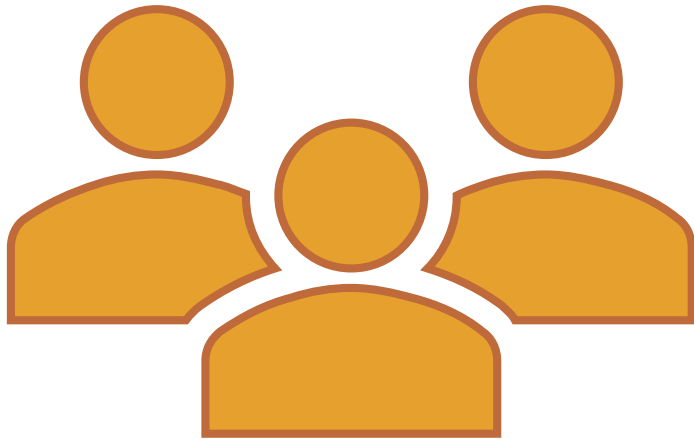


HR/PAYROLL FORUM DATES



2nd Friday of each month at 11 a.m.

Topics will include ongoing processes that happen over the course of every year as well as new information related to HR and Payroll matters

Forum dates for the next three months include:

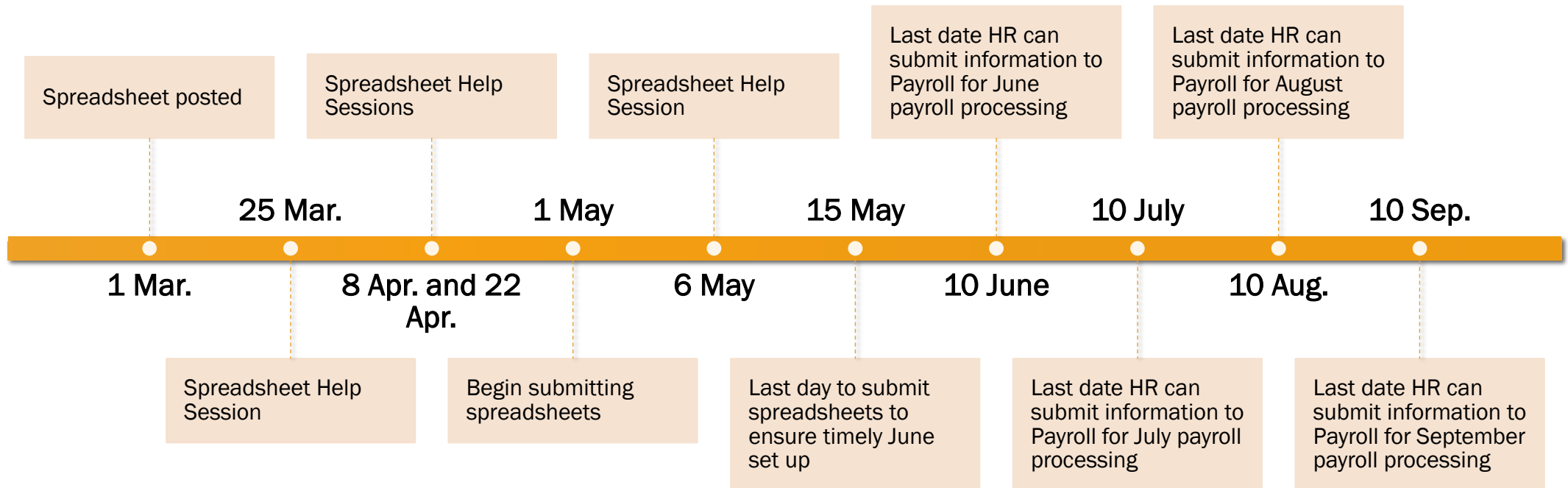
- April 8
- May 13
- June 10

April's main topic is Enterprise Service Management (ESM)

SUMMER SESSION APPOINTMENT PROCESS UPDATES

- Visibility into processing progress
 - HR
 - Payroll
- Use of UHR provided spreadsheet template required
- Help sessions are scheduled March 25, April 8, April 22, May 1 and May 6. To make an appointment contact HRSupportServices@oregonstate.edu.
- A [Website](#) for Summer Session with FAQs, recorded presentation, help session information and the spreadsheet template is available as a resource.

SUMMER SESSION TIMELINE



HR & Payroll Operations Forum

March 18, 2022

EmpCenter Update

Patty DeLuca
EmpCenter Project Manager



Fixed Term Renewals

Carolyn Warfield
Director of HR Strategic Partners

Triple Process

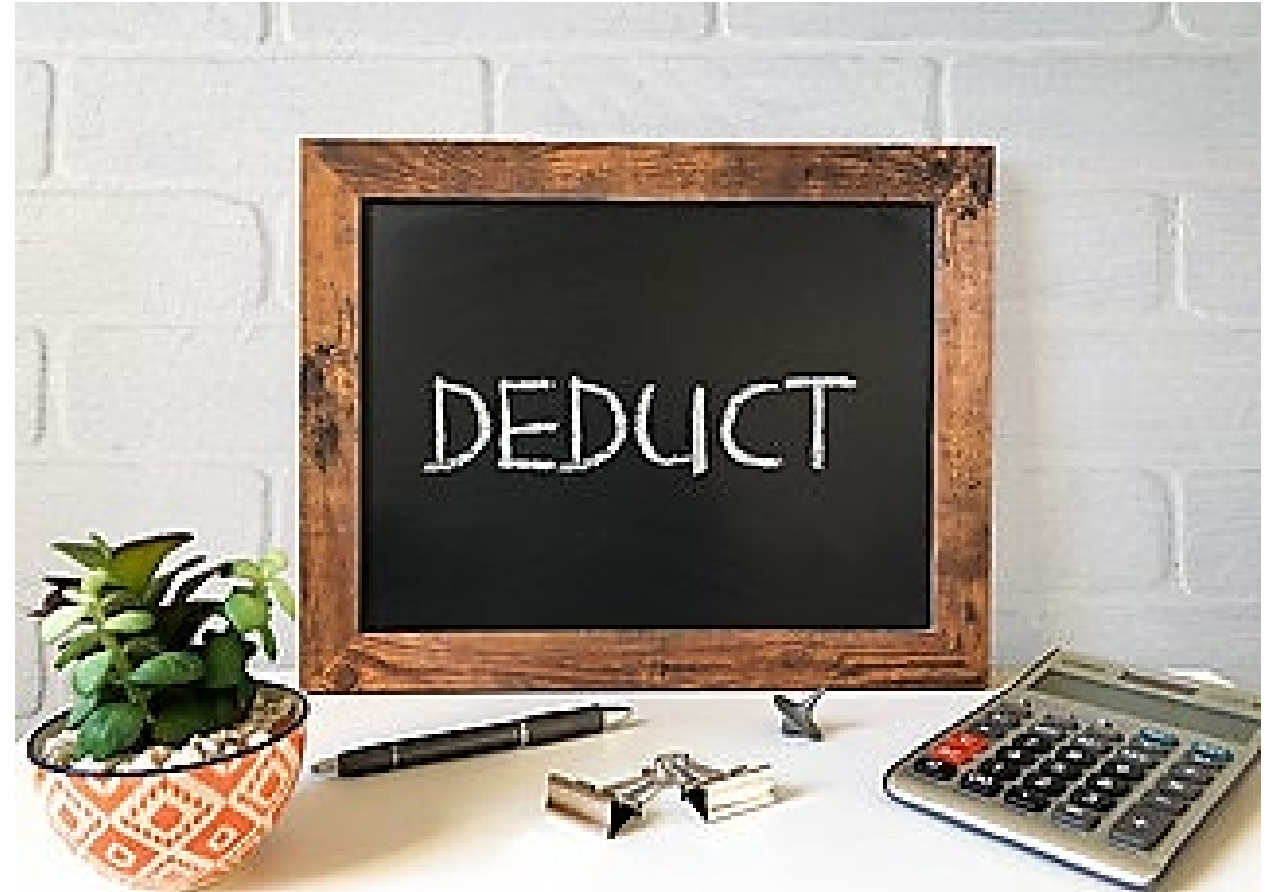
Jessica Dalziel
HR Benefits Systems Specialist

Kristi Rietz
Project Analyst, EmpCenter Admin



The Triple Process

Payroll and University
Human Resources



WHY DO WE TRIPLE?

- Summer insurance coverage is provided to PEBB and ACA eligible academic-year employees who are in a benefit-eligible position in the spring.
- To pay for the summer insurance coverage, benefits are "triple deducted" in May by the Office of Human Resources (OHR). This includes OSU's contribution toward the core cost and the employee's share of premiums.



Process Principles

Academic Year employees in similar circumstances are treated consistently.

Following established deadlines to ensure compliance with OSU for payroll and benefits, with PEBB administrative rules, ACA rules and COBRA requirements.

Timely notice is critical for a compliant and equitable process.



HEALTH INSURANCE PREMIUMS ARE PAID ONE MONTH IN ADVANCE

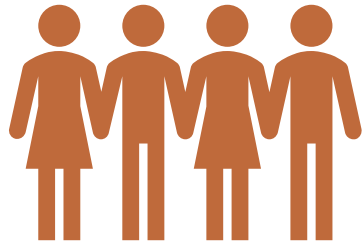
May premium =
June coverage

July premium =
August coverage

August premium =
September
coverage

June premium =
July coverage
(comes from June
partial check)

WHO IS ELIGIBLE FOR THIS PROCESS?



Approximately 1100
employees each year



*Including 9, 10 and 11-month
employees*

Process Deadlines

Instructors in PEBB eligible positions during Spring Term who are not returning for fall term should notify the Service Center through the ticketing system (TeamWork) portal or via e-mail at hrsupportservices@oregonstate.edu to initiate the employment termination process.

- **Employment terminations** processed by April 29th will result in employees not going through the summer triple process during May.
- **Employment terminations** processed between April 30th and June 1st will have any necessary corrections to PEBB premiums processed during June payroll by the Employee Benefits Team.
- **Employment terminations** processed after June 1st will result in summer insurance for the instructor.

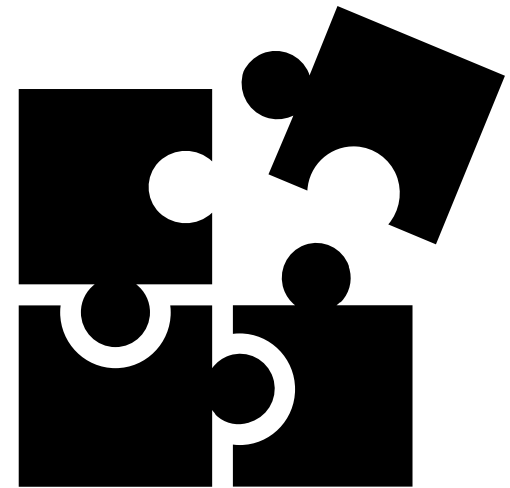
All other employees in PEBB eligible positions during Spring term will go through the May triple process for summer coverage.

Behind the Scenes...

We collect two months' worth of Employer Contribution for Summer coverage spread over the academic year from September through June using the TAY deduction code.

The amount withheld each month is adjusted in January or February to accommodate changes to the Employer Contribution.

Contributions are "caught up" for employees who are hired or changed to 9-month mid-year and contributions are refunded if an employee terminates or changes to a 12-month appointment.



WHEN AND WHAT DO WE TRIPLE?

WHEN:

- The May Payroll is best for the employee as June checks are usually partial checks. Sometimes triples can happen in June.

WHAT:

- Core Benefits, HEM incentive, Optional Benefits except for short-term disability, long-term disability, and Flexible Spending Accounts.
- PEBB Opt Out Cash if the employee is in paid status a minimum of 80 qualified hours in May their cash back is also "tripled".

IS THIS OPTIONAL?

- Short Answer = NO
- The triple process is not optional if the employee qualifies for health care coverage according to PEBB, ACA and OSU rules.



SPECIAL CIRCUMSTANCES

What if an employee is tripled and does not return?

What if you are not sure if an employee is returning?

What is required? If an employee is changing from a 12-month to an academic-year position or from an academic-year to a 12-month position

ANSWERS - SPECIAL CIRCUMSTANCES

What if an employee is tripled and does not return?

If they are tripled and don't return, they will still receive the summer insurance if Benefits is notified after June 1st.

What if you are not sure if an employee is returning?

If there is any possibility that the employee will be returning in the fall, the employee should receive summer insurance coverage to remain in compliance with OSU, PEBB and ACA rules.

What is required if an employee is changing from a 12-month to an academic-year position or from an academic-year to a 12-month position?

Notify the Service Center through the ticketing system (TeamWork) portal or via e-mail at hrsupportservices@oregonstate.edu to initiate the employment change process.

Equitable and Consistent Application of this process is important.

HOW DOES THE AFFORDABLE CARE ACT IMPACT THIS PROCESS?



UHR Employee Benefits will review employee eligibility under the Affordable Care Act (ACA) prior to termination of an employee's insurance.

If the employee is determined to be eligible under the ACA, insurance will only be terminated if the employee's employment is also terminated.

QUESTIONS?

Jessica Dalziel, HR Benefit Systems Specialist

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