HR Liaison Meeting

August 8, 2018

Presented by:
Human Resources

Colorado State University
MyHR
Working Together
Agenda

- Taxation of Moving Expenses
- I-9s
- Non-Tenure Track Faculty – proposal passed spring 2018
Taxation of Moving Expenses
Taxation of Moving Expenses

- Full amount is taxed in the calendar year reimbursed.
- Through the employee’s pay advice.
- Change to Offer Letter templates:
  Please be aware moving expenses are taxable to the employee through their pay advice in the calendar year in which they are either directly reimbursed or paid to a third party vendor.

https://provost.colostate.edu/faculty-administrative-professionals/
Completing the Form I-9
A Few Reminders
When to Complete an I-9

• New hire

• Re-hire after a break in service
  – Even a one day break will require a new I-9 to be completed
When **NOT** to Complete a New I-9

- Changing to a new assignment without a break in service
- Reverifications (for expired work authorization)
- Not locating an I-9 for an existing employee in Equifax

Contact HR Records or Student Employment if in doubt
Completing Section 1

- Section 1 of the I-9 must be completed no later than the first day of employment
- The employee will be prompted to read and sign the SSA 1945 before finalizing their work in Equifax. Do not ask them complete a paper copy
- The employee has the option to print out the documents they have completed for their records
  - They should not print anything for CSU
If the employee is a Foreign National authorized to work, they may not have a SSN
  – Ensure the employee does not list a fictitious number or the Payroll control number in this field
This field may be left blank, or the employee can check ‘SSN Applied For’
SSN Applied For

- If the employee selects **SSN Applied For**, this field must be updated within 90 days
- Let the employee know to contact you once they receive their card
- Schedule a time to meet with the employee
SSN Applied For (cont.)
Before You Get Started on Section 2

• You must meet with the employee and examine the original documents in person
  – Skype, scans, photocopies are not permitted

• You cannot specify what documents an employee must present for the I-9
  – Instead, provide the list of acceptable documents included with the I-9 instructions (this information is available in Equifax as well)
Section 2

- Section 2 must be completed by the 3rd day of employment
  - Section 1 should be reviewed for errors prior to entering document information in Section 2
Review Section I

- Select “Review/Change Section 1 Information”
- If changes need to be made to Section 1, the employee must be present to electronically sign the changes
Acceptable Documents

- List can be found on page 3 of the printable I-9 and examples in Part 8 of the Handbook for Employers
- Either one selection from list A, or,
- One selection from list B AND C

Do not make copies of documents

https://www.uscis.gov/i-9
Documents Not Acceptable for Section 2

- Social security cards that contain any work authorization restrictions
- A birth certificate that is not issued by a State, county, municipal authority, or territory of the US bearing an official seal
- Photocopies of documents or scanned documents
Hire Date

• Hire Date MUST match the employment date on the employee’s Oracle assignment
• If Hire Date changes, you MUST correct this date in Equifax
Correcting the Date of Hire

• To correct the date of hire
  – Perform a search for the employee
  – Click on the employee’s name
  – Select “Change Hire Date”
  – Enter the correct date, and select continue

You will see a message that the hire date was updated
Verify all information is entered correctly before electronically signing:

- Expiration dates
- Issuing authorities
- Document numbers
- SSNs
- Document titles
Reverifications

• Reverifications must occur prior to the employee’s existing work authorization expiration date
  – Late reverifications may lead to interruptions in the employee’s pay and employment status
  – **If you cannot locate the employee in the Reverification Due section**
    • Do not complete a new I-9
    • Contact HR Records or Student Employment
I-9 Reverifications (cont.)

- I-9s are still being uploaded into Equifax for reverifications
- Complete only Section 3
- The employee should not need to access the system

- Do not re-verify identity, only work authorization documentation
  - Foreign passports should not be included in a reverification
Do Not Reverify

- US Citizens
- Noncitizen National
- Lawful Permanent Residents (LPR)
Documents Used for Reverification

- DS-2019
- I-20
- I-94 with an *Admit Until Date*

*An I-94 without an *Admit Until Date* is not sufficient for reverification on its own*
Common Types of Foreign National Documentation

• J-1 Exchange Visitor
  – Foreign Passport, I-94, DS 2019
• F-1
  – Foreign Passport, I-94, I-20
• H-1B
  – Foreign Passport, I-94
• Temporary Protected Status, F-1 with OPT
  – EAD
Employment Authorization Extensions Requiring I-9 Reverifications

- Cap-Gap Extensions
- H-1B Portability
- F-1 Stem Extension

Contact HR Records or Student Employment if you encounter one of these circumstances for assistance
Oracle Updates

• After the I-9 is completed the new I-9 expiration date will be updated in Oracle (currently manually)
Take-Away

• You must meet with the employee and examine the original documents in person
• Hire date must match employment date on Oracle assignment
• If the employee selects **SSN Applied For**, the SSN field must be updated within 90 days
• Do not make copies of documents
• Do not complete a new I-9 for reverifications
• An I-94 without an **Admit Until Date** cannot be used without additional documentation (I-20, DS-2019, etc.)
• Contact HR Records or Student Employment if you cannot locate an I-9
Resources

- I-9 Page on HR website: [http://hrs.colostate.edu/hr-liaisons/i9.html](http://hrs.colostate.edu/hr-liaisons/i9.html)
- USCIS I-9 Central Website: [http://www.uscis.gov/i-9-central](http://www.uscis.gov/i-9-central)
- International Programs: 970-491-5917
- HR Records: [HR_Records@Mail.Colostate.Edu](mailto:HR_Records@Mail.Colostate.Edu)
- Student Employment: [StudentEmployment@colostate.edu](mailto:StudentEmployment@colostate.edu)
Non-Tenure Track Faculty - proposal passed spring 2018
NTT Faculty Classifications

- 007420.Professor
- 007450.Associate Professor
- 007480.Assistant Professor
- 007514.Master Instructor
- 007512.Senior Instructor
- 007510.Instructor
NTT Appointment Type

- Adjunct
- Continuing
- Contract
NTT Appointment Type – in TMS

- Integration of field at later date

Tenure/Tenure Track?

No

NTT Faculty Appt Type

Please select

- Please select
- Adjunct
- Contract
- Continuing
Employment Category

- Temporary/Special are no longer NTT Faculty types but are used to identify benefits eligibility.
- Below 50% FTE is always Adjunct
• Spreadsheet with all current NTT Faculty with their new Classifications and Appointment Types
• Sent to Provost’s Office with criteria outlined
• HR will make Classification and Appointment Type changes in Oracle and Classification changes in TMS
Fall 2018 Reactivations

- Reactivate current NTT Faculty as Instructors
- If Temporary $\rightarrow$ Adjunct
- If Special $\rightarrow$ Continuing
- Can reevaluate and change as part of Department- or College-wide spreadsheet process
- Can easily elevate a position (but not demote)