ACA 1095-C Forms

- 1095-C forms were mailed via to each employee’s department on February 23, 2017.
- Only benefit eligible employees who were employed in 2016 will receive the 1095-C form as a confirmation of being offered employer sponsored coverage.
- Graduate Assistants who enrolled in the Graduate Health Insurance plan will receive information directly from United Healthcare on how to access their 1095-B form.
- You will need to keep this form for your records; however, it is not required to file your 2016 tax return.

Use of Sick Time

**Question:** If I have already used my one day of personal leave for an illness and then get sick again at a later time, am I required to use another day of personal leave?

**Answer:** It depends on if the illness is for the same ongoing, chronic condition or a new illness. For instance, let’s say in January you came down with the flu and needed 3 days off of work. The first day required personal leave (or comp time) and the remaining 2 days used sick time. Now in March, you need surgery and will be out 4 weeks. As it is a different illness, you will be required to use personal leave for the first day out for surgery. A chronic condition that would not require another personal day even if at a later time (referred to as “intermittent”) would be things like ongoing physical therapy, follow-up appointments, reoccurring symptoms, etc.

*** Please note that any absence due to illness of 3 or more days (continuous or intermittent) should be filed as a Family Medical Leave of Absence with Human Resources.
2017 Summer Intersession Dates:

Summer Session I Dates (4W1): June 5, 2017-June 30, 2017
Personnel Action Forms (PAF) and Personnel Data Sheet (PDS) Dates:
June 1, 2017- July 6, 2017
Personnel Action Forms (PAF) and Personnel Data Sheet (PDS) Dates:
June 29, 2017- August 4, 2017

SUMMER DEADLINES:

Monday, May 1, 2017: PAF and PDS in Provost Office. (With faculty qualifications form and accompanying documentation as needed and/or Provost Signature)
Tuesday, May 10, 2017: Final fully signed form for Summer semester due in Human Resources.

Dates for the forms are as follows:

Summer Intersession

Monday, May 15, 2017 – Friday, June 2, 2017
PAF and PDS dates:
May 11, 2017 – June 8, 2017

2017 Full Summer Semester

Monday, June 5, 2017 – Monday, July 31, 2017 Actual Semester Dates
Personnel Action Forms (PAF) and Personnel Data Sheet (PDS) dates:
June 1, 2017 – August 4, 2017
**PeopleAdmin Posting Clean-Up**

The Department of Human Resources is reviewing job postings that are still active in the system but were posted prior to January 15, 2017.

We request that you contact Wanda Naylor at wanda.naylor@usm.edu by March 3, 2017, with your intent to fill or cancel any job listings in your area that were posted prior to January 15, 2017 and are either still available on the web or are in a closed but not filled status.

**OFCCP Pay Transparency - Nondiscrimination Provision**

The Office of Federal Contract Compliance Programs pay transparency requires that any organization who receives government contracts comply with the following guidelines:

- The contractor will not discharge or discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay.

- Employees who have access to the compensation information for other employees or applicants as a part of their essential job functions are prohibited from disclosing pay information to individuals who would not otherwise have access to compensation information unless the disclosure is:
  - in response to a formal complaint or charge
  - in furtherance of an investigation, proceeding, or action, including an investigation conducted by the employer
  - or consistent with the contract’s legal duty to furnish information.

If you have questions about any of the information contained in this HR Update, please reach out to the Human Resources department.