Human Resources
HR Liaison Breakfast
Summer 2013
Keeping UD Information Secure: New role for HR Liaisons

Summer 2013 HR Liaison Breakfasts
UD Information Technologies
consult@udel.edu
http://www.it.udel.edu
http://www.udel.edu/it/security
HR Liaison of the Quarter

Sheila Boyle
Facilities
Patient Protection and Affordable Care Act (ACA)  
March 23, 2010

- Multiple provisions that take effect over several years
- Notice Requirement no later than October 1, 2013
- Employers must provide notice to **ALL** employees of:
  1. The existence of the state-based Exchange/Marketplace;
  2. Services offered by the exchange;
  3. How to enroll/request information; and
  4. If the employer’s coverage does not provide minimum value, a tax subsidy may be available to purchase exchange coverage.
- Employees hired after October 1, 2013 must receive the notice within 14 days of their hire date
Your Assistance Is Needed

- Notices will be sent electronically to the employee’s campus e-mail address.
- Notices will also be sent in hardcopy to the employing department.
- Individual notices with employee name, and an accompanying roster, will be sent to HR Liaisons through campus mail.
- Check and sign the roster that the notifications have been delivered to each person.
- Note if the employee has terminated (after confirming that the employee is not longer being paid, process a terminating JED).
- New hires October 1, and after, must be given a copy of the notice which will be posted for you online.
U.S. Supreme Court Ruling & Delaware Civil Marriage Equity

- Section 3 of the Federal Defense of Marriage Act (DOMA) is unconstitutional
- Delaware’s Civil Marriage Equality and Religious Freedom Act of Effective July 1, 2013
- If same-sex marriage was in Delaware or another state that permits same sex marriages, same-sex spouses may be eligible for favorable Federal income tax treatment of health benefits
- University’s payment toward those benefits will no longer constitute imputed income
- Current “domicile” must be Delaware or another Recognition State:
  
  - California
  - Connecticut
  - Delaware
  - District of Columbia
  - Iowa
  - Maine
  - Maryland
  - Massachusetts
  - Minnesota
  - New Hampshire
  - New York
  - Rhode Island
  - Vermont
  - Washington

- If you are in a same-sex marriage and live in a Recognition State, but didn’t enroll your spouse and/or your spouse’s dependent children, the recent DOMA decision constitutes a “change in status” that permits you to enroll your same-sex spouse and/or dependent children on a pre-tax basis. **NO LATER THAN AUGUST 31, 2013.**
Offboarding: Exit Interviews

- New HR service: Exit Interviews
- Benefited Faculty & Staff
- Continuous Improvement
- Distribute Business Cards to those who are terminating.

Before you leave the university...
- Complete exit interview: [www.udel.edu/offboard](http://www.udel.edu/offboard) (see back for more info)
- Turn in your UD keys
- Turn in equipment and materials (e.g., laptop computer, cell phone, vehicle, etc.)
- Update your address(es) for W-2 purposes
- Check your benefits

[www.udel.edu/offboard](http://www.udel.edu/offboard)
Employee Education

- **NEW** Management Training initiative.
- Targeting both new and experienced supervisors and managers.
- Visit our website for more information.  
  [http://www.udel.edu/eed/](http://www.udel.edu/eed/)
Your Leadership Journey

Communicating for Leadership Success

ULEAD Management I

ULEAD Management II

Blue and Gold Executive Leadership Program
Employee Wellness

- CSB Expansion – Opening August 26
- Fall “Online” Health Campaign – begins September 23
- 5K Fun Walk / Run – Fall 2013 (tentatively scheduled for Thursday, Oct. 3 – 6pm)
- www.udel.edu/wellness/
UDTime Update

• Have trained about 2300 employees
• Additional general training sessions will be set up after 8/4/13
• If you want additional departmental training contact Cathy Taylor
• Handouts in you packet to give employees
• Will have this information on the website going forward
• It is a new system, there will be issues
UDTime PINS

- To log in use udelnet id and password or emplid and pin
- All PINS were reset to a random pin
- If employees do not have UD email pins will have to be reset
UDTime New Forms

- Additional Assignment form released
- Use this form to provide information on employees working for you with a different primary department or multiple jobs in your department.
- Request for Leave will be released 8/4/13 at midnight
- New form will need to be submitted for requests on old form for 8/4/13 or later
UDTime TRF Retirement

- TRFs for time through 8/3/13 are due to us on 8/5/13
- At the close of business on 8/5/13 both TRF forms and the Excel Spreadsheet will be retired.