Guidelines for Hiring Retirees

When hiring someone new, or considering moving a current part-time employee to partially or fully benefitted, the hiring department must determine if the candidate being considered is a Georgia TRS, ORP, or ERS retiree prior to making an offer. This is extremely important as an employee may not contribute to TRS, ORP, or ERS through two employers at the same time. If it is determined that a candidate being considered for any position is a TRS, ORP, or ERS retiree, HR must be contacted immediately as TRS must approve or deny the request for the retiree. Retirees can not report to work until approval from TRS has been received.

Remember:
- Retirees are not necessarily paid based on what they were making when they retired, pay is based on what we would pay a full time person working in the same position for which the retiree is being considered.
- State law requires employers to certify that no agreement between UNG and the retiree existed prior to the date of retirement which would allow the retiree to return to service. Therefore, when a staff or faculty has announced their intent to retire, discussions should NOT take place with the employee to imply agreeing to allow them to return to work as a retiree.
- There must be a 30 day break in service before a retiree can return.
- A USG OR BOR retiree cannot return to a full-time or partially benefitted position within the USG (BOR). They may only return at 49% or less (part-time).
- Retirees from employers other than the USG (BOR), such as the public school system, returning to full-time or partially benefitted employment, will be required to adhere to guidelines set forth by Georgia TRS or ERS as well.

There are many factors that go into rehiring a TRS, ORP, or ERS retiree. Failure to follow proper procedure when rehiring a retiree could result in costly fines to UNG and suspension of the retiree’s benefits. Your greatest resource for these regulations is UNG’s Human Resources Department. Thank you for your assistance in this matter!

HR SPOTLIGHT: HR ANALYTICS AND INFORMATION TECHNOLOGY

Karen Banks
Manager, HR Analytics
Areas of Expertise: HRIS system support, data reporting, general HR information/guidance, OneUSG

Michael McLeod
HR IT Specialist
Areas of Expertise: HR application administration

Where is Nigel?
Have you spotted Nigel hiding within the newsletter? Click here to let us know where once you spot him! And, guess who the employee is in this adorable flashback!

Moving Expenses MEMO

In accordance to the Internal Revenue Service (IRS) policies and regulations, for tax years 2018 through 2025, the deduction of certain moving expenses and reimbursements for certain moving expenses are no longer excluded from the gross income of non-military taxpayers. Taxes will be withheld accordingly and reported on the employee's Form W-2. Click HERE for detailed information.

Student or Staff?!

With the Summer semester in full effect, it is important that supervisors submit the correct documentation to hire or rehire their student employees during this semester. To be hired as a student employee during the summer the student must meet the following criteria:
- Enrolled half-time (6 credit hours)
- Enrolled at UNG in the fall semester

If your prospective hire does not meet both qualifications, they will need to be hired as Temporary PT Staff. The department must follow the rules of job postings and background checks for Temporary PT Staff hires. Remember – Students cannot begin working prior to the job being posted, I-9 completion, and clearance of the background check (if applicable). Please be sure to allow enough time for the completion of the posting and background check.

If you are rehiring a student employee (worked in your department during the Spring 2019 semester) you do NOT need to post a position in Hire Touch. These employees can be rehired with a Student Worker Agreement (SWA), regardless of their summer enrollment status, as long as they will be enrolled in the fall. The (SWA) will notify HR to change their status to Temporary PT Staff if they are not taking enough classes during the summer.

Students hired as Temporary PT Staff may only work up to 19 hours per week, are automatically enrolled in the Georgia Defined Contribution Plan (GDCP), and will lose their FICA tax exemption status. Need more help? Contact Oneisha Willis, Talent Acquisition Specialist, for more info.

PTSD (posttraumatic stress disorder) is a mental health problem that some people develop after experiencing or witnessing a life-threatening event, like combat, a natural disaster, a car accident, or sexual assault. There are currently about 8 million people in the United States with PTSD. Most people who have PTSD don’t get the help they need, even though effective treatments are available. There are many reasons for this gap, including a lack of awareness that effective treatment options are available.

The University System of Georgia cares about your health as a whole which is why we have partnered with ESPYR. ESPYR offers assessment, counseling, and referral services for a wide range of issues. All these resources are confidential and at no cost to you!

June Faculty/Staff Well-Being Events

June 11th - TIAA Financial Essentials Live Webinars: Financial Planning for the LGBT community
June 11th - TIAA Financial Essentials Live Webinars: Market-proof your Retirement
June 12th - Well-being Wednesday: Skin Cancer Awareness
June 12th - TIAA Financial Essentials Live Webinars: Income options in retirement
June 24th - Money Monday: Managing Income & Debt
June 3rd & June 24th - Free Yoga at The Battery Atlanta

Moving Expenses MEMO

In accordance to the Internal Revenue Service (IRS) policies and regulations, for tax years 2018 through 2025, the deduction of certain moving expenses and reimbursements for certain moving expenses are no longer excluded from the gross income of non-military taxpayers. Taxes will be withheld accordingly and reported on the employee's Form W-2. Click HERE for detailed information.
Log on to OneUSG
Important: Changes may not be reflected on your next paycheck. This depends on when you submitted this change in relation to pay period processing.

Yes, you can assign a delegate while you are out of the office. To begin:

- Log into OneUSG
- From Manager Self Service Click the DELEGATION tile
- Click Create Delegation Request
- Enter the dates you want to delegate authority, click Next
- In the Delegate Transactions box select the authorities you wish to delegate with a checkmark

To delegate all authorities click Select All
For Time and Labor Transactions only select the below transactions:
Manager Approve Reported Time
Manager Absence Approve
Manager Absence Cancel Approve

- Click Next
- Select the person you wish to delegate authority to
- Click Next
- Review. To make changes click Previous
- Click Submit
- Click OK

The delegation request will be sent to your requested proxy. That person must accept or deny the delegation request before they can begin working transactions.

---

**How to OneUSG: Update Your Tax Information**

Log on to OneUSG Connect. View current elections and manage benefits.

After launching OneUSG Connect, select the Taxes tile in Employee Self Service.

On this page, you can make updates to your withholding information. Select W-4 for federal and/or G4 for state.

Click Submit and click OK on the confirmation page. You will receive an email each time you update your withholdings.

---

**STEP-BY-STEP: Hiring an Employee**

**Step 1: Identifying a Vacancy**
Once a department has identified a vacancy, they should complete a job description and send it to the appropriate Talent Acquisition Specialist: Morgan Stovall (Staff), Lisa M. Howard (Faculty), or Onesha Willis (Student). For Staff, if the position is new or needs to be reviewed prior to posting, talent acquisition will send the job posting to the compensation team. HR will then create a job posting in Hire Touch. Once the Faculty or Staff posting has been approved by all approvers, the position will post in Hire Touch. Student positions do not go through an approval chain. The positions are reviewed by HR and posted instantly. Hire Touch will send notification to the hiring manager, search chair, and search committee members once the posting is live.

**Step 2: Screening**
The Talent Acquisition Specialist will screen Staff and Graduate Assistant applicants based on the minimum qualifications listed on the job description. Search & Screening Procedures for Non-Faculty positions can be found HERE. There is no initial HR screening process for Faculty and Student postings. Once the posting closes, the interview process can begin. You cannot interview any applicants prior to the posting closing date.

**Step 3: Offer**
Once you have chosen a candidate for hire, you must complete the hiring proposal form and send it to the Talent Acquisition Specialist. If you are wanting to offer more than the minimum salary, the offer must be reviewed and approved by the classification & compensation team before you can make a verbal offer. When all departmental approvals have been received on the hiring proposal form, an offer letter is then generated. In lieu of an offer letter, student employees will receive an email from the Talent Acquisition Specialist providing a link to their onboarding documents.

**Step 4: Onboarding**
Once the candidate accepts the offer, HR will initiate a background check and the new hire paperwork will populate in Hire Touch. (Not all student positions will require a background check.) *Please note: all student, staff, and faculty NEW hires must come by the HR office to finalize the hiring process also known as onboarding. The candidate cannot begin working until this has been done.* Failure to do so could result in delayed compensation.

---

**Are you having issues in OneUSG and need to know who to contact?**
Use the information in the chart below to guide you to the correct point of contact.

<table>
<thead>
<tr>
<th>Issue Description</th>
<th>Contact OneUSG</th>
<th>Contact HRIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am having issues viewing my (or my employee’s) full timescard.</td>
<td>✔️</td>
<td>X</td>
</tr>
<tr>
<td>I need to update my personal information, direct deposit, or tax forms.</td>
<td>X</td>
<td>✔️</td>
</tr>
<tr>
<td>I tried to login to OneUSG and received an oracle page.</td>
<td>✔️</td>
<td>X</td>
</tr>
<tr>
<td>I can no longer see my employee(s) timescard.</td>
<td>X</td>
<td>✔️</td>
</tr>
<tr>
<td>Who do I contact to change/update my work schedule in OneUSG?</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>I am still seeing an employee that was terminated from my department.</td>
<td>X</td>
<td>✔️</td>
</tr>
<tr>
<td>My job title is listed wrong in OneUSG.</td>
<td>X</td>
<td>✔️</td>
</tr>
</tbody>
</table>

---

**JUNE NEW EMPLOYEE WELCOME!**
Listed below are employees who have been hired since May 1st.

- Marcelle Freeman - Test Proctor
- Stephanie Stahl - Asst Director, Financial Aid
- Desiree Thompson - Staff Assistant
- Tonya Brooks - Event Coordinator & Office Manager
- Debra Nelson - Licensed Professional Counselor
- Adam Blake - Assistant Coach - Men's Basketball
- Cecilia Malimban - Cont Educ Instructor
- Tiffany Myers - Financial Aid Counselor
- Brooke Perry - Financial Aid Counselor
- Andrew Sah - HRIS Specialist II
- Kenneth Ledford - Temporary Groundskeeper
- Wade Manora - Asst Director, Multicultural Student Affairs
- Margaret Buell-D'Ambrosi - Cont Educ Instructor
- Patrick Miles - Academic Success Coach
- Jacob Pruitt - Moving/Setup worker

Let us know what you would like to see in our coming newsletters! Email us at hrnewsletter@ung.edu.
UNG recognizes that training and development programs improve individual and organizational performance and help the University achieve its overall institutional goals. Employees should develop, with their supervisors, plans to enhance skills and prepare for continually evolving responsibilities in their positions.

**SkillPort** is an online learning platform provided for all UNG employees to provide training and development options. Search a topic you’re interested in, and discover over 2000 online assets ranging from computer to business to soft skills. Explore ebooks, videos, and training modules of your interest at your pace. Looking for someplace to begin? Explore one of our 5 UNG Values based collections. Need more help? Contact Elizabeth King for recommendations on where to start.

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Supervisor Training Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10-12p and 1-3p</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>OCO SRC 581</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Supervisor Training Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10-12p and 1-3p</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>OCO SRC 581</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Supervisor Training Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10-12p and 1-3p</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>OCO SRC 581</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>Staff Training: Maintaining Motivation &amp; Satisfaction</td>
<td>Staff Training: Maintaining Motivation &amp; Satisfaction</td>
<td></td>
<td></td>
<td>Supervisor Training Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10-12p</td>
<td>10-12p</td>
<td></td>
<td></td>
<td>1-3p</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAH Hoag ABC Rooms</td>
<td>GVL Library 134</td>
<td></td>
<td></td>
<td>OCO SRC 581</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you need this form in an additional format, please reach out to Michael McLeod - Michael.McLeod@ung.edu