**UAF HR User Group Meetings 2007-08**

All meetings are in the Wood Center ballroom, from 10 -11:30 a.m., unless noted otherwise. Topics and agendas will be provided via email prior to the meetings.

- December 13, 2007, Thursday
- January 10, 2008, Thursday
- February 21, 2008, Thursday
- March 13, 2008, Thursday
- April 24, 2008, Thursday
- May 8, 2008, Thursday

**UAF Holiday Closure**

As you know, we are fast approaching the UAF holiday closure days. If you have employees working over the closure period (December 24, 2007 through January 1, 2008), you will need to notify the following departments of those who will be working:

- Facilities Services
- Fire
- Police
- UAF Human Resources

There is a sample memo that can be used and modified as needed at: [http://www.uaf.edu/uafhr/PPA/index.html](http://www.uaf.edu/uafhr/PPA/index.html)

(Forms: Holiday Closure Memo)

**Welcome to our Benefit Consultant**

UAF HR is very pleased to welcome Shelly Wade-Hall as our benefit consultant. Shelly has worked with UAF Human Resources previously, and most recently was a senior HR consultant at the Geophysical Human Resources department.

Shelly has a strong background in benefits, and we are glad that she has returned.
Board of Regents Policy and Regulation

Included in the Nov. 8, 2007 HR Users Group hand out was Part IV of the BOR policy and university regulations. This chapter is devoted entirely to Human Resources, 04.01.010. It includes a section on Recruiting and Staffing, Salary Administration, Benefits and Leave, and Employee Relations. Whenever an issue arises within your department, unit, school or college, please review chapter 4. The more familiar you become with the policy and regulations governing Human Resources, the better you will be able to serve your faculty, staff and students. As questions arise, and further clarification is needed, please feel free to contact Julie Shalvoy, Employee Relations Consultant at extension 5653, or by e-mail at Julie.Shalvoy@uaf.edu.

At-Will employees (students and temporary employees) require notification from the university if a supervisor will be ending their temporary employment before the end of their term. Before a written notification to the employee takes place, the supervisor will need to contact UAF HR. Once the department or supervisor provides the necessary information to HR, this process may be completed within two business days.

Leave Share Donations

If you terminate your employment with the university, your accrued sick leave may be donated to employees who are in a catastrophic medical situation and who have used all their paid leave. Since sick leave has no cash out value (you can’t get paid for unused sick leave when you terminate), consider donating your leave to an employee who needs it.

You may also donate your sick even if you are not terminating employment. Sick leave may be donated to designated employees who are in a catastrophic medical situation and who have used all their leave; you may also donate to the sick leave bank and HR will distribute the leave to employees who need the donation. Please contact Human Resources if you would like to donate your sick leave. The Leave Share Donation form may be found at: http://www.alaska.edu/hr/forms/PDF/b247-lv.pdf

You may check your sick leave balance at:

UA Online  http://uaonline.alaska.edu/
Employee Services
Time Off Current Balances & History
Personnel Updates
From Steve Tate, UAF HR

Termination Workflow
All departments will be required to attend a training session before getting Banner access to the termination workflow form. I have scheduled training for the following dates:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>December 10</td>
<td>8:30 a.m.</td>
<td>Library Media Classroom</td>
</tr>
<tr>
<td>Monday</td>
<td>December 10</td>
<td>10:30 a.m.</td>
<td>Library Media Classroom</td>
</tr>
<tr>
<td>Monday</td>
<td>December 10</td>
<td>2:30 p.m.</td>
<td>Library Media Classroom</td>
</tr>
<tr>
<td>Tuesday</td>
<td>December 11</td>
<td>10:30 a.m.</td>
<td>Library Media Classroom</td>
</tr>
</tbody>
</table>

All classes should only last one hour or less depending on the amount of questions we have. I am trying to provide a video conference training session for the rural sites and once it is established a date will be sent out via the list serve. I have also recently found out that training for termination workflow will be provided to the CRCD employees who will be coming to Fairbanks at the end of November.

Please call Jamie Coon at (907) 474-7700 to sign up for one of the classes. The termination workflow process will be rolled out to all departments by February and it will replace the paper termination form. Please bring a Banner access form with you to training that has been signed by your department approving authority, and I will be able to grant you access after you have completed training.

Foreign National Paperwork
All Foreign National Employees (non U.S. citizens) should have received a request to turn in required documents for calendar year 2008. If you are eligible for tax treaty benefits in calendar year 2008, then 2 original forms of the 8233 need to be submitted to us.

All Foreign National Employees must submit an international form that includes dates of when you came into the United States and left for any reason. A separate sheet of paper can be used if necessary to record all the dates.

Employees who are a Permanent Resident of the United States do not have to submit either of these forms.

Please submit these forms to Human Resources no later than November 30, 2007, to allow enough time to complete data entry. The new forms will take effect during payroll run R01 which begins on December 9, 2007. If for some reason you do not submit these forms in time, you will have to pay taxes and this money will not be refunded.

Please review these forms for completeness so there are no delays in the processing of the paper work.

The link for the International Form is: http://www.alaska.edu/hr/forms/PDF/international_form.pdf
The link for the 8233 form is: http://www.alaska.edu/hr/forms/hr_nraforms.xml
The link for the 8233 attachment letters is: http://www.alaska.edu/hr/forms/hr_8233forms.xml

Spring Semester Paperwork
Please submit spring semester paperwork prior to leaving for the Christmas closure on December 21.
Payroll Updates
From Becky Conner, UAF HR

The Thanksgiving holiday is this Thursday and Friday, **November 22nd and 23rd**. Time sheets will be due to HR by noon on Monday the 26th.

Please remind your employees who plan to be away over the holidays to turn in their time sheets before they leave. Students and temporary employees should refrain from estimating time worked as this often leads to overpayments. Overpayments are extremely difficult to correct at year end. Revised time sheets can be submitted after the holidays for additional hours worked or leave taken.

Reminders for Leave Eligible Staff

Employees must be in paid status on the day before and the day after the holiday in order to be eligible for holiday pay, with the exception of the three-day holiday closure at year end. Employees who are in leave without pay status on December 21st and/or January 2nd - even if it is due to an extended department closure - will not be eligible for full holiday pay.

Annual leave accruals exceeding 240 hours will be lost after the pay period that includes January 31st, (pay period R4). Employees can plan to make use of those excess hours during the upcoming holiday season, or cash them in. For more information regarding Annual Leave Cash-in, see http://www.alaska.edu/hr/procedures/reference/al_cashin.xml.

Tax Reporting

Payroll is required to report the value of all gifts, prizes and taxable fringe benefits for the year. R26 is the last pay period in which to do so, and that’s just around the corner!

Gifts and prizes

All employee gifts and prizes should be reported to Payroll by November 30th. This includes all gift certificates, regardless of their value. Departments will be held responsible for the taxes on those that get reported too late for 2007 tax withholding.

Taxable fringe benefits

A fringe benefit is defined by the IRS as “a form of pay for the performance of services.” Some examples are:

- Personal use of University vehicle (passenger vehicles)
- Housing
- Paid PO Boxes
- Travel Fares (EZ Biz miles given as performance awards)

Personal Vehicle use reports were due by November 16th. If you have knowledge of any other potential fringe benefit instances within your department, please contact Becky in Payroll by November 30th (fnrpc@uaf.edu, phone 474-6407).

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Job Forms In Personnel by 2 p.m.</th>
<th>Timesheets to Payroll by 12 p.m.</th>
<th>Scheduled Payroll Run #</th>
<th>Check Issue Date</th>
<th>Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-Nov-07 to 24-Nov-07</td>
<td>14-Nov-07 *</td>
<td>26-Nov-07</td>
<td>R25</td>
<td>7-Dec-07</td>
<td></td>
</tr>
<tr>
<td>25-Nov-07 to 08-Dec-07</td>
<td>30-Nov-07</td>
<td>10-Dec-07</td>
<td>R26</td>
<td>21-Dec-07</td>
<td></td>
</tr>
</tbody>
</table>

* Early submission required
Payroll Updates  
From Becky Conner, UAF HR

Federal Income Tax Withholding

Employees who claimed exemption from federal income tax withholding in 2007 have been notified that they need to complete a new W4 form if they plan to continue to do so in 2008. The same is true for non-residents who claimed tax treaty benefits, and anyone who filed for earned income credit, (form W5). Employees should also submit an amended form W4 if their tax status has changed during the year, (married status, additional dependents, etc.). HR encourages employees to review pay stubs or go to UAOnline if they have questions about their current withholding.

Have you contributed enough in federal withholding for 2007? The IRS offers a tax calculator to help you determine that. It can be found at http://www.irs.gov/individuals/article/0,,id=96196,00.html.

Remember that your payroll parking deductions, TDA’s, retirement, flexible spending accounts and non-FIP healthcare deductions reduce taxable income for federal withholding. To change your federal withholding, complete and submit a new W4 form to your department administrator. The form can be found at http://www.alaska.edu/hr/forms/hr_payrollforms.xml.

Taxable Tuition

Taxable Tuition will be reported and taxed in R25, pay day 12/7/07. Taxable Tuition is reported by the UAF Business Office according to the following table:

<table>
<thead>
<tr>
<th>Tuition Waivers for:</th>
<th>Taxability</th>
<th>IRC Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate courses taken by the employee or dependents.</td>
<td>Non-taxable</td>
<td>117</td>
</tr>
<tr>
<td>Graduate courses taken by dependents.</td>
<td>Taxable</td>
<td>None</td>
</tr>
<tr>
<td>Graduate courses taken by the employee and related to teaching and research assistantships.</td>
<td>Non-taxable</td>
<td>117</td>
</tr>
<tr>
<td>Graduate courses taken by the employee.</td>
<td>Cumulative tuition waivers under $5,250 are non-taxable. Amounts exceeding $5,250 per calendar year are taxable.</td>
<td>127</td>
</tr>
</tbody>
</table>