The Newsletter of the Office of Human Resources and Payroll Services at Norwalk Community College

Volume 1, Number 3 Spring 2014

# HR MATTERS

> *"Vacation time is a vital part of maintaining job satisfaction, and employees who take time off are more inspired and motivated to do their best work."*

## Take Your Time

*By Therese Marrocco, Director of Human Resources*

The Office of Human Resources and Payroll Services has received many requests to carry over vacation time. This got us to thinking about some challenges with not taking your vacation time. We want to talk about it from the positive perspective first. You earned your time—you deserve to enjoy it.

A study by the Society for Human Resource Management finds that the vast majority of HR professionals believe employees' wellness, morale, performance, and productivity are all improved when they take their paid vacation time.

Employees who take vacation are relaxed, happy, and more creative. This sounds like a win-win for you and for the College.

You will decrease the number of sick days taken if you take your vacation days. Overworked employees who don't get enough rest are more likely to use sick days.

Using your vacation time forces your supervisor to have a backup plan for you, and that's a good thing. No one is indispensable, and as an institution we need to plan how the work gets done if key members are not there. Taking your vacation time requires that contingency plans are in place.

Vacation time leads to cross training employees. When everyone uses their vacation time it requires the College to engage in cross training. This is useful to you as a means of developing and broadening your skills.

The verdict is in. Vacation time is a vital part of maintaining job satisfaction, and employees who take time off are more inspired and motivated to do their best work.

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Right Management, a career and talent management firm, reported that approximately 70% of employees don't take all their paid vacation and that the phenomenon has to change. As State employees, we are required to use our vacation time. For example:

- Employees in the unclassified series must use 15 days. They may carry over a maximum of seven days.
- Employees in the classified series have varied allocation depending on their years of service; however, they may carry over 10 days.
- Employees in the management series must use 12 days and may carry over 10 days.

So, if you were approved to roll over vacation days, make sure that you use them. Plan to take the required number of vacation days for this year, too. According to Right Management, "Ultimately, vacations contribute to engaged, loyal and satisfied employee teams and build a positive workplace culture that not only reduces turnover, but also creates a stronger brand image in the market."

## Run Out of Room or Just Tired of the Clutter?

### Don't Discard Your Papers or Delete Those Files Just Yet

*By Guest Columnist Linda Lerman, Director of Library Services*

As employees of NCC each one of you is a State employee, and each of us is required by the State's legislative regulations to comply with the State's requirements regarding documents. Departments and Administrators have additional record items for which they are responsible. So what do you need to do to be in compliance in handling the documents you created as part of your work at NCC?

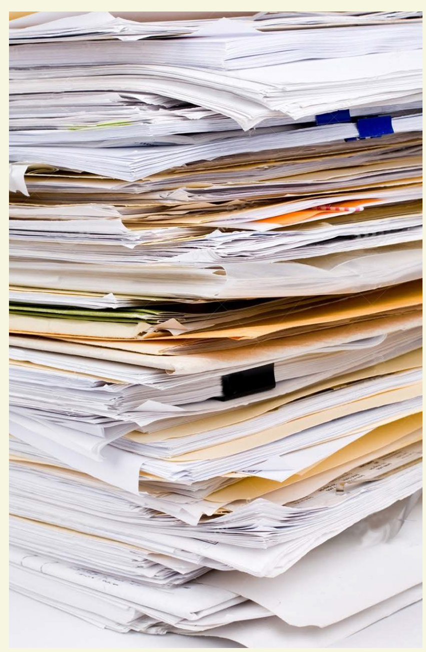
1. Check the Public Records Administration website: http://www.cslib.org/publicrecords/retstate.htm to determine if your documents need to be kept and for how long. Select Records Retention Schedules for State Records Management Program - General Schedules, or just select the schedule that applies below.

   S1: Administrative Records
   http://www.ctstatelibrary.org/sites/default/files/publicrecords/S01%20Administrative%202010.01.pdf

   S2: Personnel Records
   http://www.ctstatelibrary.org/sites/default/files/publicrecords/S02%20Personnel%202010.01.pdf

   S3: Fiscal Records
   http://www.ctstatelibrary.org/sites/default/files/publicrecords/S03%20Fiscal%202010.01.pdf

   S4: Health Records
   http://www.ctstatelibrary.org/sites/default/files/publicrecords/S04%20Health%202010.11.pdf



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S5: Higher Education Records
http://www.ctstatelibrary.org/sites/default/files/publicrecords/S05%20Higher%20Education%20201107.pdf

S6: Information Systems Records
http://www.ctstatelibrary.org/sites/default/files/publicrecords/S06%20Information%20Systems%202010.12.pdf

S7: Full-Time Post Secondary Programs in Vocational-Technical School Systems
http://www.ctstatelibrary.org/sites/default/files/publicrecords/S07%20Vocational%20Technical%202000.02.pdf

S9: Library, Museum, Special Collection, and Archival Records
http://www.ctstatelibrary.org/sites/default/files/publicrecords/S09%20Libraries%202012.01.pdf

S10: Public Safety and Emergency Services Records
http://www.ctstatelibrary.org/sites/default/files/publicrecords/S10%20Public%20Safety%202010.03.pdf

2. Remember, only original documents need to be kept. However, your notes on a photocopy of a meeting agenda make that document an original. Voice mail does not need to be preserved.

3. Once you know how long you need to keep your documents (the retention period), you will be able to withdraw documents from your active files that are beyond the period (e.g. Calendars, Staff – Current year plus one year; Correspondence, Routine – two years from the date of Correspondence; Catalog – Permanent; Student Organization Records – five years from the end of the academic year; Schedules, Staff Assignment – two years).

4. Withdrawn documents cannot be discarded until the Form RC108 is completed and sent in printed form (as it requires signatures) to the Records Management Liaison Officer (RMLO). Currently the RMLO is Linda Lerman. Here's the direct link to that form: Records Disposition Authorization - State Agencies (Form RC-108).

5. The retention schedules apply to both print and electronic documents.

6. Photocopies and draft documents are not considered original documents according to the definition of the Public Records Administration and they can be disposed of, preferably by recycling or shredding. If there's personal information or a signature on the copy, please shred it. If you wish to have printed documents shredded and there is no retention requirement, please request this from the Maintenance Department using their online work order form in the Portal.

7. When the Public Records Administration approves the records disposition, the RMLO will notify you to send your documents to Chhan McLean in Maintenance. Here are the guidelines for sending your documents to Maintenance.
   - Use the 1.0 cubic foot boxes available from Maintenance. Please don't over pack them beyond 30 pounds.
   - On the short side of the box, record the following: Department; Type of Records; Date Range of Records; Destroy Date (provided by the RMLO).

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- Place only materials with the same destruction date in the same box.
- If records are to be kept permanently, they must be in a separate box and labeled "Permanent."

8. If you need any help deciding what to retain, please contact your supervisor or the RMLO.

## What's in a Name?

*By Therese Marrocco, Director of Human Resources*

We've had quite the busy year in the Human Resources Office and the Payroll Office. As you all must know by now, we moved over to East Campus in September and have been settling in quite nicely. In addition to our new digs we have been working on making many improvements to better serve the NCC community, and have streamlined many of our processes.

It seemed that a new name for our office was in order to reflect the changes. I am happy to announce that we are now the Office of Human Resources and Payroll Services. This is a more suitable name for the collaborative work done by our office. We look forward to continued cooperative relationships with the NCC community.

## Adjunct Contracts Update

*By Ewa Mazur-Kmiecik, Human Resources Operations Coordinator*

Part-time lecturer contracts are going to be emailed to all part-time lecturers for the summer intercession. It is very important for everyone to have active NCC email addresses.

If you prefer to return your signed contract via email, you may do so using our dedicated contract inbox, NK-HR@ncc.commnet.edu. You may only use your secure NCC email address; we cannot accept signed contracts from your private email address. Remember to complete and sign the dual employment form at the bottom of the contract, which is mandatory for all state employees.

Some NCC staff and faculty members thought that the dual employment form did not apply to them. However, the short-form dual employment form at the bottom of your adjunct contract is mandatory for all employees of the Connecticut State Colleges and Universities system receiving a new additional adjunct contract, including full-time and part-time (EA and NCL) faculty and staff.

If your primary job with the state is at an agency that is not part of the Board of Regents/ConnSCU, you must complete the long-form Dual Employment Request form provided by the Department of Administrative Services, have it signed by your supervisor for your primary job, and return it to us before your first day of work at NCC. Please attach the long-form request to your adjunct contract instead of completing the short-form request at the bottom of the contract.

To summarize, you must complete the dual employment form at the bottom of your adjunct contract, or attach the separate Dual Employment Request Form from DAS if your primary agency is not part of the Board of Regents/ConnSCU. The form must be signed by your primary position supervisor, whether your primary position is full-time or part-time. Read the memo accompanying your contract if you need further information.

# Everything You Always Wanted to Know About Dual Employment

*By Kimberly Bryant-Smith, Human Resources Assistant*

Are you now, or do you hope to become, a state employee who holds multiple job assignments? If so, the 1987 Connecticut State Legislature has a message for you: show the public in writing that your second, third, and fourth state jobs won't result in unethical double-dipping or conflicts of interest. State employees seeking to be hired for multiple state jobs must comply with Public Act No. 87-253 by submitting a Dual Employment Request for approval before beginning each new secondary job.

This law applies to all state employees at every level, whether they're working in the Governor's Office, for the Department of Motor Vehicles, or for the Board of Regents for Higher Education—the department that includes every part-time and full-time employee of Norwalk Community College. This law applies to you.

Your Dual Employment Request demonstrates that it will be ethical for you to take a second job by providing two crucial pieces of information:

1. Your proposed schedule for both jobs. This prevents the most egregious—and common!—conflict of interest, in which an employee unethically double-dips by being paid twice for the same work. Auditors will also check for work schedules that don't allow for travel time between jobs in separate locations.

2. The approval of both your supervisors. Your supervisors are responsible for ensuring that your multiple jobs will not create a schedule conflict, a conflict of interest among your various job duties, or a conflict of interest due to an excessive work schedule causing poor job performance. If you have the same supervisor for both jobs, that person bears sole responsibility for certifying that there will be no conflict of interest.

Schedule conflicts and conflicts of interest are equally harmful whether an employee's multiple job assignments are in different state agencies, or all at Norwalk Community College. If your multiple job assignments are all at NCC, or even if they're all in the same department at NCC, you are still required to comply with the law by requesting approval for dual employment.

Some employees mistakenly view all their assignments at NCC as a single job and don't realize that they are dually employed. Examples of dual employment include:

- Full-time faculty who teach an additional course paid via part-time lecturer contract
- Full-time faculty with an additional non-teaching assignment paid via flat-rate or hourly educational assistant contract
- Full-time staff who also teach a course as a part-time lecturer or non-credit lecturer
- Full-time staff with an additional non-teaching assignment paid via flat-rate or hourly educational assistant contract
- Part-time faculty teaching multiple courses paid via separate contracts
- Part-time faculty with an additional non-teaching assignment paid via flat-rate or hourly educational assistant contract
- Part-time staff with multiple non-teaching assignments paid via flat-rate or hourly educational assistant contracts

It is your responsibility as a state employee to know when the law requires you to request prior approval for dual employment, and to do so. If you are offered an additional job with another state agency, or even if you are offered an additional job at NCC, the

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Office of Human Resources and Payroll Services may not learn about your upcoming dual employment in advance. Only you are in a position to ensure that your request is approved in time to comply with the law.

If your primary job is with a state agency outside the Connecticut State Colleges and Universities system overseen by the Board of Regents, it is doubly important for you to provide us with your approved dual employment request before your proposed first day of employment, so we will have time to ensure that your additional employment at NCC is contractually allowable, and that the appropriate agency is aware of and approves any additional expense resulting from your combined total work schedule for the state.

You can find the standard State of Connecticut dual employment request form (PER-DE-1) on NCC's website at http://norwalk.edu/dept/hr/hrresources.asp. It is your responsibility to fill in your personal and schedule information, collect your supervisors' signatures approving your request, and submit your completed approved request to the Office of Human Resources and Payroll Services by your first day of work on the new job. Please feel free to contact the Office of Human Resources and Payroll Services if you have any questions while completing the form.

A convenient short version of the dual employment request appears at the bottom of all credit and non-credit adjunct teaching contracts. If your state employment is all within the ConnSCU system, you may provide your schedule information and your primary supervisor's approval here and need not submit a separate long-form request.

A state auditors' report issued on September 11, 2013 identified compliance with dual employment requirements as an area of special concern for the entire ConnSCU system, including Norwalk Community College. The Auditors of Public Accounts have directed the college to take immediate steps to improve our employees' compliance with the law, and are visiting regularly to monitor our progress. We will inform you and your supervisors of the results if you are selected for audit.

## Financial Advising Available for State Retirement Plans

*By Jean Walden, Human Resources Specialist*

Marilyn Timbers with ING Financial Advisers, LLC, will be available on campus to meet with new and current employees during the spring 2014 semester to review the following plans:

- Alternate Retirement Plan
- State of Connecticut 403(b)
- Roth 403(b)
- 457 (Deferred Compensation)

She will answer your financial questions, reallocate portfolios, and enroll new and current employees. Appointment times are scheduled between the hours of 10 a.m. and 4 p.m. on the following dates:

March 24 - Room E212
April 9 - Room E212
April 21 - Room E212
May 6 - Room E212

*(cont'd. on next page)*

If you are interested in setting up an individual meeting, please contact Marilyn Timbers at (203) 355-3634 or marilyn.timbers@ingfp.com. She will confirm all appointment times and the meeting place, and recommend what information to bring to the meeting.

The participant information booklet will be made available to you. You should consider the investment objectives, risks, and charges and expenses of the variable product and its underlying fund options carefully before investing. The information booklets contain this and other information. Please read carefully before investing. For further information, please visit http://www6.ingretirementplans.com/SponsorExtranet/CTHome/.

## Changes to Health Benefits

If you have a life-changing event that requires you to make adjustments to your health benefits, such as marriage; the birth or adoption of a child; the death of a spouse, domestic partner or child; or any dependent who has aged out of your plan, you must notify the Office of Human Resources and Payroll Services 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.

## Paycheck and Pay Advice Distribution

*By Paul Mirmina, Payroll Fiscal Administrative Supervisor*

Paychecks are available in the Office of Human Resources and Payroll Services after 3 p.m. on Thursday before payday, or on Friday morning (payday) until 12 noon. Paychecks not picked up by noon on payday will be mailed to your home address. If you *do not* want your paycheck mailed, you must fill out a Hold Check form in the Office of Human Resources and Payroll Services.

*For those who are not yet signed up for direct deposit,* there are many benefits when you have your check direct deposited:

- No chance your pay check will be lost in the mail or misplaced.
- Your money is available to you on the Thursday before payday at 9 a.m.
- Convenient—no more standing in line at the bank.

If you decide to close or change your bank account, you will need to inform the Office of Human Resources and Payroll Services 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 us 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 Office of Human Resources and Payroll Services, East Campus, Room 306, 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 Spring 2014 Paycheck Dates:

Fridays: 3/21/14, 4/4/14, 4/18/14, 5/2/14, 5/16/14, 5/30/14

*Remember...*
*Timesheets must be received in the payroll office no later than noon on the Friday following the end of each pay period.*

# Timesheet Submission

Below is a list of the remaining 2013-14 payroll dates and timesheet due dates to assist employees and supervisors. This includes all Part-time Educational Assistants and Student Workers. Timesheets must be received by Payroll no later than noon on Friday following the end of each pay period. It is advised that timesheets be hand-carried to the Office of Human Resources and Payroll Services to insure that everyone gets paid on time.

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 Payroll. Hand-carried timesheets will not be accepted from the student.

**2013-2014 Payroll Dates**

| Payroll Number | Pay Period Start | Pay Period End | Timesheet Submission Date | Paycheck Date |
|---|---|---|---|---|
| 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 |

# ePay Log-In

*by Paul Mirmina, Payroll Fiscal Administrative Supervisor*

Employees may now log in to the payroll system and review up to two years of paychecks. New check and direct deposit advice data is updated Thursday of each payweek. Please follow these instructions for logging in for 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.


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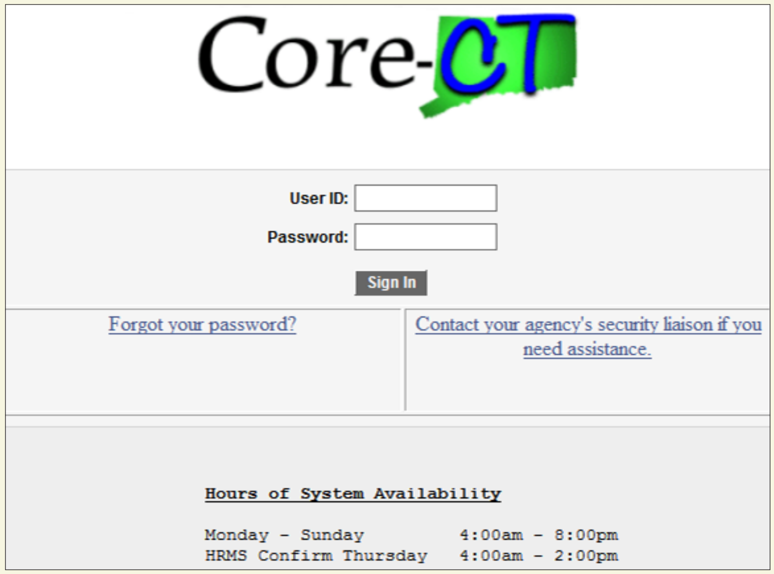
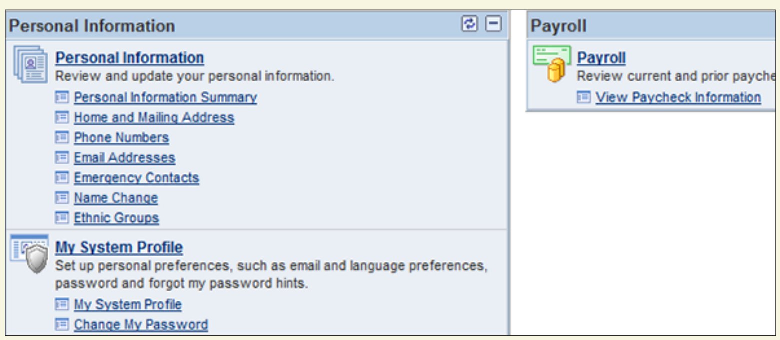
2. Click on **Login**.
3. Enter **User ID** and **Password**.
    a. User ID is your state Employee ID which is found on your paystub. This is not your Banner ID but a six number ID issued by the state's payroll system.
    b. Temporary Password is the password issued by Paul Mirmina (x77041) or Jean Walden (x77341).




4. Click on the **My System Profile** link under Personal Information.




5. Go to **Change My Password** and select a new personal password.
6. Go to **My System Profile**:
    a. Click on **Change or set up forgotten password help**
    b. Select a hint question from dropdown and type your 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). 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 upper right hand corner of 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 at x77341, or Paul Mirmina, Payroll Fiscal Administrative Supervisor at x77041.

## Who's Who

**Human Resources**

Therese Marrocco
*Director of Human Resources*
tmarrocco@norwalk.edu

Jean Walden
*Human Resources Specialist*
jwalden@norwalk.edu

Donna Brooks
*Assistant to the Director of Human Resources*
dbrooks@norwalk.edu

Ewa Mazur-Kmiecik
*Human Resources Operations Coordinator*
emazur-kmieck@norwalk.edu

Kimberly Bryant-Smith
*Human Resources Assistant*
kbryant-smith@norwalk.edu

**Payroll**

Paul Mirmina III
*Fiscal Administrative Supervisor/Payroll*
pmirmina@norwalk.edu

Mare Christensen
*Financial Clerk*
mchristensen@norwalk.edu

Hank Moss
*Payroll Clerk*
hmoss@norwalk.edu

*HR Matters* is published quarterly by the Public Relations Office at Norwalk Community College

**Editor**
Therese Marrocco

**Contributing Editors**
Jean Walden, Donna Brooks, Ewa Mazur-Kmiecik, Kimberly Bryant-Smith

**Graphic Designer**
Cindy Zaref

*Human Resources Office*
**Norwalk Community College**
188 Richards Avenue
Norwalk, Connecticut 06854
(203) 857-6866
www.norwalk.edu