Agenda

➔ W4 Update
➔ Open Enrollment – State Classified
➔ Retirement Comparative Analysis
➔ Performance Reviews
➔ Families First Coronavirus Relief Act (FFCRA)
W-4 Update

Highlights

- Three options for employees with multiple jobs or two-earner families:
  - Simplified worksheet in the W-4 instructions
  - Enhanced IRS online Withholding Estimator
  - New checkbox to automatically adjust for multiple jobs or two-earner families
- New filing status — Head of Household
- New adjustment entries:
  - Full-year child and dependent tax credits
  - Full-year other income
  - Full-year deductions
- You will still be able to authorize an additional dollar amount to withhold from each pay period, for any reason
W-4 Update

Who needs to complete the new form?

- New Employees – employees who start in calendar year 2020
- Employees who claimed exempt in 2019
- NRA employees claiming 2020 tax treaty benefits
- Employees who want to adjust their withholding for 2020
- Current employees are not required to complete the new form

- The Form W-4 should be completed in Employee Self-Service
State Classified Open Enrollment

MANDATORY – employees must enroll to maintain coverage

What’s New?

• Cigna replacing UnitedHealthcare
• New plan options: 3 Kaiser and 3 Cigna (6 total)
• Reduced medical plan premiums
• Enhanced vision plan through EyeMed
• New Paladina Health locations (Cigna members)
• Expanded telemedicine options
  – Free for Cigna, low copay for Kaiser
• New website for SOC: https://stateofcoloradobenefits.com/

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Retirement
Comparative Analysis
Retirement Comparative Analysis

CSU Seeks to modernize employee retirement plans

- Review of DCP, 403(b), and SERP
- Innovest Portfolio Solutions & committee will make recommendations for retirement plan improvements
- **Phase I:** Benchmarking & Strategic Planning
  **Phase II:** Retirement Vendor Search/Request for Proposal (RFP) Services
  **Phase III:** Conversion Coordination – Investment Selection – Recordkeeper(s) Selection

### Online Forums

<table>
<thead>
<tr>
<th>Date</th>
<th>Time (all are MDT)</th>
<th>Webinar Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, April 10</td>
<td>10 am – Noon</td>
<td><a href="https://bluejeans.com/627852440">https://bluejeans.com/627852440</a></td>
</tr>
<tr>
<td>Tuesday, April 14</td>
<td>2 – 4 pm</td>
<td><a href="https://bluejeans.com/877503547">https://bluejeans.com/877503547</a></td>
</tr>
<tr>
<td>Thursday, April 23</td>
<td>10 am – Noon</td>
<td><a href="https://bluejeans.com/806770803">https://bluejeans.com/806770803</a></td>
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Performance Reviews
Performance Reviews

- State Classified planning sessions and performance reviews to be completed by June 30th
- Administrative Professional performance reviews to be completed by June 30th
- Yes, they can be completed before June – closer to the evaluation period
Family First Coronavirus Relief Act (FFCRA)

- Established March 18th, effective April 1st, sunsets December 31st
- Emergency Family Medical Leave Expansion Act (EFMLEA)
  - New FML qualifying reason – closure of school or childcare facility
  - Not additional 12 weeks – counts with other FML
  - Provides paid leave at 2/3 normal rate with cap – CSU no prorate; no cap
- Emergency Paid Sick Leave Act (EPSLA)
  - Established paid sick leave for six qualifying COVID-19 Reasons
  - Provides 80 hours of paid leave (prorated for part-time)
- Both allow, but don’t require intermittent leave – CSU will allow intermittent leave in half day (4 hour) increments
## Family First Coronavirus Relief Act (FFCRA)

<table>
<thead>
<tr>
<th>Reason for Leave</th>
<th>Daily pay rate/cap</th>
<th>Allotment</th>
<th>Total pay cap</th>
<th>CSU</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Quarantine or isolation order.</td>
<td>Regular rate of pay up to a cap of $511</td>
<td>80 hours</td>
<td>$5,110</td>
<td>EPSL full pay/no cap</td>
</tr>
<tr>
<td>(2) Advice from a health care provider to self-quarantine.</td>
<td>Regular rate of pay up to a cap of $511</td>
<td>80 hours</td>
<td>$5,110</td>
<td>EPSL full pay/no cap</td>
</tr>
<tr>
<td>(3) Experiencing symptoms of COVID-19 and seeking a medical diagnosis.</td>
<td>Two-thirds the regular rate of pay, up to a cap of $200/day</td>
<td>80 hours</td>
<td>$2,000</td>
<td>EPSL full pay/no cap</td>
</tr>
<tr>
<td>(4) Caring for an individual subject to a quarantine or isolation order, or who has been advised by a health care provider to self-quarantine.</td>
<td>Two-thirds the regular rate of pay, up to a cap of $200/day</td>
<td>80 hours</td>
<td>$2,000</td>
<td>EPSL full pay/no cap</td>
</tr>
<tr>
<td>(5) Caring for own child whose school or place of care has closed, or whose care provider is unavailable due to COVID-19.</td>
<td>First two weeks unpaid (may use ESSL). Two-thirds the regular rate of pay, up to a cap of $200/day</td>
<td>12 weeks*</td>
<td>$10,000</td>
<td>First two weeks unpaid. May use ESSL. Remaining 10 weeks EPHL Full pay/no cap</td>
</tr>
<tr>
<td>(6) Experiencing other substantially similar condition specified by the secretary of health and human services.</td>
<td>First two weeks unpaid (may use ESSL). Two-thirds the regular rate of pay, up to a cap of $200/day</td>
<td>12 weeks*</td>
<td>$10,000</td>
<td>First two weeks unpaid. May use ESSL. Remaining 10 weeks EPHL Full pay/no cap</td>
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* Not additional 12 weeks
Family First Coronavirus Relief Act (FFCRA)

- DOL posting required
  - Will be posted on HR FAQs and HR COVID FAQs
  - Post in areas of other employment regulatory postings in buildings

- Three new request forms
  1. Employee self certification form – COVID-19 Like Symptoms
  2. Leave Request – FFCRA
  3. Employee self certification form – School or Child Care Closure Issues
  - Available on HR site
  - Employees submit to supervisor – normal FML process
Admin Leave – Pandemic Job Code

- Three Project Codes
  - EMERGENCY PAID SICK LEAVE - #1 - #6
  - CHILD CARE FML – FML extension
  - INSUFFICIENT WORK FROM HOME – Lack of work; determining how long available
- May be used in conjunction with work hours to keep employee whole
- Should not use regular Admin Leave after 4/1/20 for COVID-19 related issues
Essential In-Person Personnel COVID-19

- Categories identified by CSU Leadership
  - Healthcare Providers (includes human physical and mental, plus veterinary)
  - Security and Safety (CSUPD, Environ Health and Safety, Support and Safety)
  - Critical Lab Researchers
  - Critical Research Operations Personnel
  - Collections/Cultural Spaces monitoring and protection (Art Museum, Anthropology, etc.)
  - Critical Facilities and Dining Personnel
  - Critical Animal and Plant Care Staff
  - Critical Project Construction Managers and Workers
  - Direct (on-campus) Student Service/Support Employees
  - Direct (on-campus) IT Service Employees
  - Direct (on-campus) Library Service Employees
  - Mail services – shipping and receiving

- Continue to have access to campus, including buildings with permission from their supervisors
- Could be student employees and supervisors providing the students wish to continue working
Critical Services Pay Differential

• Added as a New Job Code in TCP
• Applies to certain in-person employees
  – All employees earning $75,000 or less
  – Work physically on campus directly supporting the health and safety of students and the safety of the spaces where they live and eat
• Only on-site hours that directly support the designated areas of health and safety of students apply
• Your leadership will be notified if this applies to employees within your college or unit
Thank you