” says the USCIS.

# Added Documents

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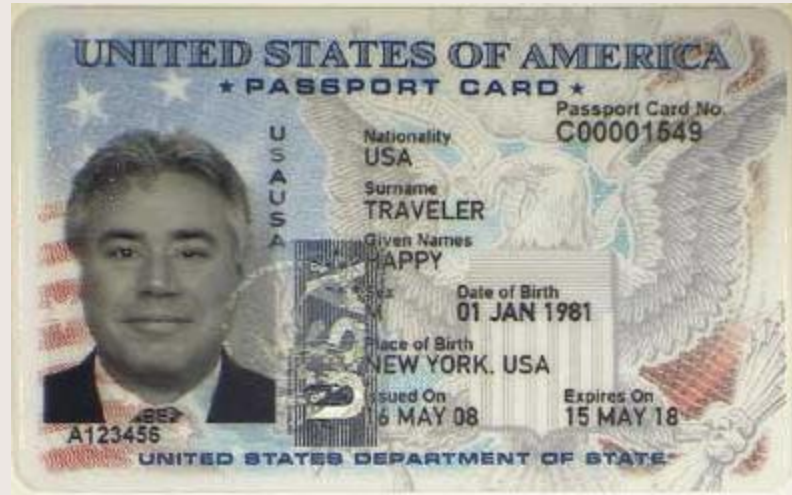
- The rule also adds to List A foreign passports containing specially marked machine-readable visas and documentation for certain citizens of the Federated States of Micronesia (FSM) and the Republic of the Marshall Islands (RMI).

# The Following Documents Were Removed

- The new rule eliminates three documents that employees can present to verify both their identity and employment (List A): Forms I-688, I-688A and I-688B (*Temporary Resident Card* and older versions of the *Employment Authorization Card/Document*). ***USCIS no longer issues these cards, and all that were in circulation have expired.***

# Modifications

- The revised Form I-9 includes additional changes, such as
- Revisions to the employee attestation section
- Addition of the new U.S. Passport Card to List A.



# Feb 2<sup>nd</sup> Revised I-9 Sample

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- **Where can I obtain a copy of the revised Form I-9?**
- *A sample is posted now at:*  
<http://edocket.access.gpo.gov/2008/pdf/E8-29874.pdf>
- Beginning on Feb. 2 the revised Form I-9 for use by the public can be downloaded from the USCIS web site. Paper copies of the Form I-9 can be ordered by calling USCIS at (800) 870-3676.

# Updated Handbook

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- The USCIS *Handbook for Employers, Instructions for Completing the Form I-9 (M-274)* will be updated to reflect these changes and will be available on the USCIS web site soon.
- The interim final rule and an informational copy of the revised Form I-9 is also be available for public comment at the [Regulations.Gov](#) site for 45 days after publication in the *Federal Register*

A spiral-bound notebook with a brown cover and a white page. The spiral binding is on the left side. The text "Questions???" is written in the upper right quadrant of the page, and a horizontal line is drawn across the page below it.

Questions???