

the Personnel Touch

Prepared monthly by FIU Personnel Department.
An internal communication on FIU Personnel
matters, policies, procedure and benefit
information. Suggestions on content may be
sent to the Personnel Department, PC 220,
Extension 2576.

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DIRECT BANK DEPOSIT:

The State Comptroller has developed a program for the direct deposit of pay checks to the financial institution of your choice. The enrollment application forms for the program have been sent to all faculty and staff. It takes approximately 30 days from the time the State Comptroller's Office receives the application to the time it takes effect. The program will replace the current direct deposit system used by the University. Therefore, all employees whose checks are currently being deposited to Coral Gables Federal or the University Credit Union, must also submit an application to the State Comptroller's Office if they wish to continue direct deposit. This program is administered by the State Comptroller's Office. Participation in direct bank depositing is a personal arrangement between the employee, the financial institution, and the State Comptroller's Office. The University Controller's Check Distribution Section and the Payroll Office are not able to assist in any deposit problems which may develop. Should you have any questions, or need additional forms, you may contact Sharon Stroemer at 554-2530 or Clara Gomez at 554-2536.

For those employees wishing to continue banking at Coral Gables Federal, please observe that a Gables Federal representative will be on campus to accept direct deposit forms.

Tamiami: Wed. April 1, 1987
10:00 a.m. - 2:00 p.m.
PC 2nd floor lobby

Bay Vista: Thurs. April 2, 1987
10:00 a.m. - 2:00 p.m.
Patio Area, TC Building

SALES TAX ON UNIVERSITY GOODS AND SERVICES

The sales tax law of the State of Florida was revised extensively by the last Legislative session. As a result, the University must collect sales tax on goods and services not previously taxed, for example, parking decals. Prior to engaging in revenue-generating activities, you must contact the Controller's Office to determine whether you are required to collect sales tax.

INVOICES RECEIVED BY UNIVERSITY DEPARTMENTS

You are reminded that any invoices received by you directly from vendors for official University purchases or services, must be sent immediately to the University Controller's Office for processing. State law allows only 15 days for the Controller's Office to process the invoice to the State Comptroller and the time you hold the invoice counts in the 15 days.

PERSONAL USE OF UNIVERSITY SUNCOM LINES

SUNCOM lines in University departments are to be used only for official University business. Personal calls should not be made using SUNCOM. In emergency situations where SUNCOM has to be used, reimbursement must be made to the University for the cost of the call.

REMINDER: CONCESSION FUND EXPENDITURES

This is a reminder to those of you who authorize expenditures from the Campus Concession fund. You are reminded of the importance of documenting any expenditures or requests for reimbursements that you make from the fund, to insure that the public purpose is clearly and explicitly stated. You are also reminded that alcoholic beverages are not an appropriate expenditure from the fund.

OFFICE OF EQUAL OPPORTUNITY PROGRAMS

In order to make the office and the personnel of the Office of Equal Opportunity Programs more accessible to all departments and employees, Ms. Bennie Osborne, Affirmative Action Officer, effective immediately, will be stationed at BVC, TC 105, 940-5545 every Tuesday and Thursday.

BEEFING-UP TRAINING AND DEVELOPMENT

One focus of the "Path to Excellence" was to improve the State University System's employee training and development program. In order for FIU to begin enhancing its existing programs, we have launched a training and development needs assessment survey, involving over half of the University's employees and executives. Other professionals will have an opportunity, in the near future, to complete surveys and provide recommendations regarding programs they believe are needed on campus to improve and develop their and other employees' abilities and skills.

TRAINING & DEVELOPMENT (continued)

A report on survey responses, made by all those who participated in the survey, will be provided by April 6, 1987, to the Board of Regents' Office of Human Resources. Thank you for your participation. If you have any questions or comments about this subject, please contact Gene Pugh at 554-2576.

CWS ASSIGNMENTS DURING SUMMER SEMESTER '87

All College Work Study students who will be enrolled for at least 6 credit hours during Summer term and who have unused CWS allocations, will be allowed to continue working during the summer term. June 30, 1987, is the last day for students to work under the College Work Study (CWS) Program using any remaining balance from their 1986-87 CWS allocation. The Financial Aid Office will not authorize payment of any CWS timecard for work performed after June 30th. It is the responsibility of the hiring department to monitor the student's work hours to avoid any overpayments. Any money earned in excess of the CWS award after June 30 will be charged to the department.

TAX REFORM ACT OF 1986 AND SUBMISSION OF YOUR W-4 FORM:

The Tax Reform Act has made many changes to the tax law that can affect employee's tax liability for 1987. The amount of tax being withheld from your paycheck, based upon your current W-4 deductions, may no longer be correct. Depending upon each employee's personal circumstances, too much or too little may be being withheld from his or her wages. There has been considerable news coverage regarding the requirement that all employees file a new W-4 card, no later than October 1, 1987, to avoid incorrect withholding. Most of the focus has been on the four page IRS Publication 919, which is a worksheet that should be used to help determine whether you are having the right amount withheld. A revised worksheet has been developed, recently, by IRS, that should be easier to complete. However, the new worksheet will not be available until mid-April, 1987.

After you complete the worksheet and determine the adjustments necessary for your W-4 form, the State of Florida W-4 form must be filled out and submitted to the Payroll Office, PC 226. The Bureau of Payrolls will accept only revised State of Florida W-4 forms, which include additional payroll and Retirement System information necessary in generating payroll checks. The sample W-4 form included as part of the worksheet may be used as a basis for completing the State of Florida W-4 form. Copies of these publications and State of Florida, yellow, W-4 forms are available by contacting our Payroll Office at 554-2191.

ALL EMPLOYEES MUST SUBMIT A REVISED W-4 FORM REGARDLESS OF WHETHER THERE ARE ANY CHANGES, NO LATER THAN OCT. 1, 1987.

SICK LEAVE POOL UPDATE

Effective March 1, 1987, the revisions in the Sick Leave Pool policy were approved by the participating members. As of March 13, 1987, 631 employees have joined the Pool, contributing a total of 5,048 hours. To date, eight employees have received approval to utilize a total of 1,668.75 hours from the Pool. The present Sick Leave Pool balance is 3,379.25.

BRIEFS, FOR YOUR INFORMATION:

a) MENTAL HEALTH ASSOCIATION (MHA) OF DADE COUNTY

The MHA is a local chapter of a national level organization. It provides information and referral, support services, and prevention programs for our community. Mental illness "strikes 1 in 3 families. You may not be affected today, but tomorrow....". Call (305) 379-COPE for service or to volunteer help.

b) NEW LAW REQUIRES SOCIAL SECURITY NUMBER FOR CHILDREN 5 AND OVER

The Tax Reform Act of 1986 (section 1524) requires taxpayers to show a social security number for each dependent age 5 and over that they claim for tax purposes beginning with the returns filed in 1988 and later. The provision is designed to reduce tax evasion in cases where parents filing separate returns both claim the dependent for tax purposes.

c) CHECK SOCIAL SECURITY NUMBER ON PAY STUBS, FORM W-2

To protect their Social Security earnings records, workers are urged to check the Social Security number and name shown on their pay stubs to make sure they are correct. They should also compare the name and number on their Social Security cards with the Form W-2 they receive in January. If a person discovers that the Social Security number on his or her pay stub or Form W-2 is different than that on his or her Social Security card, the error should be reported to FIU's Payroll Office immediately.

OPTICAL DISCOUNT FOR FIU STAFF AND FAMILIES:

Chess Opticians, located at 2345 Aventura Blvd. in N. Miami Beach, extends a 15% discount to all FIU staff and their families. Chess carries "the latest in designer eye-wear". Chess also makes house calls by appointment only. The phone number is 935-9950.

THE UNIVERSITY COMMUNITY WISHES THE BEST OF HAPPINESS TO THE FOLLOWING:

RETIRING: Emanuel McGeorge, Lab Machinist Instructor, Prosthetics and Orthotics, 7/15/76 - 4/30/87.

LONG TERM RESIGNATION: Jimmy Beauchamp, Director, Environmental Health and Safety, 6/28/73 - 3/12/87.