

Human Resources Updates

ONLINE DIRECTORY

This month we are asking that everyone paid through the UH Payroll system log in to PASS at my.uh.edu and verify your contact information. This will help us mail your W-2 in a timely fashion and will enable us to keep you informed of any unanticipated winter closures or delays.

WHAT'S NEW IN BENEFITS

Coinsurance maximums, deductibles to start over

HealthSelect coinsurance maximums and non-network deductibles start over January 1. Don't forget that HealthSelect of Texas coinsurance maximum and deductible for non-network services are based on the calendar year, January 1 to December 31. At the start of each calendar year, participants are responsible for any applicable deductible or coinsurance amounts. These amounts do NOT carry over from the previous calendar year.

For more information go to: <http://www.uh.edu/hr-communications/Benefits%20Updates/index.php#coinsurance>

Minnesota Life sending announcement emails

Effective January 1, 2012, Minnesota Life will be the new carrier for optional life insurance.

For more information: <http://www.uh.edu/hr-communications/Benefits%20Updates/index.php#minnlife>

Elective Deferral Contributions increasing from \$16,500 to \$17,000/year beginning 1/1/2012

The elective deferral (contribution) limit for employees who participate in 403(b) or the 457 TexaSaver Plans has been increased from \$16,500 to \$17,000 per year. The catch-up contribution limit for those aged 50 and over remains unchanged at \$5,500. If you wish to maximize your elective retirement contributions, please proceed to the Retirement Manager at www.myretirementmanager.com to change your monthly contributions.

Please feel free to call the HR Service Center if you have additional concerns about elective deferral contributions (TDAs) at 713/743-3988.

ePERFORMANCE UPDATE

The ePerformance documents for 2011 have been created in PeopleSoft HRMS. The due date to complete Manager Evaluations is **March 1, 2012**. If you need training or have questions, please refer to the resources below:

- On-line ePerformance Training: <http://www.uh.edu/hr/emprelations/ePerformance/index.html>
- Request Training or general questions: Contact your assigned generalist for your department or college <http://www.uh.edu/hr/hrcontacts/hrmanagers.htm>
- Performance Management Techniques Training: Contact scoltharp@uh.edu
- Reset or create documents (manager/staff/trades) contact Compensation: Alicia Colbert 3-4227/ AColbert@Central.UH.EDU
- Reset or create documents (executive) contact Compensation: Sara Chelette 3-5769 or SBChelette@Central.UH.EDU

PAYROLL TAX RATE

On December 2, 2011, Human Resources sent an e-mail titled Payroll Update Notice, sharing updated information pertaining to the temporary extension of the IRS Payroll Tax Rate.

On December 23, 2011 Congress passed an extension for two months to keep the FICA Payroll Tax rate at 4.2% instead of the normal 6.2% rate. Because of the late notice, monthly and biweekly paychecks issued on January 2, 2012 were charged the 6.2% FICA Payroll Tax rate. The following corrections will occur to reflect the two month extension:

- Monthly employees will receive an adjustment on their February 1, 2012 paycheck to reflect the FICA over-withholding on the January 2 check (6.2% rather than 4.2%). This paycheck will also have the FICA Payroll Tax rate at the new 4.2% rate.
- Biweekly employees will receive an adjustment on their January 13, 2012 paycheck to reflect the FICA over-withholding on the January 2 check (6.2% rather than 4.2%). This paycheck will also have the FICA Payroll Tax rate at the new 4.2% rate.

Unless there is further congressional action, this extension is only for two months. Paychecks issued on or after March 1, 2012, will reflect the FICA payroll tax at 6.2% once again.