

***Quarterly
Human Resources
Communication Forum***

October 14, 2015



Human Resources

Agenda

Topic	Presenter
Welcome & Introductions	Jamie Payne
New FSA/DCA Vendor: Chard Snyder	Holli Bonee
Catapult	Holli Bonee
HIPAA Update	Holli Bonee
Square Up Your Savings	Amy Hoy
Proper Completion of Payroll Signup Packets	Christa Louthan
ACA	Christa Louthan
Open Discussion	All



Human Resources Staff Changes

- Welcome Rachel Shreffler
- Misty Daniels transferring to CEAT
- Rachel Clary moving out of state



New FSA/DCA Vendor

- Chard Snyder
- Flexible Spending Account/Dependent Care Account Provider
- Effective January 1, 2016
- Mastercard Debit Card



Catapult

- Participation
 - 647
- Clinics
 - Over 90 clinics across OSU/A&M
- Form
 - Confidentiality



Health Insurance Portability and Accountability Act (HIPAA)

- Fully insured responsibilities
 - Employer
 - Insurer
- Self-insured responsibilities
 - Group Health Plan



HIPAA

- Integrity – Consultant
 - Security of PHI
 - Electronic, hard copies and oral
 - Confidentiality agreement
 - HIPAA Training
 - Position descriptions
 - Centralization of Benefits Administration



What is Protected Health Information?

- If information includes any of the 18 types of identifiers.

Examples:

- Name
- Address
- SSN
- Health Plan beneficiary number (BCBS ID)
- Birth date or date of death
- Telephone numbers



Square Up Your Savings

SQUARE UP YOUR SAVINGS

OSU/A&M Retirement Program
Achieve financial independence

OSU/A&M System

TIAA CREF
Financial Services

LEARN, EARN, WIN!

Take the Square Up Your Savings challenge – Every time you complete a mission, you'll increase your financial savings know-how and earn a square to place on the map. At the end of the challenge, we'll reveal the locations of the hidden savings and the corresponding winning squares! If you're the lucky owner of the winning square, you'll get a prize to help build your savings. [HOW IT WORKS](#)

REGISTER NOW

[ALREADY REGISTERED?](#)

- COMPLETE MISSIONS & EARN SQUARES**
- CLAIM SQUARES ON THE MAP**
- YOU MAY WIN ONE OF ONE MINI IPADS**

What are you waiting for? Let's Square Up your savings NOW!

- October 5 – November 4
- Online Interactive Game
- Financial Savings Education
- Win an iPad Mini
- SUYS.ORG/OSU/1



Proper Completion of Payroll Sign-up

- Updated forms
- Voluntary Designation forms
- Forms need to be complete and legible
- I-9



Common Errors

- I-9
 - Errors on the I-9 typically stop all processing and results in delays
 - Incomplete Section I for International Employees

An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field.
(See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

3-D Barcode
Do Not Write in This Space



Common Errors

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

Employers or their authorized representative must:

1. Physically examine each original document the employee presents to determine if it reasonably appears to be genuine and to relate to the person presenting it. The person who examines the documents must be the same person who signs Section 2. The examiner of the documents and the employee must both be physically present during the examination of the employee's documents.







ACA

- Equifax: live 10/1/15
- Measurement period: 12 months
- Stability period: 12 months
- GTA/GRA: 1/1/16
 - Job code O (8.7%) to job code V (10.76%)







THANK
YOU!

