HR Bulletin—Spring 2015

From the Executive Director’s Desk:

I am very excited to be able to share with Mercy employees the launch of our newly resurrected HR Bulletin. With the arrival of Spring, we are seeing growth and change on all our campuses. As we celebrate the inauguration of our President, watch our Residence Hall take shape and anticipate the end of the semester and commencement, the Human Resources team is working hard to support the Mercy staff and faculty and develop new and improved systems that aid productivity. We hope this communication is a first step in achieving an open door to valuable information. The heart of our college is our employees and we thank them for their continued dedication.

Happy Spring!

Anne Gilmartin

DATES TO REMEMBER

Wednesday, May 6th—Friday, May 29th - Benefit Open Enrollment
Tuesday, May 12th—Last Day of Semester
Wednesday, May 20th—Commencement
Thursday, June 11th—New Employee Orientation

2015-16 Holiday Schedule

Friday, July 3, 2015—Independence Day Holiday
Monday, September 7, 2015—Labor Day
Thursday, December 24, 2015—Sunday, January 3, 2016—Holiday Recess
Monday, January 18, 2016—Martin Luther King, Jr. Day
Monday, February 15, 2016—President’s Day
Friday, May 27th—Monday, May 30th, 2016—Memorial Day Weekend

Mercy HR Team

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Human Resources is located in Mercy Hall, SW Annex 42-44
Dobbs Ferry Campus

"...organizations which are committed to excellence understand that employees can be their single greatest asset and a foundation for long-term success."
Eligible employees will now have easy access to their benefit information with the introduction of the Mercy College Employee Benefit Portal. The portal link will be accessible via Mercy Connect self service application and will allow employees to view their current enrollment information and link to carrier websites and important HR information.

To register and log into the new Mercy College Benefits Portal: click here

1. **Username**: Your Last Name, initial of your First Name, and last four (4) digits of your SSN (i.e. DoeJ0123)
2. **Your Initial Password**: Your Social Security Number (SSN) without the dashes (you may change it once logged into the system)

The portal is being rolled out in time with the college's open enrollment period which runs from Wednesday, May 6th through Friday May 29th. It is during this time that employees have an opportunity to review their existing benefit elections, learn about plan changes, and add or remove dependents. Human Resources will be partnering with Gerard B. Tracy Associates to make this transition as smooth as possible. Please mark your calendars and plan to attend one of the following information sessions:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location/Room</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>5/6</td>
<td>DF Mercy Hall</td>
<td>12:00PM – 1:15PM</td>
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<tr>
<td>Friday</td>
<td>5/8</td>
<td>YH Room 215</td>
<td>11:00AM – 1:00PM</td>
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<tr>
<td>Monday</td>
<td>5/11</td>
<td>BX Room 4155</td>
<td>10:00AM – 12:00PM</td>
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<tr>
<td>Tuesday</td>
<td>5/12</td>
<td>MT Room 649</td>
<td>3:00PM – 5:00PM</td>
</tr>
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Additionally, representatives from both Tracy and HR will be available throughout the entire enrollment period to answer questions through additional meetings and individual sessions. Look for information in the coming weeks.

**Wednesday, May 6th—Friday, May 29th**
Our new “HRIC” tab on Mercy Connect allows employees access to all important HR information and forms.

A W-4 form is required to officially change your address in the college’s Banner system. Complete the form, sign and email to HR@mercy.edu.

You can access your paystub through the self service link in Mercy Connect.

20 additional parking spaces, including handicapped accessible spaces, are available Mon-Thurs. 8:00am-7:00pm at the Greenburgh Hebrew Center, 515 Broadway Dobbs Ferry. Shuttle service to campus is available and takes approx. 10 minutes.

All tuition remission applications should now be sent to tuitionremission@mercy.edu

Why is my tuition remission taxed?

The IRS considers anything of value provided to an employee by an employer to be a form of compensation. This compensation must be reported as taxable wages and is subject to income tax withholding, unless specifically excluded by the IRS code.

For Employees: Our tuition remission program is offered for both undergraduate and graduate enrollment and while the undergraduate tuition remission is generally not taxed, the IRS has ruled that the graduate benefit is taxable income. The Internal Revenue Code allows for educational assistance of up to $5250 per year to be given on a tax free basis. All remission in excess of the $5250 per year exclusion must be included in an employee’s taxable wages and employment taxes must be withheld. This excess amount is subject to federal, social security and Medicare taxes and is reported on the W-2 form given to employees.

For Dependents, Spouses/Domestic Partner: If a dependent and/or spouse/domestic partner of an employee is eligible for tuition remission for graduate enrollment, that tuition remission is fully taxable to the employee. All remission received will be included in the employee’s taxable wages and employment taxes must be withheld. This amount is subject to federal income, social security and Medicare taxes and is reported on the W-2 form given to employees.

How do I know if my program of study is job related?

In order for an employee to receive tuition remission on an exempt basis the following criteria must apply:

♦ The education is required by the employer or law in order for the employee to keep his/her present job
♦ The education must serve a bona fide business purpose of the employer
♦ The education maintains or improves skills needed in present work

However, even if the education meets one of the above criteria, it will not qualify for an exemption if the program of study will qualify the employee for a new trade or business.

Exemptions must be applied for on the tuition remission application and the manager and department head must certify job relation to coursework.

Please contact Donna Lombardi on X7836 for questions.
Campus to Campus

17 miles—Dobbs Ferry to Bronx
24 miles—Dobbs Ferry to Manhattan
24 miles—Dobbs Ferry to Yorktown

The 2015 reimbursement rate is 57.5 cents per mile

“Employee Spotlight “
Sonia Cotte –Manger of Administrative Services

When did you begin your career at Mercy College?
I started working here in 1997 as a Supervisor of the switchboard. In those days the phones were run through a switchboard! After a few years, I transferred to security where I was in charge of events. I ran the Relay for Life and the Driver’s Ed program.

How did you end up in charge of Administrative Services?
I transferred over to the mailroom and began working with Paul Vuille. He mentored me and gave me more and more responsibility. I also got my degree here.

What is the best part of working at Mercy?
Working with the students, I love the students! Also, I have a great staff, they make it easy to come to work everyday.

What advice can you give to new Mercy employees?
Work as a team. Get to know people.

Do you have a co-worker that you would like to nominate for the Employee Spotlight? Let us know your choice!
EMAIL: DLombardi@mercy.edu

New Employee Orientation

New Employee Orientation is held each quarter on the Dobbs Ferry campus from 9:00am—12:00pm. A comprehensive program is presented covering topics ranging from the history of the college to an overview of benefits offered. It’s a great opportunity to meet new colleagues while gathering important information regarding your new place of employment. The next session will take place in the Mercy Hall Rotunda on Thursday, June 11th. New employees will receive invitations shortly.

Working Advantage

Working Advantage is a new Benefit for Mercy Employees which offers discounts on shopping and entertainment.

Log onto HRIC, follow the link for the ID number to register.
Training News

All Mercy College Employees are required to take the following online training modules once a year:

- Title IX, Clery, VAWA and SaVE
- Discrimination and Harassment Prevention

The Title IX training will inform you of your rights and obligations under the new legislation. The Discrimination and Harassment Prevention module offers insight into the do’s and don’ts of behavior in the workplace.

Why not get an early start for 2015?
https://slate.workplaceanswers.com/mercycollege

Remember to have your CWID handy

Mercy Offerings

403 (b) News

Are you missing FREE MONEY???

Mercy College offers its employees the opportunity to enroll in their 403 (b) retirement plan after a 90 day introductory period.

Employees may choose to have a set amount deducted from their paycheck pre-tax into either of two funds:

- Mass Mutual
- TIAA-Cref

Mercy College will contribute to these funds, upon the employee’s second anniversary, even if you don’t have a payroll deduction.

The contribution rate is:
3.3% of your gross salary under age 36
9% of your gross salary over age 36

Contributions will not begin until the employee enrolls.

Please see Francine Cole or call at X7869 to enroll today!

Look for additional training opportunities in the 2015-16 academic year.

Any employee may contact ComPsych Guidance Resources for confidential assistance with personal and work-life issues. The Employee Assistance program is free of charge and can offer information for counseling, financial resources, legal support, and work-life balance.

Call: 800.327.1850 or online at: guidanceresources.com

Web ID: HLF902
Mercy College now has a smart phone app available to its faculty, staff and students to assist them with emergency situations on campus. The *In Case of Crisis* App is an easy, free of charge download and features contacts and info geared toward different emergencies such as weather events, bomb threats, power outages, etc. During an emergency, every second counts and the App allows emergency contacts to be phoned with one touch of the screen. A bonus feature is the NY-Alert section which is an emergency notification system which makes students, faculty and staff aware of threats to their safety such as an active shooter on campus as well as giving detailed maps with evacuation plans. It’s a lot of useful information and can help to give everyone on campus a better sense of security.

Visit APP store (APPLE) or Play store (Android) and search “In Case of Crisis—Education”

Install APP Tap on the + symbol in the upper right corner. Scroll down and select Mercy College.

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**Administrative Professionals’ Day Breakfast**

**April 22, 2015**

President Hall joined employees in the Rotunda on Wednesday, April 22nd for an Administrative Professionals’ Day celebration. All campuses treated the administrative professionals to breakfast or lunch and Mercy College lunch totes were given as a special gift.

Pictured above with President Hall are from L: Bradley Morris, Eric Mantell, Mikhail Kaler, Molly Donohue, Ruthe Effort, Raquel Van Riper and Kia Jones. Above left: Colin McDermott and Ivey Washington show off their new Mercy Lunch totes.

Suggestions for the HR Bulletin?

Email: DLombardi@Mercy.edu
We congratulate the following employees who are part of the Mercy College Class of 2015

Jennifer Alves
Jose Barzola
Rick-Joseph Benitez
Jasmine Blount
Domenick Burruano
Christina Carlisi
Christine Clisby
Alexa D'Agostino
Patricia DeAngelo
Ashley DiCola
Karelle Dyer
Geoffrey Ehrlich
Grace Favilla
Connell Fiordaliza
Celestina Fleurival
Chantza Friedlander
Sharon Garrant
Ashley Harris
Aaron Hunt
Monelle Hylaris

Shante Johnston
Mikhail Kaler
Kaye Kinsley
Kaitlyn Lennox
Jenny Matos Lara
Collin McDermott
Gilda McKenna
Michael Munch
Kristina Nilaj
Angelo Ordonez
Juan Ortiz
Desiree Phillips
Erin Reardon
Ruth Rivera
Geoffrey Schenker
Carmen Seda
Stacey Senita
Sara Shepherd
Mary Tambe
Emily Wagner