

## In this Issue >>>>

- > *Random Acts of Kindness (ARK)*
- > *2016 Benefits Update*
- > *2015 W-2 Information*
- > *Federal Tax Exempt Employees*
- > *IRS Retirement Contribution Limits for 2016*



FLORIDA SOUTHWESTERN STATE COLLEGE'S *NEW* HUMAN RESOURCES NEWSLETTER

# Bucs @ WORK

## And the Winner is....

During the month of October we held a "Name the Newsletter" contest and we would like to thank everyone who participated! We hope you enjoyed the process as much as we did perusing through the over **250 entries** received!

Now drumroll please — We would like to announce that **April Falso** is the winner of the Name the Newsletter contest! She submitted "Bucs @ Work" which everyone felt summed us up just perfectly. April has won two tickets to the opening night of 42nd Street at the Barbara B. Mann Performing Arts Hall on January 26, 2016.

What a perfect way to start the new year with some Broadway song and dance —we thank you and hope you enjoy the show!

2nd Place went to Bryan Burey for his submission of "HR News: The Buc Starts Here" and 3rd place went to June Hollingshead for her submission of the "H-Arr Review". We hope you enjoy your FSW goodies donated graciously by Auxiliary Services.

## Hooray—Winter Break!

It is such an amazing benefit to be able to take time off during the holiday season. It allows us the opportunity to slow down and enjoy our homes, friends and families while recharging (we hope) for the new year and spring semester. That being said—we have a lot to accomplish in a short amount of time to ensure everyone is paid and ready to enjoy the 2015 holiday season.

Our pay dates for December will be Tuesday, December 15th and Friday, December 18th. Due to the quick turn around, all payroll deadlines are on an accelerated schedule. Please be sure to have all of your payroll forms and time sheets completed and to payroll by the posted deadlines.

Pay Date: 12/15/2015 **Payroll Deadline: 12/02/2015**

Pay Date: 12/18/2015 **Payroll Deadline: 12/08/2015**

Employees submitting timesheets will need to estimate their hours worked based on their regular schedule on the final payroll of December. If the hours change for any reason from what was submitted to payroll, an amended time sheet must be submitted to payroll as soon as possible so we can make the necessary corrections.

Keep in mind that pay stub information is available on the portal at least 24 hours in advance of the pay date. It is highly recommended that you review this information before we go on break. Any additions or changes cannot be made after the campuses close for winter break.



Have you ever had a moment where someone surprised you with a good deed? They brought you your favorite cup of coffee, picked up a book you've been dying to read, or you had a meal paid for by a random stranger?

In an effort to recognize various departments and campuses of FSW, the Office of Human Resources has begun sponsoring Acts of Random Kindness events. Over the past few months, HR has had the pleasure of "surprising" various departments on the Thomas Edison Campus, as well as the Collier Campus and Rookery Bay with small goodies to show our appreciation.

The ARK events began in August and will continue through the academic year; until we get an opportunity to visit all the campuses and the Hendry/Glades Center. We have been extremely excited and pleased to see the looks of gratitude and surprise on the faces of our colleagues, but most of all, we want you to know you are appreciated for everything you do for our students and for each other. You won't know when and you won't know where we will pop up, but Human Resources will be heading to a department near you, so keep an eye out for us!

## Electronic Faculty Pay

We are excited to report that FLAC (Faculty Load and Compensation) is a success and moving right along! FLAC is a process in Banner that replaces the need for paper contracts and overload documentation. Faculty can view and acknowledge their load via the portal using FLAC.

To date, the School of Business and Technology and the School of Education are using FLAC. The School of Pure and Applied Sciences and the School of Arts, Humanities and Social Sciences will join FLAC in the spring semester. The School of Health Professions and Academic Support Programs will join this summer.

Thank you to everyone for their patience through the transition to FLAC. If you are experiencing any issues or have questions regarding FLAC, please contact Human Resources at 239-489-9083.

## 2016 Benefit Rates and Changes

The new 2016 benefit rates and open enrollment changes take effect on the December 15, 2015 payroll. Please be sure to check the accuracy of your benefit deductions **before you go on winter break.**

New health Insurance cards should be mailed to your home address during the month of December. If you do not receive your card by January 1, please contact us so we may follow up with BCBS. Dental and vision cards will *not* be sent to participants in 2016. Coverage can be confirmed by providing your Social Security Number to the providers.

If you have signed up for a flexible spending account, please note that in 2016, you will only have 60 days to provide verification of expenses when using your "Take Care" flex card. If you fail to verify expenses within 60 days, your debit card privileges will be suspended.

If you have any questions, contact our benefits team at [benefits@fsw.edu](mailto:benefits@fsw.edu) or call 239-433-6916.



## Protecting Your Precious Investments

We all know that smartphones, laptops and tablets have become a major financial investment and because of that, there is a need to make sure they are protected through insurance. Allianz has partnered with FSW to offer electronic device insurance to our students, faculty and staff. Allianz offers the policy for accidental damage, vandalism, natural disasters and theft up to \$4,000.00 per policy.

It is not only cheaper than most cell phone insurance programs (it's only \$90.00 per year), but they offer worldwide protection for *all* of your electronic devices. You can even extend the policy to protect your entire family for an additional \$25.00 per year. Allianz is even throwing in an additional \$5,000.00 Identity Theft policy that will pay for fraud expenses that are incurred if your identity is compromised. Amazing, right?!

If you are interested, you can find more information by visiting [www.collegestudentinsurance.com/FL](http://www.collegestudentinsurance.com/FL). From there, you can get all of the important details and sign up for immediate coverage online.

## The ACA and Tax Season

Beginning with the 2015 tax season, you will need to answer a question about your 2015 health coverage when you file your federal income tax return. If you didn't have a minimum level of health coverage for all of 2015, your taxes could be affected. However, most taxpayers will simply need to check a box indicating they had qualifying health care coverage for the entire year.

Because of this requirement, you will be receiving an additional form from FSW during W-2 season called the 1095-C. This form identifies the following information: the employee and the employer, which months of the year you were eligible for coverage, the cost of the cheapest monthly premium you could have under the plan and any dependents covered and the period of coverage for each covered member.

The 1095-C will be provided to you no later than January 31, 2016. Only one form will be provided so you may need to provide copies to your spouse, significant other or dependents, as necessary.

If you have any questions, please feel free to contact Benefits at [benefits@fsw.edu](mailto:benefits@fsw.edu) or call 239-433-6916.

# 2016

Before we turn off our computers and hit the lights on 2015, be sure to mark your calendars that the payroll deadline for our first payroll in 2016 will be on **Tuesday, January 5, 2016** to be paid on 01/15/16.

Adjunct contracts and faculty overloads must be received by Human Resources no later than noon on **Tuesday, January 19, 2016** in order to be paid on pay date 01/29/2016.



## Just in Time for Spring!

Electronic Tuition Reimbursement (ETR) will be available to all FSW employees for the spring semester of 2016.

This new process will allow you to easily complete your request via the portal and to scan and attach any supporting documents directly into the application. Once the ETR has been submitted, it will be processed through workflow for the required approvals and then loaded into the accounts payable system for payment.

This new online program will cut down on processing time and allow our benefits team to instantly notify employees if an application needs to be corrected or if it has been accepted, approved and successfully processed for payment.

## Looking Toward the New Year: W-2's

While the approaching holiday season brings thoughts of good tidings and cheer, we have to remember income tax season is just around the corner. FSW offers electronic W-2's to employees allowing them to retrieve and print their W-2 tax form directly from the portal as soon as the file is ready. Employees must be enrolled in the Electronic W-2 feature **no later than January 11, 2016** in order to receive their 2015 W-2 via the portal.

To opt into this service, please log into the portal, click "Employee Services", click "Pay, Benefits & Tax", click "Tax Forms", click "Electronic W-2 Consent". Once there, just check the box under "My Choice" and click "Submit". You will receive a confirmation email stating that your enrollment has been recorded.

For employees who choose to continue receiving a paper W-2; all W-2's will be post marked and mailed on January 29, 2016. Please be sure to check your address on record and notify Human Resources of any changes before January 9, 2016.

## Retirement News

A new year brings the opportunity to reflect on our accomplishments and evaluate our goals for the coming year. It is also a great time to review your 403(b) and 457 retirement savings plan!

For those of you who have not set up a 403(b) account, we want to remind you that it is a tax-deferred, employer sponsored retirement savings plan that allows you to contribute pre-tax dollars into a retirement savings account. FSW will also match the employee contributions of eligible employees up to 3.00%. All employee and employer contributions are immediately vested, meaning that it is 100% yours from day one.

To enroll in the 403(b) program, please visit [www.fsw.edu/payroll/retirement](http://www.fsw.edu/payroll/retirement) for more information on setting up your 403(b) or 457 account.

The calendar year limits for the 2016 403(b) and 457 plans remain unchanged at \$18,000 with an additional catch up of \$6,000 for employees who will be age 50 by 12/31/2016.

## Federal Tax Exempt Status Employees

If you requested exempt status of Federal Taxes in 2015, you will be receiving a notice from our office reminding you that you must complete a new W-4 to re-elect this status in 2016. Per the Internal Revenue Service guidelines, all requests for exempt status of federal taxes must be submitted on an annual basis and you must meet the specific criteria as outlined in Box 7 on the W-4 form.

If we do not receive a completed 2016 W-4 form by January 20th, your federal tax filing **will default to single with zero exemptions** beginning with the February 15, 2016 pay date.

### *final thoughts...*

*We in Human Resources wish you all a merry, safe and relaxing holiday season. And—may your new year be filled with good fortune and joy! See you next year!*



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