

# Stonehill College HR Newsletter

January 2013

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## 2013 IRS Maximum Allowable Employee Contributions for Stonehill's Retirement Plans Increase

If you are under age 50, your 2013 limit is \$17,500

If you are over age 50, your 2013 limit is \$23,000

### Human Resources Department:

Maryann Perry, Director

Pat Anzelmo, HR Generalist

Lisa Conroy, Assistant Director

Kathy Falcone, HR Generalist

Shayla Jordan, HR Assistant

Lisa O'Donnell, Associate Director

Lynne Thomas, Administrative Assistant

### How do I change my contribution amount?

If you would like to change your contribution, you will simply need to complete a salary reduction agreement which you can obtain from Human Resources. Once received, simply designate the dollar amount or percentage of your salary that you want to contribute to the plan every pay period and after completion, return your completed form to Human Resources.

### How much should I contribute to my retirement?

The Human Resources Department will continue to calculate contributions for anyone contributing up to 5% of his/her salary to TIAA-CREF or Fidelity, however as we are not tax professionals and cannot advise employees about contributions amounts exceeding that 5%, we recommend that you contact TIAA-CREF and/or Fidelity to assist with the calculations.

### What if I want to contribute the maximum amount for my age?

If you wish to contribute the maximum allowable for 2013 AND you are currently contributing based on a percentage amount of your salary as opposed to a flat amount, please remember that you will need to adjust the biweekly deduction whenever you receive a salary increase. You will need to do this so that the maximum allowable is not exceeded for the calendar year. For most individuals, this would be on or after July 1<sup>st</sup> of every year when salary increases are typically given.

**Please Note:** When contacting TIAA CREF's telephone counseling center to obtain an annual contribution amount you can also review your investment account and conduct a portfolio review with a TIAA-CREF consultant. These individual phone conversations will also allow each you to better manage your money to ensure that you reach your retirement goals. To reach a TIAA-CREF consultant you can call 1-800-842-2776. To reach a Fidelity consultant you can call 1-800-343-0860. When calling you will need to provide SS#, name, hire date, annualized salary amount, number of months per year you are paid, and the current amount you are contributing to either TIAA-CREF and/or Fidelity. Please note, TIAA-CREF will calculate this amount for employees who elect Fidelity, you simply need to provide the amount you contribute to Fidelity as that is not information maintained in their records. However, if you would like a tool to assist with these calculations in lieu of a representative, please use the following links for TIAA-CREF and Fidelity, respectively:

TIAA-CREF: <https://www3.tiaa-cref.org/tda/TdaServlet>

Fidelity: <https://401k.fidelity.com/public/content/401k/Tools/403bContLimitCalc>

## Save the Date Upcoming Events:

My Mid-Year Appraisal Workshop  
Tuesday January 8<sup>th</sup> 10:00-11:30

Mid-Year Appraisals for Supervisors  
Friday January 11<sup>th</sup> 1:30-3:00

Mid-Year Performance Appraisals Due to HR  
Friday January 18<sup>th</sup>

Martin Luther King Day Observed  
Monday January 21<sup>st</sup>

## FICA Tax Increase as of 1/1/13

The payroll tax “holiday” has ended effective January 1, 2013. This means that the FICA rates will return to their 2010 rates. The so-called payroll tax is scheduled to bounce back up to 6.2 percent this year from 4.2 percent in 2011 and 2012, amounting to a \$1,000 tax increase for someone earning \$50,000 a year. **Employees will see this change reflected in their first paycheck of 2013** (January 4<sup>th</sup>).

For specific payroll tax questions, you may direct your inquiries to our Payroll Department at ext. 1388 or ext. 1389

## Contract Review Form Launched from Office of General Counsel

In September of 2010 the Division Heads approved a modified contract review process. Since its inception, the program has assisted greatly in the timely review of contracts.

Effective January 2013, the Contract Review Form (“RCR”) has been re-created as an online submission form. This will allow for better tracking of contract review requests. The RCR and a PowerPoint presentation which reviews the contract review process is available online at <http://www.collegecompliance.com>. This is a temporary website housing this information while we are in the process of updating some of our permanent website information and training materials.

Should you have any questions, please contact Liz Greco at x1404 or [egreco@stonehill.edu](mailto:egreco@stonehill.edu).

## Touch of Kindness Program Recognition

Stonehill’s Employee Recognition Program, A Touch of Kindness, is a program where members of our community recognize each other for their random act of kindness, caring or support.

In December, a number of kindness acts were spotted on campus and the following employees were recognized for their kindness:

Bob Beals, Gary Brides, Cheryl Brigante, Jane Cartier, Katie Conklin, Jennifer Macaulay, Trish McPherson, Joe Middleton, Heather Perry, Greg Power, Geri Sheehan, Alexis Sneff & Jane Swiszc.

Information Café launched at the MacPhaidin Library in December as a way to deliver Information Literacy to students. The skillful work of many staff members designing the offerings, creating marketing materials and launching the café has kept the Info Café full of students during the final weeks of the fall semester. The excitement is expected to continue as the students return in January. Thank you to all who participated in launching this resource and thank you for providing another great example for the Touch of Kindness program.

Have you recently observed an act of kindness and caring? Recognize it today at [A Touch of Kindness webpage](#).

## TIAA-CREF Reminder

Have you reached or soon will reach your one year anniversary with Stonehill College? If so, please make sure you sign up with Human Resources for the retirement benefit offered to eligible employees. For more information, please click the link below:

<http://www.stonehill.edu/x11525.xml>

If you have questions about your eligibility or the program itself, please contact [Lisa Conroy](#), Assistant Director of HR, ext. 1336

## Address Changes

As the Payroll Department will begin to prepare documentation for year-end, please take the time to review the information on your payroll voucher for accuracy. In the event you wish to update your address, you may do so on myHill, the Employee Services tab prior to January 10th, to reflect on your 2012 W2.

## Cell Phone Numbers for Hill Alerts

Let this serve as a reminder, Stonehill utilizes our Hill Alert emergency notification system to quickly and efficiently send community members a text message to their cell phone in case of an emergency or school closings on campus.

Community members with text enabled cell phones should provide their cell phone number with their permanent/legal address via myHill, Employee Services tab to participate in the Hill Alert program. For more information on the program visit:

<http://www.stonehill.edu/x26398.xml>

## Reminder: Mid-Year Appraisals Are Due January 18, 2013

Let this serve as a reminder that Mid-Year Appraisals are due to HR by January 18, 2013. If you wish to send them electronically, submit them to Shayla Jordan ([sjordan1@stonehill.edu](mailto:sjordan1@stonehill.edu)). In the event you are unable to meet this deadline for employees on leave, vacation or an academic year schedule, please advise Shayla directly.

Please be sure you include the signature sheet which is a confirmation that the appraisal meeting occurred.

Two training sessions have been scheduled to assist in the appraisal process:

**My Mid-Year Appraisal**, Tuesday January 8, 2013  
10:00-11:30 (Duffy 135)

Learn to engage in the process and make the most of your mid-year appraisal (this may be attended by new employees or existing employees). RSVP to [lodonnell@stonehill.edu](mailto:lodonnell@stonehill.edu) if you wish to attend

## Mid-Year Appraisals Continued

**Mid-Year Appraisals for Supervisors**, Friday January 11, 2013  
1:30-3:00 (Duffy 135)

This workshop is offered to both new and existing supervisors who wish to conduct a meaningful appraisal session with their direct reports. RSVP to [lodonnell@stonehill.edu](mailto:lodonnell@stonehill.edu) if you wish to attend

## Supplemental Benefits Reminder

### HarborOne Credit Union and On-Campus ATM:

HarborOne provides a complete line-up of financial products and services, including options for checking and savings accounts, money markets, certificates of deposit and IRAs. We also offer home mortgages, consumer loans, and business and commercial banking. Online banking and bill pay services are available on their [website](#). The HarborOne ATM is located on the lower level of the Roche Dining Commons near Mail Services. For more information, call 508-895-1000. Member NCUA/MSIC. Equal Housing Lender.

In addition, HarborOne U, based in the Mansfield branch, offers a wide range of classes, seminars and events tailored to meet your needs and interest and is open to members of the local community. You do not have to be HarborOne Credit Union member to participate. For more information on the classes, seminars and events offered, visit their website at: [www.harboroneu.com](http://www.harboroneu.com)

## Welcome New Hires 12/01/2012 – 12/31/2012

### Finance Division

Daniel Bohane, Campus Police Officer  
Jenna Cetrone, Communications Officer  
Christopher Polisenio, HVAC Mechanic

## Farewell to Employees 12/01/2012-12/31/2012

### Finance Division

Joe Gracia, Systems Administrator

### Student Affairs Division

Shawn Medeiros, Sports Information Intern

## Newsletter Content

The HR Department welcomes comments or suggestions about this newsletter. Please send your feedback to [Lisa O'Donnell](#) or call ext. 1120