

HR MATTERS

It was a busy summer for the Human Resources and Payroll offices with the Mayor's Summer Youth Employment Program, paperless processing projects, and a shiny new home on the third floor of the East Campus building!



First day at work: Mayor's Summer Youth Employment Program interns and Donna Brooks, Assistant to the Director of Human Resources (second from right).

What We Did Over the Summer

Mayor's Summer Youth Employment Program

Thirteen Norwalk teens worked on campus through the Mayor's Summer Youth Employment program. Participants in the program spent a week in job training before beginning six-week internships throughout the city. NCC's group of teens worked in 11 college departments, including the Connecticut Health and Life Science Initiative, Fitness and Wellness, Building Efficiency and Sustainable Technology (BEST), Biology, the Child Development Lab School, Purchasing, Institutional Effectiveness, Admissions, Financial Aid, and Nursing and Allied Health.

NCC has been part of the Mayor's Summer Youth Employment program for six years. If you are interested in hiring an intern at no cost to your department next summer, please contact Donna Brooks, Assistant to the Director of Human Resources, at dbrooks@norwalk.edu or (203) 857-7071.

Online Educational Assistant Contract Requests

Paper EA requests are on the way out. We are testing an all-new online Educational Assistant Contract Request system that will save paper and eliminate delays and losses in transit as new requests travel around campus. Supervisors can submit their requests on the NCC Sharepoint portal and monitor the status of each request as it collects deans' approvals and financial coding on its way to HR. After HR gives final approval and produces the contract,

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supervisors will still have access to the completed contract requests, including any notes and changes, for future reference. Supervisors should note that other EA contract request procedures will remain the same:

- Contract requests must be submitted a minimum of two weeks before the proposed start date—sooner is better!
- No employee may begin work before receiving and signing a contract.

If you are interested in attending a training session on submitting online EA contract requests, please contact Kimberly Bryant-Smith at kbryant-smith@norwalk.edu.

Human Resources and Payroll Relocate to the East Campus

Visit us in our new office on the East Campus. Give yourself a mini cardio workout, or take the elevator near the first-floor library entrance, and come see our new quarters on the third floor of the East Campus building. The entire Human Resources and Payroll staff made the move in early September. We're ready to help you—we've even unpacked (mostly). Our telephone and fax numbers remain the same.



Above: Hallway entrance to the new East Campus office that now houses the HR and Payroll departments.

Left (shown from left to right): Donna Brooks, Assistant to the Director of Human Resources; Kimberly Bryant-Smith, Human Resources Assistant; Mare Christensen, Financial Clerk; Hank Moss, Payroll Clerk; Jean Walden, Human Resources Specialist; Therese Marrocco, Director of Human Resources; and Ewa Mazur-Kmiecik, Human Resources Operations Coordinator. Not pictured: Paul Mirmina, Fiscal Administrative Supervisor/Payroll.

Part-Time Lecturer Contract Email Project

Emailed PTL contracts are on the way in. All our thanks go to the Computer Science and Business departments for testing our pilot Part-Time Lecturer contract email project this summer—their feedback and suggestions have been very helpful as we work with IT to design a sturdy system for producing, mailing, and receiving signed contracts electronically. If you don't already regularly check your campus email, emailed contracts are only one of the many good reasons to stay in touch with the NCC community. For help logging into your NCC email account, please contact the IT Helpdesk at (203) 857-6800.

The State of Connecticut Employees' Campaign

By Donna Brooks

The 2013 Connecticut State Employees' Campaign (CSEC) has started and I am certain that together we at Norwalk Community College can make a difference in the lives of many who are in need.

The Connecticut State Employees' Campaign for Charitable Giving (CSEC) is the once-a-year opportunity for Connecticut state employees to contribute to non-profit charities at the workplace. Through the CSEC you can make a single gift to help people locally, throughout the nation, and around the world. The contributions made by you and your fellow employees make possible a wide range of vital services such as shelter for the homeless, protection of the environment, research for cures of diseases, and care for both children and seniors. These are only a fraction of the services provided by the more than 700 charities listed in the directory.

Your participation in this campaign is completely voluntary. However, your donations can help many who are struggling. Each charitable organization listed in the directory has gone through a rigorous screening process by the CSEC Committee. Since the campaign is governed by State Regulation 5-262, only charities that meet state requirements are approved to receive contributions made through the CSEC. For instance, organizations with administrative costs over 25% are not included in this giving campaign. Organizations with an asterisk after their percentage have been given a one-year extension to bring their administrative costs below 25%.

How can I make a pledge?

The campaign has two pledging methods. The easiest method is payroll deduction of at least \$1 per pay period. The second option is a one-time gift in the form of cash or a check. Unfortunately, a one-time payroll deduction pledge is not possible through this campaign.

If you are interested in contributing to this worthwhile campaign that can affect the lives of so many, please view our website at www.csec.ct.gov. There you will find the directory with more than 700 charities listed, the CSEC Payroll Deductions/One Time Gift Form, and all other information concerning this campaign. Please return all your forms to *Donna Brooks*, 2013 CSEC Coordinator at NCC, Human Resources Department, room E306.

Our deadline date for all contributions is **November 27**. Thank you for giving!



Contributions made through the CSEC help make possible a wide range of vital services such as shelter for the homeless, protection of the environment, research for cures of diseases, and care for both children and seniors.

Discounts for NCC Employees

Many discounts are afforded to NCC employees, and the office of Human Resources plans to compile all the discounts on our website. Until then, we have listed a sampling below:

Entertainment and Travel

CorporateOffers.com provides discounts to Broadway shows and other live entertainment shows in the New York area. As an employee, you can access offers that are up to 70% off the face value of tickets. The full list of all offers is available at www.CorporateOffers.com or by calling (646) 290-6419.

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Many companies are happy to offer corporate discounts. Where would you like to get a discount? Share your idea with HR, and we'll contact the company.

Corporate Shopping Employee Discounts connects employees to over 250 top national retailers offering employee discounts and private offers. Participating retailers include Target, Lands' End, Costco, Ralph Lauren, Orbitz, Hotels.com, J. Crew, Brooks Brothers, 1-800-Flowers, ProFlowers, FTD, Shoes.com, Avis, Hertz, Budget Enterprise, Citibank Mortgage Program, Restaurant.com, TicketsNow, Drugstore.com, FragranceNet, and many more. Register at www.corporateshopping.com/login/ncc.

Working Advantage: Norwalk Community College employees are eligible for up to 60% off tickets, travel and shopping through Working Advantage. To register for your free account, go to www.workingadvantage.com or call (800) 565-3712. NCC's member ID number is 775594884.

Orlandovacation.com is offering NCC employees discounts for their vacations by ordering online or calling the Orlando-based office at (866) 463-0412. Our member log-on is "Norwalk."

Communications

AT&T offers faculty and staff members a 15% discount on qualified monthly plans. For information about setting up your discount, contact Account Manager Tom DiCosimo at td1625@att.com or visit your local AT&T retail store.

Verizon Wireless offers NCC employees an 18% discount on monthly access fees, and up to 25% discounts on phones and accessories. To sign up for your discount, visit the Verizon website at www.verizonwireless.com/b2c/support/employee-discount, or call our account representative Colleen Given at (203) 605-0666.

Sprint offers 15% discounts on regular-priced plans. To access your discount, visit www.sprint.com/verify or go to a local Sprint store.

Miscellaneous

The New York Times: All NCC employees and students are eligible for up to 53% off the regular rate. This offer is available for new and current subscribers by calling (800) 698-4637.

Direct Deposit Information

The Payroll Office encourages all employees to enroll in direct deposit. Payroll direct deposit is the process by which your paycheck is electronically deposited to your checking and/or savings account, either in total or by percentage.

Benefits of Direct Deposit

Peace of Mind – No worries about mail delays, weather closings, and lost or stolen checks. Your money is available to you on Thursday, prior to pay check dates.

Convenience – No special trips to pick up and deposit your checks. Payments are automatically deposited to your account, even if you are out of town, suffering from illness, lying on the beach, or searching for your golf ball in the woods.

Flexibility – Deposits can be sent to your checking and/or savings account, in the bank or credit union of your choice.

If you decide to close or change your bank account, you will need to inform the Payroll Office immediately to avoid having your direct deposit rejected by a closed or invalid account. The result is a paper check being produced by the State Comptroller, only after the rejected deposit is returned to the State Comptroller's Office in Hartford. Please contact the Payroll Office no fewer than fourteen days prior to pay date in order to avoid this avoidable event.

Direct deposit forms can be picked up from the Payroll Office, West Campus, room 118, any time during the day, or mailed to you at your request. For more information, please contact Hank Moss at x77129, or Mare Christensen at x77061.

Part-time Faculty Fall 2013 Payroll Dates

Fridays: 11/01/13, 11/15/13, 11/29/13, 12/13/13, 12/27/13, 01/10/14

Timesheet Submission

Below is a list of the remaining 2013-2014 payroll dates and timesheet due dates to assist employees and supervisors. Timesheets must be received in the payroll office no later than noon on the Friday following the end of each pay period. This includes all Part-time Educational Assistants and Student Workers. It is advised that timesheets be hand-carried to the Payroll Office to insure that everyone gets paid on time.

Remember...

Timesheets must be received in the Payroll Office no later than noon on the Friday following the end of each pay period.

2013-2014 Payroll Dates

Payroll Number	Pay Period Start	Pay Period End	Timesheet Submission Date	Paycheck Date
9	10/04/13	10/17/13	10/18/13	11/01/13
10	10/18/13	10/31/13	11/01/13	11/15/13
11	11/01/13	11/14/13	11/15/13	11/29/13
12	11/15/13	11/28/13	11/29/13	12/13/13
13	11/29/13	12/12/13	12/13/13	12/27/13
14	12/13/13	12/26/13	12/27/13	01/10/14
15	12/27/13	01/09/14	01/10/14	01/24/14
16	01/10/14	01/23/14	01/24/14	02/07/14
17	01/24/14	02/06/14	02/07/14	02/21/14
18	02/07/14	02/20/14	02/21/14	03/07/14
19	02/21/14	03/06/14	03/07/14	03/21/14
20	03/07/14	03/20/14	03/21/14	04/04/14
21	03/21/14	04/03/14	04/04/14	04/18/14
22	04/04/14	04/17/14	04/18/14	05/02/14
23	04/18/14	05/01/14	05/02/14	05/16/14
24	05/02/14	05/15/14	05/16/14	05/30/14
25	05/16/14	05/29/14	05/30/14	06/13/14
26	05/30/14	06/12/14	06/13/14	06/27/14

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Reminder to supervisors of student workers: Student worker timesheets must be forwarded to Payroll directly from the supervisor, either with the group of timesheets for the department or via inter-department mail. Students should not be allowed to hand-carry their timesheet to the payroll office. Hand-carried timesheets will not be accepted from students.

ePay Log-In Instructions

Employees may now log in to the payroll system and review up to two years of paychecks. New check/direct deposit advice data is updated Thursday of each payweek. Please follow the following instructions for logging in the first time. It is important that you set up the “Password Help” and “Primary Email Address” information during initial setup.

1. Open a browser and to go to: <http://www.core-ct.state.ct.us>.
2. Click on Login.
3. Enter User ID and Password.
 - a. User ID is your state Employee ID which is found on your paystub. This is not your NCC Banner ID, but a six number ID issued by the state’s payroll system.
 - b. Default Password is the first four letters of your last name (UPPER CASE) and last four numbers of your social security number. If your last name has fewer than four letters, use your entire last name only.
4. Change password. You will be prompted that your password has expired.
5. You will then be logged in to the Core-CT Portal Home Page.
6. Set up My System Profile:
 - a. Click on “Change or set up forgotten password help.”
 - b. Select the hint question from dropdown and type response.
 - c. Click OK and continue to “Primary Email Address.”
 - d. Add your email address. (This will be the email address used if you need to retrieve a forgotten password.)
 - e. Save
7. To view paychecks:
 - a. Click on “View Paycheck Information” under the Payroll menu.
 - b. Click on the period ending date of paycheck you wish to view.
8. Always sign out. “Sign out” is in the upper right hand corner of the home portal page.

If you become locked out of the system, need assistance logging into Core-CT, or need your password reset, please contact either Jean Walden, Human Resources Specialist, x77341, or Paul Mirmina, Payroll Fiscal Administrative Supervisor, x77041.

Remember to set up your forgotten password help in “My System Profile.” The hint question and email address you enter will be used if you need to retrieve a forgotten password.

State of Connecticut Governor Dannel P. Malloy

Core-CT HRMS/FINANCIALS/REPORTING SYSTEM

Home About Us Help Contact

LOGIN

SELF-SERVICE
HRMS
FINANCIALS
EPM
SECURITY
TRAINING
DAILY MAIL
CATALOG OF
REPORTS
9.1 UPGRADE

OFFICE of the STATE COMPTROLLER

Welcome to the Core-CT Website

Welcome to the home page for Core-CT, Connecticut state government's integrated human resources, payroll, and financial system. Based on your role, use the links to the left to navigate to pages designed for you.

Hours of System Operation:
Monday - Sunday 4:00am - 8:00pm
HRMS Confirm Thursday 4:00am - 2:00pm

Update on Part-Time Lecturer Contracts

By Ewa Mazur-Kmieciak

With the success of our pilot project of emailing part-time lecturer (PTL) contracts in the summer, we are planning to expand the project for all PTLs in the spring of 2014. In order to receive a contract and email back the signed copy, all NCC employees teaching as part-time lecturers (adjuncts) must have active NCC email addresses. We can not accept signed contracts emailed via private email addresses. The first mailing of contracts should be in the middle of January. So please, if you are a department chair or program director, remind those PTLs working in your department to activate their email addresses. No NCC email address—no contract!

The few PTLs hired for the first time at the beginning of the semester, or even after the semester has begun, must contact the HR office in person to receive a contract.

Due to the large number of emailed contracts we anticipate sending out, we will not be able to answer individual emails requesting confirmation that we have received the signed copy. A read-receipt in your email box will serve as confirmation that we did indeed receive your signed contract. Further, as in the past, we will be forwarding a list of unsigned contracts to all department chairs before the semester begins, and again before the due date for first payment. Department chairs should be in touch with the PTLs who appear on these lists.

As a reminder—the bottom section of the PTL contract is the dual employment form. It is mandatory for all part-time lecturers to fill out this part. Employees hired by the state of Connecticut at another agency, or who have another position at NCC, have to provide their schedules in the dual employment section and forward the form to their supervisors for approval. Return approved and completed forms to the HR office.

Remember that all the paperwork must be completed before the first day of class. No PTL should be in the classroom without a signed contract and all HR paperwork complete. Thank you for your continued cooperation.

Fresh Nation Farmers' Market Home Delivery

Fresh Nation enables you to shop online from local farmers' markets, allowing you to buy the freshest, local food directly from these markets. They offer the fullest range of fresh fruit and produce, grass fed and grass finished meats, free-range pasture raised poultry, eggs and dairy, artisanal breads and baked goods, and prepared foods. Selections are both organic and non-organic, and cater for special diets such as gluten free and vegan. In addition, weekly

Another great discount opportunity for NCC employees—25% off on your first order and 10% off on all subsequent orders. And, free office delivery!



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subscriptions of fruit and vegetable selections are available for customers who prefer a pre-made produce box. The produce boxes can be combined with additional items like meats and dairy if desired. They can also create healthy snack boxes for those times when you are peckish and might otherwise reach for a doughnut.

After receiving your order, Fresh Nation sends its Personal Food Shoppers to the market to select your food and produce, and then deliver your order directly to you. Shoppers are trained in the culinary arts, and when it comes to selecting fruit and vegetables, are even pickier than you!

Fresh Nation does not maintain any warehouses or transit centers; they deliver food directly from the farmers' market to you. This is the freshest, most flavorful, most nutritious food you can buy; produce picked in the morning is delivered to you the same day. There is no mark up on the price of the food; you pay the same price as if you had gone to the farmers market yourself.

Norwalk Community College has negotiated special rates and discounts to encourage you to make fresh, local food an integral part of your and your family's diet. Fresh Nation will offer a 25% discount on your first order (use code NCCLOCAL1 at check out) and a 10% discount on all subsequent orders (use code NCCLOCAL2 at check out), plus free delivery if you have your order delivered to your office in Norwalk (the regular fee for delivery to your home in Fairfield or Westchester counties is \$5.95). There is a \$25 minimum order amount.

The benefits of eating fresh, local food are well documented. Because it is so fresh, the food is more nutritious and flavorful, and can promote weight reduction and a healthier lifestyle. If you would like to check it out log onto www.FreshNationAtHome.com to see the range of fresh, local food, available five days each week from Wednesday through Sunday.

Any questions? Contact a representative at info@freshnation.com or call (203) 661-1246.

Employee Wellness Brown Bag Lunch Series

The audience enjoyed fruit, cookies, and a lively Q&A discussion at the first session of the 2013-2014 Employee Wellness Brown Bag Lunch Series brought to NCC by Stamford Hospital, one of our nursing program partners. Orthopedic surgeon Dr. Edward Feliciano explained the causes and treatment of several of the most common sports injuries suffered by student (and weekend) athletes. Attendees clearly felt a personal connection to the topic, as the talk was punctuated by comments of "I've had that!"



Dr. Edward H. Shuster



Dr. Ralph Cipriani

Upcoming Sessions

Don't miss the next installments of the series, and stay tuned for further talks to be scheduled in the spring. The events will be scheduled on varying days of the week, and on both East and West Campuses. You may bring your lunch. Beverages and light snacks will be provided. If possible, please RSVP to Kimberly Bryant-Smith so we have enough snacks, but walk-ins and non-employees are always welcome.

Employee Wellness Brown Bag Lunch Series #2: How to Live to Be 100

Tuesday, November 12, noon to 1 pm, West Campus, Room 229

Presented by Edward H. Schuster, M.D., Cardiovascular Disease, Stamford Hospital

Employee Wellness Brown Bag Lunch Series #3:

Prevention and Wellness for the Holidays

Monday, December 9, noon to 1 pm, East Campus, Room 305

Presented by Ralph Cipriani, M.D., Infectious Disease, Stamford Hospital

Benefit News

By Jean Walden

MEDFLEX and Dependent Care Assistance Program (DCAP): The upcoming enrollment period for the State of Connecticut's MEDFLEX and DCAP plans begins November 1 and ends November 30. Human Resources will be sending information to all employees in late October announcing the open enrollment period, so keep a lookout for information in your work email.

Due to a recent change in IRS policy, you will now be able to carry over up to \$500 in unused MEDFLEX funds from Plan Year 2013 to Plan Year 2014. Unused funds over \$500 that remain in your account after March 31, 2014 will be forfeited. If you have already submitted your open enrollment form for Plan Year 2014 and want to adjust your deferral amount for next year, you must submit a revised enrollment form to Progressive Benefit Solutions no later than November 30, 2013.

Health Enhancement Program (HEP): All employees and their dependents enrolled in the HEP are required to get all age-appropriate wellness exams and early diagnosis screenings by December 31, 2013. For 2013, enrollees of the HEP must also complete at least one dental cleaning. The State of Connecticut allows for up to two cleanings per year. Please see chart below for all Preventive Services for all HEP enrollees by age:

Preventive Service	Birth - age 5	Ages 6-17	Ages 18-24	Ages 25-29	Ages 30-39	Ages 40-49	Age 50+
Preventive Visit	1 per year	once every other year	every 3 years	every 3 years	every 3 years	every 2 years	every year
Vision Exam	N/A	every 2 years	every 2 years	every 2 years	every 2 years	every 2 years	every 2 years
Dental Cleanings	N/A	2 per year	2 per year	2 per year	2 per year	2 per year	2 per year
Cholesterol Screening	N/A	N/A	every 5 years starting at 20	every 5 years	every 3 years	every 2 years	every year
Breast Cancer Screening Mammogram	N/A	N/A	N/A	N/A	1 screening between ages 35 and 39 (or as recommended by physician)	as recommended by physician	as recommended by physician
Clinical Breast Exam	N/A	N/A	every 3 years	every 3 years	every 3 years	every 3 years	every 3 years
Cervical Cancer Screening (Pap Smear)	N/A	N/A	every 3 years starting at 21	every 3 years	every 3 years	every 3 years	every 3 years
Colorectal FOBT Cancer Screening	N/A	N/A	N/A	N/A	N/A	N/A	Annual FIT/ or Colonoscopy every 10 years

These requirements meet compliance with the HEP Preventative Program as outlined in the SEBAC agreement and have not changed from 2012.

As is currently the case under the state health plan, any medical decisions will continue to be made by you and your physician.

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New IRS policies could mean that MEDFLEX is right for you. For more information, contact Progressive Benefit Solutions at (866) 906-8023 or visit their website www.ctpbs.com.

Who's Who

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Employees who are enrolled can also create an account to monitor their preventive service by visiting the HEP participant portal website. This new feature has been provided to help you manage your health and your HEP requirements.

You can visit www.cthep.com to:

- View HEP requirements and download HEP forms
- Check your HEP compliance status
- Access a library of health information and articles
- Set and track personal health goals
- Exchange messages with HEP Nurse Case Managers and professionals.

Retirement: Every semester NCC informs its employee of the ING scheduled visits regarding the supplemental retirement plans offered to them. Our contact and representative is Marilyn Timbers of ING Financial Partners. For the 2013 fall semester, the remaining scheduled visits will be held on East Campus on the following dates:

November 21, 2013, 10 am to 5 pm, room E217

December 12, 2013, 10 am to 5 pm, room E305

Anyone interested in setting up an individual meeting can contact Ms. Timbers at (203) 355-3634 or m.timbers.appts@ingfp.com.

Affordable Care Act: The State of Connecticut is required to inform employees not eligible for state employee health benefits about the Health Insurance Marketplaces. Connecticut's marketplace is known as the Connecticut Health Insurance Exchange ("The Exchange"). Employees can compare plans and enroll in health coverage, if applicable. Interested employees can visit the website at www.accesshealthct.com or acquire information by calling (855) 805-4325. Open enrollment for the Health Insurance Exchange began October 1, 2013 for a January 1, 2014 effective date of coverage.

Changes to Health Benefits

If you have a life-changing event that requires you to make adjustments to your health benefits, such as marriage, birth or adoption of a child; the death of a spouse, domestic partner or child; or any dependent that has aged out of your plan, you must notify the Human Resources Office within 31 days of the event. You may be asked to provide specific documentation to support a change, such as proof of insurance coverage to support the deletion of a dependent child who has obtained their own insurance.