

# Simply HR

Winter 2020

## WELCOME 2020

Welcome to our first edition of Simply HR. We hope you find the information contained within useful and informative. For the purposes of introductions – we invite you to meet your HR team:

- Robyn Salvo, Director of HR
- Maureen Coffey, Director of HRIS, Employment and Communications
- Kathleen Stein, Director of Benefits
- Maureen Slendorn, Assistant Director of HR for Recruitment
- Jennifer Steinke, Employee Benefits Administrator

- Marie Ramos, Human Resources Coordinator
- Barbara Santos, Recruiting Assistant
- Rosaly Rivera, Human Resources Assistant

Employees should feel free to visit HR with their questions or concerns and take advantage of our open-door policy.



## Tuition Remission Tax Transcripts

Beginning with tax filing year 2019, the University will require the employees IRS tax transcript in place of the federal tax return for the purposes of substantiating dependency of a child for the purposes of Tuition Remission. As per the Tuition Remission policy, an IRS dependent child or step-child may be eligible for tuition remission for tuition costs only to attend Monmouth University. The student must be accepted to the University through the regular admission

process and once admitted the employee must provide the dependent child's birth certificate and tax transcript. Both documents can be uploaded to the Employee Documents section of their Ultipro record.

To learn how to obtain your IRS tax transcript please visit [IRS Get Your Transcript](#).

## Does your paycheck need a checkup?

The first few pays of the new calendar year are always a good time to review your paycheck. Ensure any changes you have made during Open Enrollment are reflected. Ask yourself questions such as "Am I withholding the proper amount of taxes?" "Am I saving enough for retirement?" How can I lower my taxable income?

**2019 W2's are now available electronically in Ultipro.** If you have requested an electronic copy of your W2 you will not receive a hard copy in the mail.

## Important Dates: TIAA

TIAA will be on campus for individual counseling sessions. Please feel free to contact our TIAA financial consultants at 800-732-8353. The schedule is as follows:

- February 27 in Pozycki 214
- March 3 in Pozycki 214

Check the [HR Website](#) for future availability.

## Managing Your FSA and HRA

A reminder that the grace period for the healthcare and dependent care flexible spending accounts is approaching. The grace period allows active participants with a remaining account balance in their FSA as of December 31, 2019 to continue using the funds in these accounts. Participants may incur expenses through March 15, 2020 and submit for reimbursement through March 31, 2020.

If you have had difficulty in submitting prior year's claims against your HRA account please note that Discovery Benefits will be contacting all participants with instructions on how to submit claims for a prior year.

It is important to keep all explanation of benefits (EOB) as well as receipts for payments to allow for easy claim submission.

For forms and additional information please visit the [Flexible Spending Accounts](#) page on the human resources website.

## A Warm Welcome to.....

Filomena Bielan.....	Payroll
Carlos Cano Cruz.....	Facilities Management
Sabrina Corliss.....	Payroll
Taylor DiPaolo.....	University Marketing & Communication
Michaela Gillmore.....	MU Library
Damon Godfrey.....	Athletics
Katherine Gorczynski.....	Facilities Management
Gabrielle Hackenberg.....	Occupational Therapy
Michael Jennings.....	Athletics
Kimberley Johnson.....	Purchasing
Kimberly Kirk.....	Payroll
Deirdre O'Donnell.....	Finance & Budgets
Guy Olivieri.....	University Police
James Pasquin.....	Athletics
John Patro, Jr. ....	Occupational Therapy
Kathleen Villapiano.....	Institutional Review Board
Kelly Anne Young.....	Undergraduate Admission



## February is American Heart Month



Did you know that heart disease is the leading cause of death for both American men and women? Since February is National Heart Month it is a good time to examine this pressing health concern and make positive changes to our lifestyles. Since Valentine's Day also occurs in February, it is a good time to look at affairs of the heart.

According to the Centers for Disease Control and Prevention, the CDC, the term "heart disease" refers to several types of heart conditions. To learn more about heart disease, your risks and how to lower your risk and manage certain health conditions that lead to heart disease visit the [CDC Website](#).