HR/CMS USER GROUP MEETING

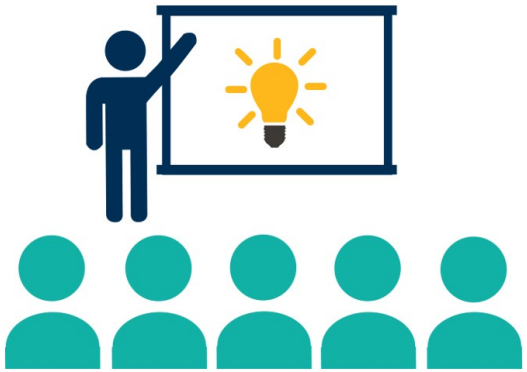
OFFICE OF THE COMPTROLLER

COMMONWEALTH OF MASSACHUSETTS

12/8/2021

WELCOME

- ★Welcome to the HR/CMS User Group
- ★Virtual webinar
- ★Chat function disabled
- ★Mute function enabled
- ★Q&A
- ★Recorded



AGENDA

- **WELCOME**
  - **Stacy Hoag,** Relationship Manager
- **REMARKS**
  - **William McNamara,** Comptroller of the Commonwealth
- **CYBERSECURITY TRAINING DEMO**
  - **Jenny Hedderman,** Risk Counsel
- **MASSACHUSETTS SMART PLAN**
  - **Robert Young,** Empower Retirement
- **YEAR END PROCESSING, W-2 DISTRIBUTION AND AFFORDABLE CARE ACT**
  - **Kevin McHugh,** Assistant Comptroller for Payments/Payroll
- **QUALIFIED TRANSPORTATION & FLEXIBLE SPENDING ACCOUNTS**
  - **Victoria Manley,** Benefit Strategies
- **HEALTH AND SAFETY**
  - **Eduardo Canton,** Statewide Payroll Officer
- **WHAT'S NEW**
  - **Nicole Buccheri,** Metro Credit Union
- **DEPARTMENT UPDATES**
  - **Eduardo Canton,** Statewide Payroll Officer

REMARKS

William McNamara
Comptroller of the Commonwealth

CYBERSECURITY TRAINING DEMO

Jenny Hedderman
Risk Counsel

CTR CYBER 5

5 Tips for Payroll/HR Staff to Prevent Cyber Fraud

7 minute

Micro Cyber Awareness Internal Controls Training

- Cybersecurity Internal Controls required for Payroll/HR staff
- Send video link to Payroll/HR staff to support internal controls requirements

- Available in 12/8/21 CTR Weekly Update
- https://www.macomptroller.org/announcement-category/ctr-cyber-5/

MASSACHUSETTS SMART PLAN

Robert Young
Empower Retirement

SMART Plan Agenda

Presented by Rob Young,
Manager, Participant Engagement

- 2022 Contribution Limits
- SMART Plan reminders
- Questions

2022 **New** Contribution Limits

- The limit on elective deferrals has increased to **$20,500.**
- The age 50 catch-up amount for participants aged 50 remains at **$6,500**.
- The new limit for participants utilizing the Special Catch-up program is **$41,000.**

Reminders

- Catch-up authorization
- Refund Information

Special Catch-Up

GQ19OEDF
98966-01
D XXXX

Massachusetts Deferred Compensation SMART Plan
Employee Elected Deferrals

Run Date: 01/02/2009
Pay Date: 01/01/2009

1 SSN	2 Name	Employee Number	3 Hire Date	4 Before Tax	After Tax	5 50 +	Roth	Age Roth	6 Hardship End Date	7 Accelerated Code	8 Deferral End Date	9 Amount	10 Deferral Change Time Stamp	Default Ind
xxx-xx-xxxx	SMITH JR, WILLIAM B		09/21/1992	100.00$		Y				Catch-Up	12/31/2009	$24,000	12/17/2008	
xxx-xx-xxxx	SMITH, SAMUEL S		07/23/2004	15.00%		N							12/10/2008	
xxx-xx-xxxx	LAWSON, BEVERLY L		08/15/2003	0.00$		Y			06/04/2009				10/04/2008	

Totals: 3 employees

Note: The above employee(s)' elective-deferral changes cover the time period beginning 12/01/2008 through 12/31/2008. Once you verify this information, please begin payroll deductions according to your plan rules OR company guidelines.

Accelerated Code *(item 7)*

- When a participant elects the Special Catch-Up provision, a "Catch-Up" indicator is displayed
- *Employee must have this approval* before participating in Special Catch-up, including Sick/Vacation pay deferrals
- Enter amount and number of eligible years in the Savings Management Panel

Refund Procedure

- Submit excess contribution refund requests to Jane Waldron in the Cash Management Department of the State Treasurer's Office.
- Cash Management will forward corrections to Empower and provide authorization to process the refund.
- Empower will process a withdrawal from the participant's account and overnight a refund check to the Cash Management Department.
- Cash Management will forward refund check to the agency and arrange for a correction to the participant's payroll history via the Comptroller's Office.

Questions?

Thank you

YEAR END PROCESSING, W-2 DISTRIBUTION AND AFFORDABLE CARE ACT

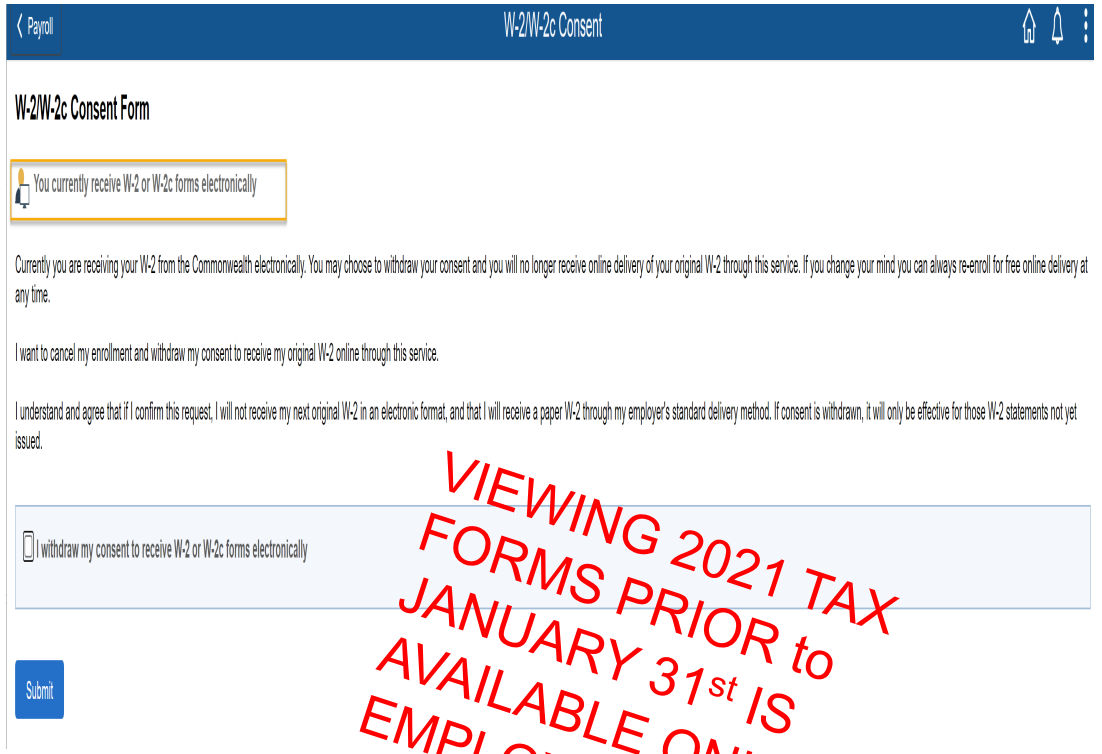
Kevin McHugh
Assistant Comptroller for Payments/Payroll

GO PAPERLESS!!

- All employees are encouraged to Go Paperless!!!
- Electronic delivery of Forms W-2 and 1095-C provides early access to forms (Helpful for students/parents applying for Financial Aid or for anyone to get your refund faster!!)
- Access is secure within HR/CMS Self-Service
- Lost, stolen, delayed or misplaced paper forms expose PII (Personally Identifiable Information) to possible fraud
- Electronic form allows you to “cut and paste” values into online tax preparation software

W-2/W-2C AND 1095-C CONSENT

- Employees can review the disclosures and sign up for secure, paperless delivery
- Self Service > Payroll > W-2/W-2c Consent
- Self Service > Benefits Details > Form 1095-C Consent
- To consent, select the checkbox and submit. If you already consented, then no further actions
- If the status is “Consent received.” or “You currently receive Form 1095-C statements electronically”, no further action is required



VIEWING 2021 TAX FORMS PRIOR to JANUARY 31st IS AVAILABLE ONLY TO EMPLOYEES THAT HAVE SUPRESSED THEIR W-2 and 1095 FORMS BY JANUARY 1, 2022

PAPERLESS W-2

★ **Not Great -Bottom 25%**

- BSD, CHE, CJT, DCR, EAS, FRC, MCA, MID, NFK, NSD, QCC, SDE, SDM, SDN, SDS, WOR

★ **Average- 25% to 50%**

- AGO, ALA, ANF, BBE, BCC, BHC, BRC, BRI, BSC, CAD, CCC, DCP, DFS, DMH, DMR, DOC, DOR, DOS, DOT, DPH, DPU, DYS, EDU, EED, EOL, ETH, FSC, GCC, GIC, HCC, HLY, HSD, LOT, MAS, MBT, MCB, MCC, MCD, MMA, MWC, NAC, NEC, NOR, NSC, NWD, PLY, POL, PST, RCC, REG, SCA, SDD, SDF, SDH, SDP, SEC, SRB, SSA, STC, SUF, TRC, WES, WSC

★ **Top performers 50% to 75%**

- ADD, AGR, APC, ART, ATB, BER, BLC, BSB, CDA, CHS, CME, CNB, CPC, CPI, CSC, CSW, DAA, DAC, DOB, DOE, DOI, DSS, EEC, EHS, ELD, ENE, ENV, EPS, EQE, FWE, HPC, HRD, ITD, LIB, MBC, MGC, MHL, MMP, MRC, OCD, OHA, ORI, OSD, PAR, PER, RGT, SAO, SDB, SDC, SDW, SEA, SJC, SOR, TAC, TRB, TRE, VET, WEL

★ **Over75% SUPER STARS!**

- CJC, HCF, HST, OCA, **OSC**, SBA, SDA, SDO, VWA

W-2 AND 1095-C DISTRIBUTION

★ **Paper Delivery:**

- Update "Home Address" by January 1st
- Mailed to employee's Home Address
- W2's Postmarked by January 31st
- Avoid using PO Box as "Home Address"

★ **Returns: Undeliverable Forms returned to CTR**

★ **Reprints:**

- Use HR/CMS Self-Service (All Employees have access regardless of Consent Status)
- Contact Department for W-2 prior to 2012

NEW BOX 14 VALUE CHANGES

NEW 2021 BOX 14 ID

BOX 14 - Please note: ID numbers have changed.		
ID	**Previously**	**W-2 Box ID Description**
Q	Q	Paid Family and Medical Leave Contribution
UA	Y	Retirement - Pre-Tax Federal
UB	Z	Health and Life Insurance - Pre-Tax
UC	O	Health Care Spending Account and HCSA Fee - Pre-Tax
UD	P	Parking and other Imputed Income
UE	S	Personal Use Auto - Imputed Income
UF	T	Housing Allowance - Imputed
UG	R	M.G.L. c. 3 s. 9C Expenses (Paid)

PREPARATION FOR TAX YEAR END

★ **The Last Pay Period for 2021 W-2 Reporting is 12/18/2021**

★ **Last pay period to correct:**

- **CAR and other non-cash taxable benefits**
- **All Taxes including Medicare and PFML**

★ **Review HMTAX010 Report for potential Medicare Tax Errors**

TAX YEAR END

- Receipt vouchers for pay period ending 12/4/2021 or earlier should be submitted to the Retirement Board by Dec 11th
- Receipt vouchers for pay period ending 12/18/2021 must be submitted to Retirement Board by Dec 27th

REMOTE WORK –PARKING BENEFITS

Reminders:

- ★Employer Parking Benefits are based on “Access” and not “Use”
- ★New hybrid work policies are in place do not constitute an exception
- ★Employee must surrender their Parking Benefits

DEFERRED COMPENSATION REFUNDS

- All “Deferrals-in-Error” or “Over Contributions” need to be refunded to the employee (cash in hand) prior to 12/31 in order to have the W-2 updated correctly

- Refund requests go to TRE c/o Jane Waldron jwaldron@tre.state.ma.us

FRINGE BENEFITS –EMPLOYER PROVIDED VEHICLE

- Includes an employee's use of an Employer-Provided Vehicle for business purposes which is also used for personal commuting

- Fringe Benefits must be added to an employee's federal and state taxable gross income and are subject to federal and state income tax withholding and Medicare taxes

EMPLOYER PROVIDED CAR BENEFIT

- ★ Non-cash payment included in Paycheck
- ★ Departments should be entering all CAR imputed income via HR/CMS by 12/10/2021
- ★ Period is November 1, 2020 to October 31, 2021
- ★ Code is “CAR” (amounts)
- ★ $1.50 per one way commute – or Amount Submitted by Employee on OSD Form
- ★ See OSD Memo posted on CTR Homepage

W-2 QUESTIONS

- ★Employee W-2 Questions should be referred to Employee's Payroll Office

- ★Office of the Comptroller's Statewide Payroll Team will help with any questions submitted by Department's Payroll Office

W-2 FORM CORRECTIONS

- Department submits ***Request for Correction Form*** and copy of original W-2 along with memo explaining reason for correction
- CTR will process in HR/CMS
- Employee will get a notification when available online in HR/CMS Self-Service

ACA EMPLOYEE REPORTING

★Employer Shared Responsibility (ESR)

- IRS Form 1095-C
- Employer is responsible to provide an offer of insurance only to ACA full-time employees for ACA full-time employee for any month of the year

★Minimal Essential Coverage (MEC)

- IRS Form 1095-B
- GIC plans are compliant with MEC for eligible employees
- Form includes information on both employee and beneficiaries' coverage

WHO WILL GET THE ACA FORM? WHAT WILL THEY SEE?

- Employees who work 30 or more hours a week on average or 130 or more hours a month during 2020
- If an employee does not meet the definition of ACA full-time during the year, they will NOT receive a form
- Box 14 – Offer of insurance
- Box 15 – Lowest cost employee self coverage
- Box 16 – Safe Harbors Affordability
- There will be NO information in Part III

PREVIEW OF 2022 TAX CHANGES

- ★ See CTR Tax Update Memo (Jan) for full list of changes
- ★ State Unemployment and EMAC
  - EMAC cap remains at $15,000
  - UI rate is 0.1% a decrease from current 0.4%
  - New rates take effect 1/1/2022
  - Data will come in The tax update memo
- ★ Qualified Transportation Fringe
  - The amounts that be excluded from Federal gross income for employer-provided Qualified transportation fringe benefits and qualified parking for 2022 will increase to $280/month
  - HOWEVER, the State Monthly Exclusion will increase to $285/month
  - DCAMM's Government Center FMV remains $438/month
  - DCAMM's Merrimac Street FMV will remain at $240/month (which is lower than the monthly exclusion - no taxable reporting)

2022 TAX CHANGES

★Transit Pass Exclusion

- The Federal monthly Exclusion for Transit pass for 2022 increases to $280
- The MA monthly Exclusion for Transit pass for 2022 increases to $150

★Standard deduction

- The standard deduction for married filing jointly rises to $25,900 for tax year 2022. For single taxpayers and married individuals filing separately, the standard deduction rises to $12,950, and for heads of households, the standard deduction will be $19,400

2022 TAX CHANGES

★PFML Contribution Rates

- Effective January, 1 2022 the new contribution rate on eligible employees will be 0.68%. This is a decrease from the current 0.75%
- As an employee of the Commonwealth of Massachusetts, your contribution will be 0.3434% of your wages during 2022; the Commonwealth will contribute the remaining of the remaining 0.3366% of the required 0.68%

★Maximum Benefit Amount

- Beginning in January 2022, the maximum total amount that an eligible employee can receive in PFML benefits will be $1084.31 per week. This is an increase from the current maximum benefit amount of $850.00

RESOURCE DOCUMENTS

- Annually, the IRS releases inflation-adjusted payroll amounts. This information can be found on the IRS website

  IRS provides tax inflation adjustments for tax year 2021 | Internal Revenue Service

- 26 CFR 601.602: Tax forms and instructions

  rp-20-45.pdf (irs.gov)

- Core users can sign up for news releases, tax law updates and general tax information at https://www.irs.gov/newsroom/e-news-subscriptions
- PFML tax changes: Paid Family and Medical Leave (PFML) overview and benefits | Mass.gov

QUALIFIED TRANSPORTATION & FLEXIBLE SPENDING ACCOUNTS

Victoria Manley
Benefit Strategies

GIC Flexible Spending Account (FSA) Programs

PUG Meeting Agenda December 8th, 2021

- ❑ Important Plan Year Dates
- ❑ New Hire Enrollments
- ❑ Status Change Process Overview
- ❑ Coordinator LOA form
- ❑ Refund/Reclassification Requests Overview
- ❑ Coordinator Termination Process Overview

benefit strategies LLC

Commonwealth of Massachusetts
Group Insurance Commission

GIC FY2021 Plan (Previous)

Plan Year: July 1, 2020 – June 30, 2021
Grace Period: ~~September 15, 2021~~ EXTENDED! **12/31/2021**
Claims Filing Deadline: ~~October 15, 2021~~ EXTENDED! **01/31/2022**

GIC FY2022 Plan (Current)

Plan Year: July 1, 2021 – June 30, 2022
Grace Period: September 15, 2022
Claims Filing Deadline: October 15, 2022

Submissions received after the **Claims Filing Deadline will not be accepted. Please remind employees of this**

HCSA $250-$2,750 **IRS Maximum HCSA election amount**

DCAP up to $5,000 per plan year **Maximum Per Pay Period: $96.15 Weekly ; $192.30 biweekly**

New Hire Enrollments

www.benstrat.com/gic-fsa/

60 day waiting period for HCSA benefit; refer to calendar for HCSA effective date for new hires. No waiting period for DCAP benefit; effective immediately from date of hire.

- Enrollments received after 21calendar days from the date of hire will be denied
- A confirmation email will be sent to GIC Coordinator to enter the enrollment into the payroll system
- If inaccurate effective dates and/or information is found –email Dataservices@benstrat.com

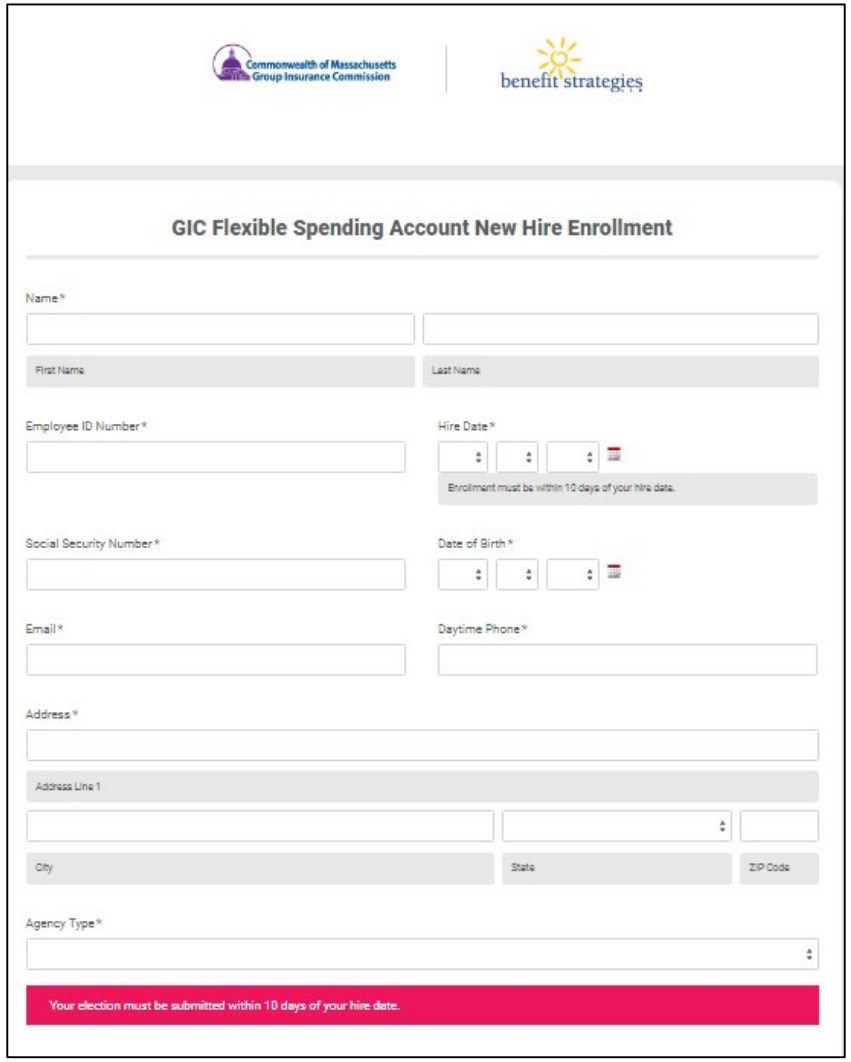
Reminder

All enrollment must be done online by the member
Employee completes election/enrollment e-form

Coordinator Reminders

- Make sure the number of payroll deductions are accurate for a mid-year enrollment
- Provide Guidance on FSA Benefit
- Provide FSA Member Handbook - **2022 GIC FSA Handbook**

E-Form for New Hire



Process Overview – Status Change Request form

www.benstrat.com/gic-fsa/

Member Submits Request

- Status Changes must be submitted by the participant within 60 calendar days after the event occurs
- Please direct employees to the status change form on our website
- If the employee is reporting start of LOA and would like Direct Bill or Pre-Pay –the form must be submitted/approved prior to the start date in order to qualify for these options.

Coordinator Approves/Denies

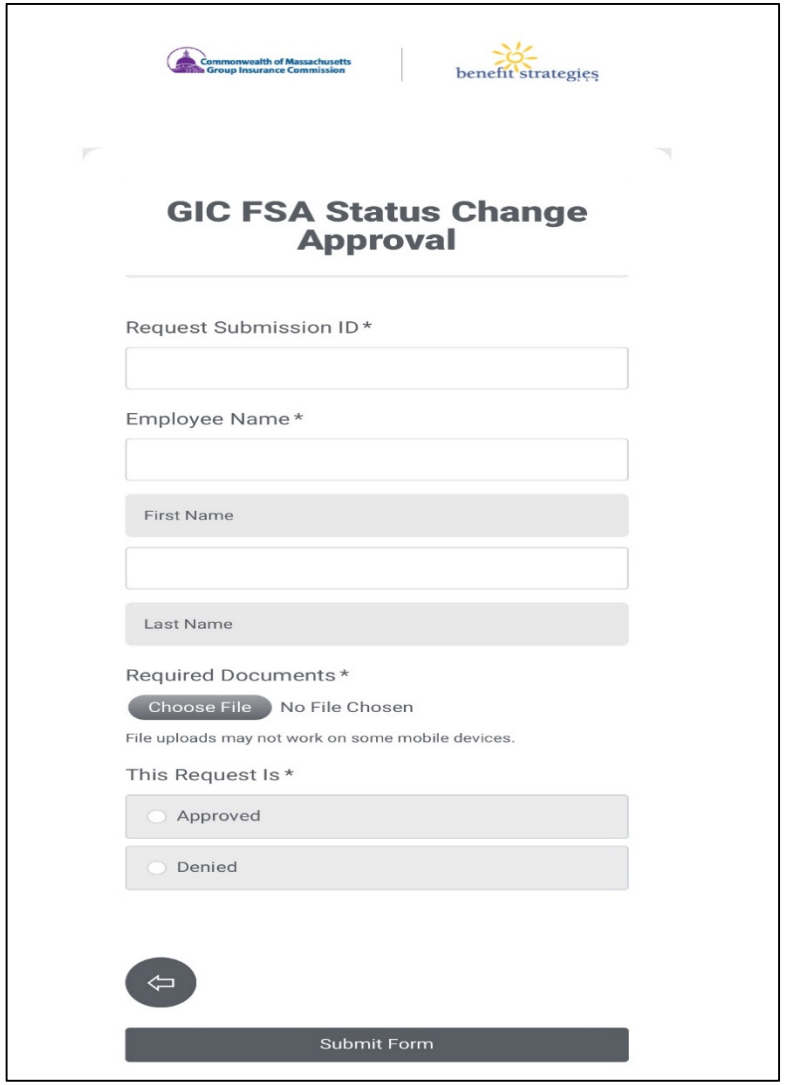
- Once the employee submits the request, the coordinator designated to your agency will receive an email with instructions on how to submit approval or denial

Coordinator Gathers and Uploads Documents

- Supporting documentation **is required** for all Status Changes and **must be uploaded by the coordinator when responding to the request**

- **The GIC Coordinator is responsible for updating payroll deductions accordingly.**

E-Form for Coordinator Approval



Coordinator LOA form

www.benstrat.com/gic-fsa/

Coordinators can report a participant's Start or End of Leave of Absence

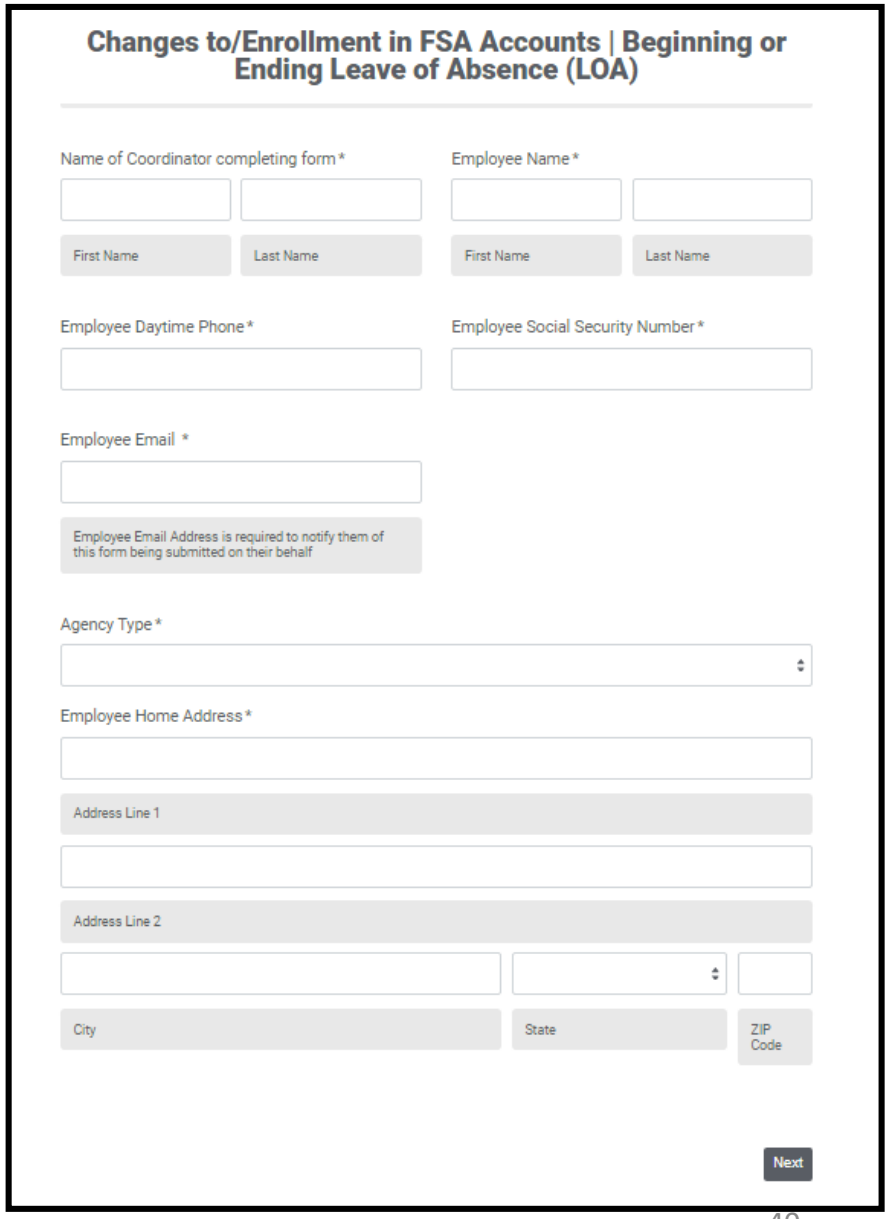
- Prior to submitting this form discuss all LOA options with the participant prior to the start of their leave
- When reporting the 'Start of LOA' it must be received prior to the first day of the leave in order to elect Direct Bill or Pre-Pay
- When reporting 'End of LOA' ensure you are also adjusting deductions in HRCMS if 'Pay Upon Return' was selected

Form can be found under Coordinator Resources:
https://www.benstrat.com/gic-fsa/

Coordinator Reminders

- This is not in place of the Status Change Request form. Participants are still able to report Start/End of LOA by submitting the Status Change Request form
- Multiple forms may be needed depending on the progression of the LOA ie paid to unpaid
- Supporting documentation/approval is not needed
- Notification email is sent to the participant once a form is submitted outlining what was selected

E-Form for Coordinator LOA form



Process Overview – Refunds and Reclassification

www.benstrat.com/gic-fsa/

Agency Coordinator Submits Request

- Refund and Reclassification requests must be submitted using the online form, on our website, under Coordinator Resources section
- Must be submitted within 60 calendar days of the first deduction taken in error
- **You must provide details –**assume the reader has no information on the case/situation
- **If inadequate details are provided, you risk denial of the request**

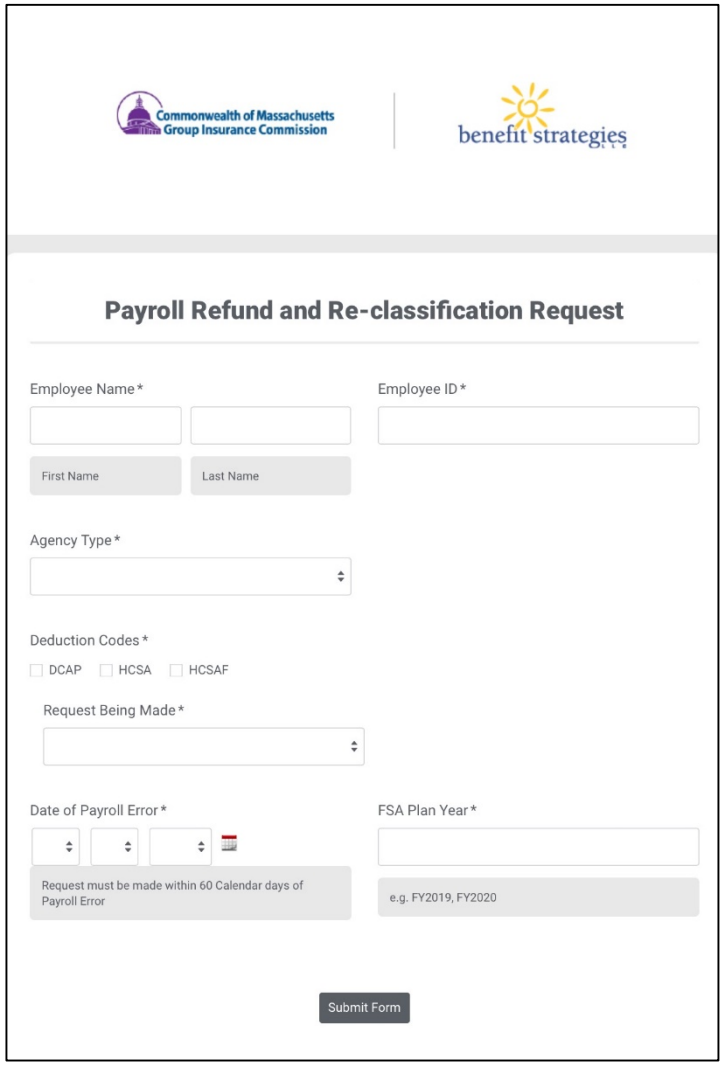
GIC Approves/Denies

- GIC is sent requests bi-weekly for approval/denial.
- There is no appealing the GIC decision

Notice of Approval/Denial Sent to Coordinator

- Coordinators receive an email informing them of the approval/denial.
- **You must communicate this to your employee**
- **You may not change or stop deductions unless you have received approval/denial confirmation**

E-Form for Refund and Reclassification requests



Process Overview – Coordinator Termination Form

www.benstrat.com/gic-fsa/

E-Form for Coordinator Termination

E-Form for coordinators to report end of state employment on behalf of FSA participants

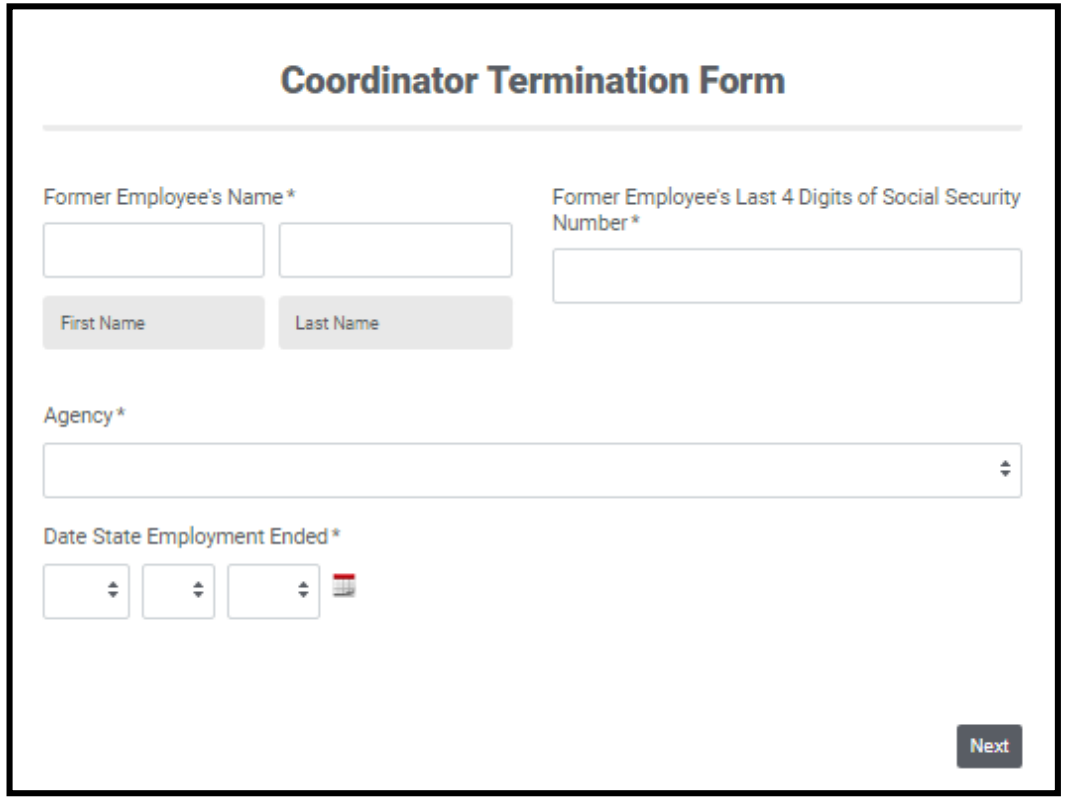
Form is ONLY used when employee has already ended employment and did not submit a Status Change form

Form can be found on our website, under “Coordinator Resources” Section here: www.benstrat.com/GIC-FSA/

****As a reminder****

When an employee terminates employment their debit card is shut off & they will only be able to submit manual claims for services incurred on or before their last date of employment

Job Aid available on Benefit Strategies website



Commonwealth Commuter Programs

PUG Meeting Agenda December 8th, 2021

- ❑ Benefit Strategies Website
- ❑ Enrollment Form -Enrollments, Changes, Drops
- ❑ Transfer Form
- ❑ FY22 Transit Process
- ❑ FY22 Parking Process

benefit strategies LLC

Benefit Strategies Website

www.benstrat.com/clients/Commonwealth/

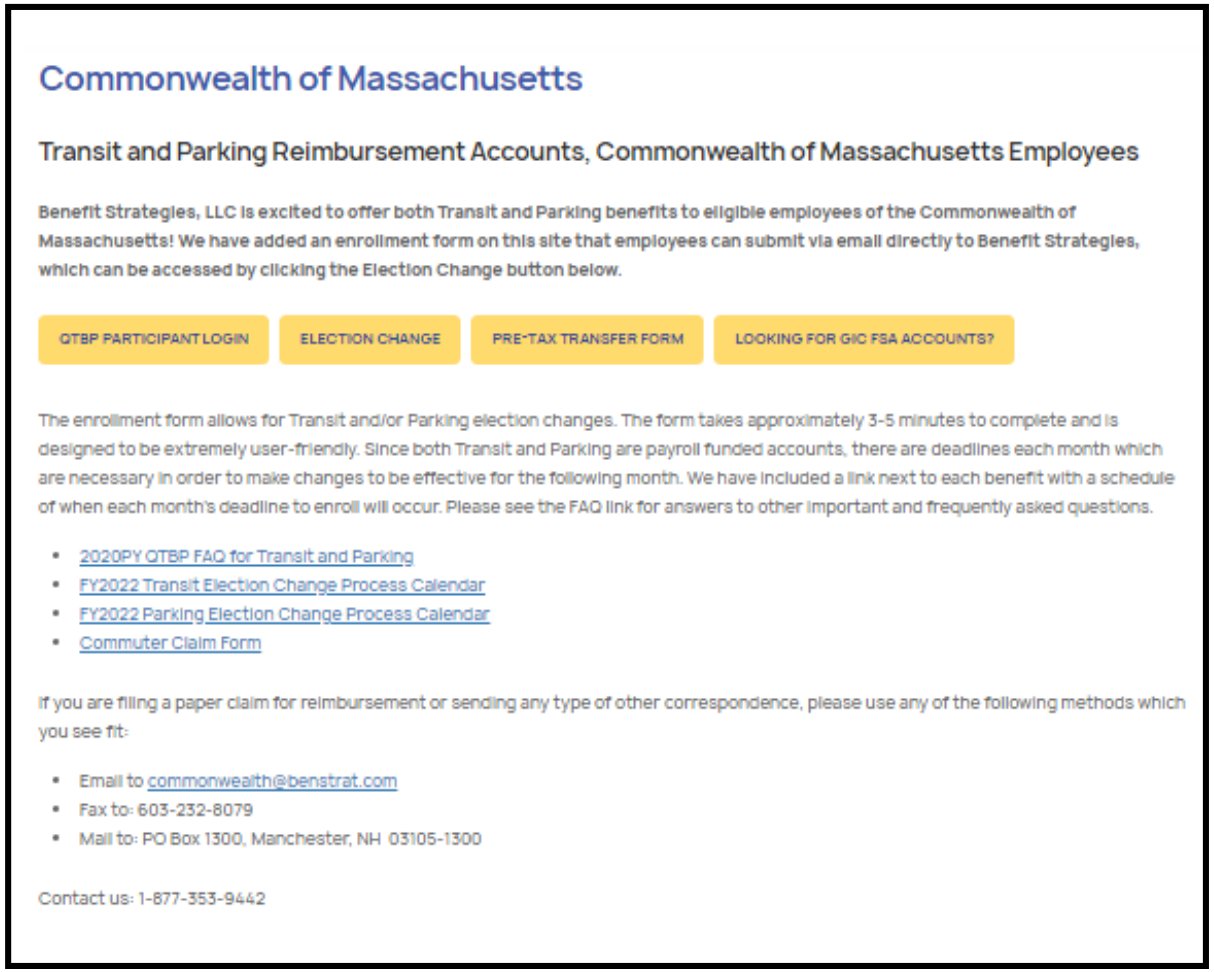
The Commonwealth of Massachusetts Commuter Transit & Parking benefits have their own dedicated page: https://www.benstrat.com/clients/commonwealth/

Items found on this page are:

- Member login page
- Direct link to the election change E-Form
- FAQ
- Commuter Claim Form
- Process calendars

Reminder:

It's All Online! No Paper Forms will be accepted!



Commonwealth of Massachusetts

Transit and Parking Reimbursement Accounts, Commonwealth of Massachusetts Employees

Benefit Strategies, LLC is excited to offer both Transit and Parking benefits to eligible employees of the Commonwealth of Massachusetts! We have added an enrollment form on this site that employees can submit via email directly to Benefit Strategies, which can be accessed by clicking the Election Change button below.

QTBP PARTICIPANT LOGIN | ELECTION CHANGE | PRE-TAX TRANSFER FORM | LOOKING FOR GIC FSA ACCOUNTS?

The enrollment form allows for Transit and/or Parking election changes. The form takes approximately 3-5 minutes to complete and is designed to be extremely user-friendly. Since both Transit and Parking are payroll funded accounts, there are deadlines each month which are necessary in order to make changes to be effective for the following month. We have included a link next to each benefit with a schedule of when each month's deadline to enroll will occur. Please see the FAQ link for answers to other important and frequently asked questions.

- 2020PY QTBP FAQ for Transit and Parking
- FY2022 Transit Election Change Process Calendar
- FY2022 Parking Election Change Process Calendar
- Commuter Claim Form

If you are filing a paper claim for reimbursement or sending any type of other correspondence, please use any of the following methods which you see fit:

- Email to commonwealth@benstrat.com
- Fax to: 603-232-8079
- Mail to: PO Box 1300, Manchester, NH 03105-1300

Contact us: 1-877-353-9442

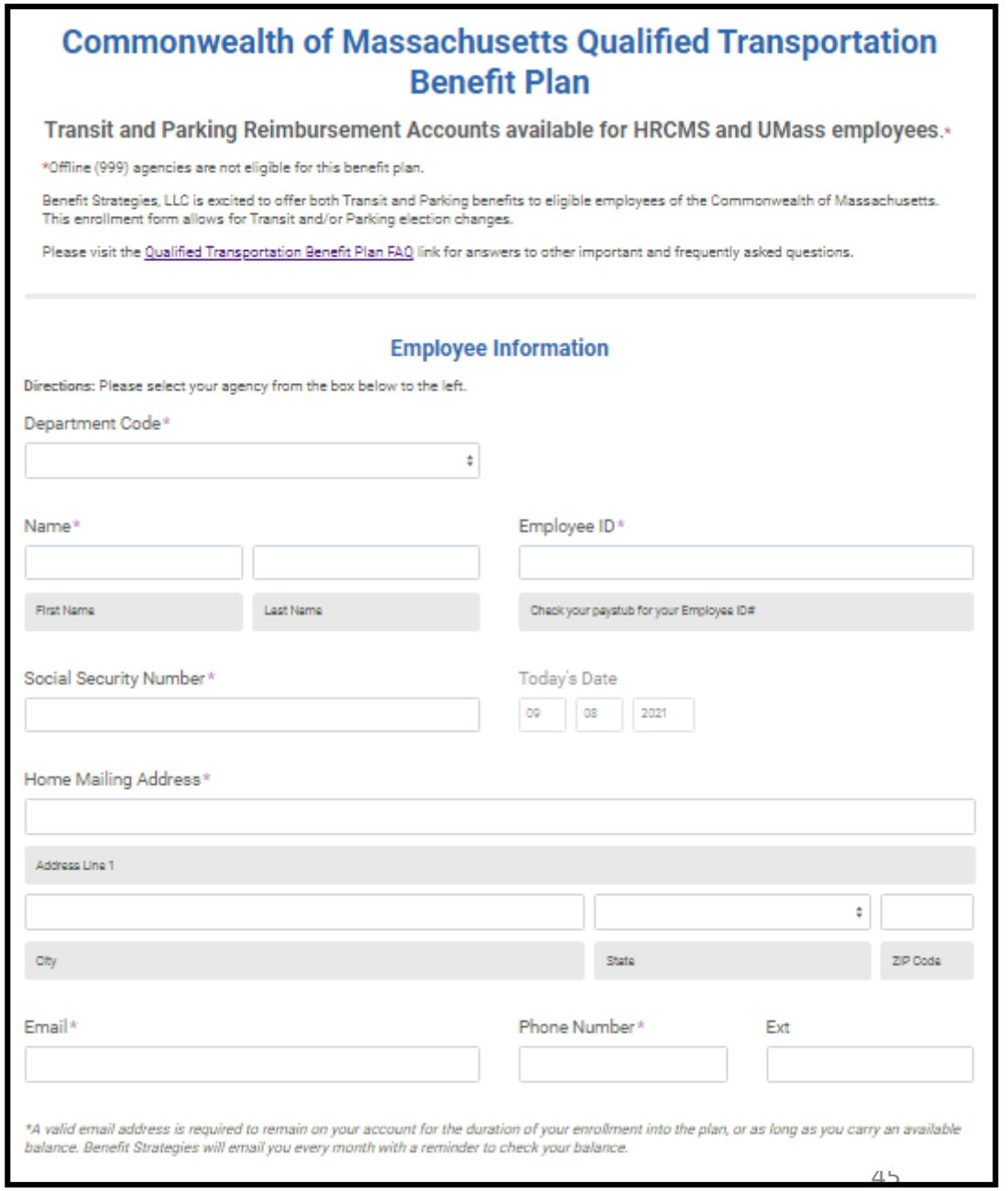
Enrollment Form - Enrollments, Changes, Drops

www.benstrat.com/clients/Commonwealth/

- To enroll, make changes, or drop out – members must complete the Online Election Change E-Form
- E-Form can be found on our website - here
- Members are encouraged to review the Process Calendars for important deadlines
- If the agency coordinator receives an email notification for an employee that does not belong to their agency, please alert Benefit Strategies immediately –forward the email to commonwealth@benstrat.com
- If a form is not filled out completely–you will not receive the notification email. Instead, you will receive an email informing you of this with instructions to provide to the employee

The IRS Pre-Tax Transit and Parking limit for 2021 tax year is $270.00 per month

The IRS Pre-Tax Transit and Parking limit will increase for the 2022 tax year: $280.00 per month



Commonwealth of Massachusetts Qualified Transportation Benefit Plan

Transit and Parking Reimbursement Accounts available for HRCMS and UMass employees.*

*Offline (999) agencies are not eligible for this benefit plan.

Benefit Strategies, LLC is excited to offer both Transit and Parking benefits to eligible employees of the Commonwealth of Massachusetts. This enrollment form allows for Transit and/or Parking election changes.

Please visit the Qualified Transportation Benefit Plan FAQ link for answers to other important and frequently asked questions.

Employee Information

Directions: Please select your agency from the box below to the left.

Department Code*

Name* — First Name, Last Name

Employee ID* — Check your paystub for your Employee ID#

Social Security Number*

Today's Date — 09 08 2021

Home Mailing Address* — Address Line 1

City, State, ZIP Code

Email*

Phone Number*

Ext

*A valid email address is required to remain on your account for the duration of your enrollment into the plan, or as long as you carry an available balance. Benefit Strategies will email you every month with a reminder to check your balance.

Transfer Request Form

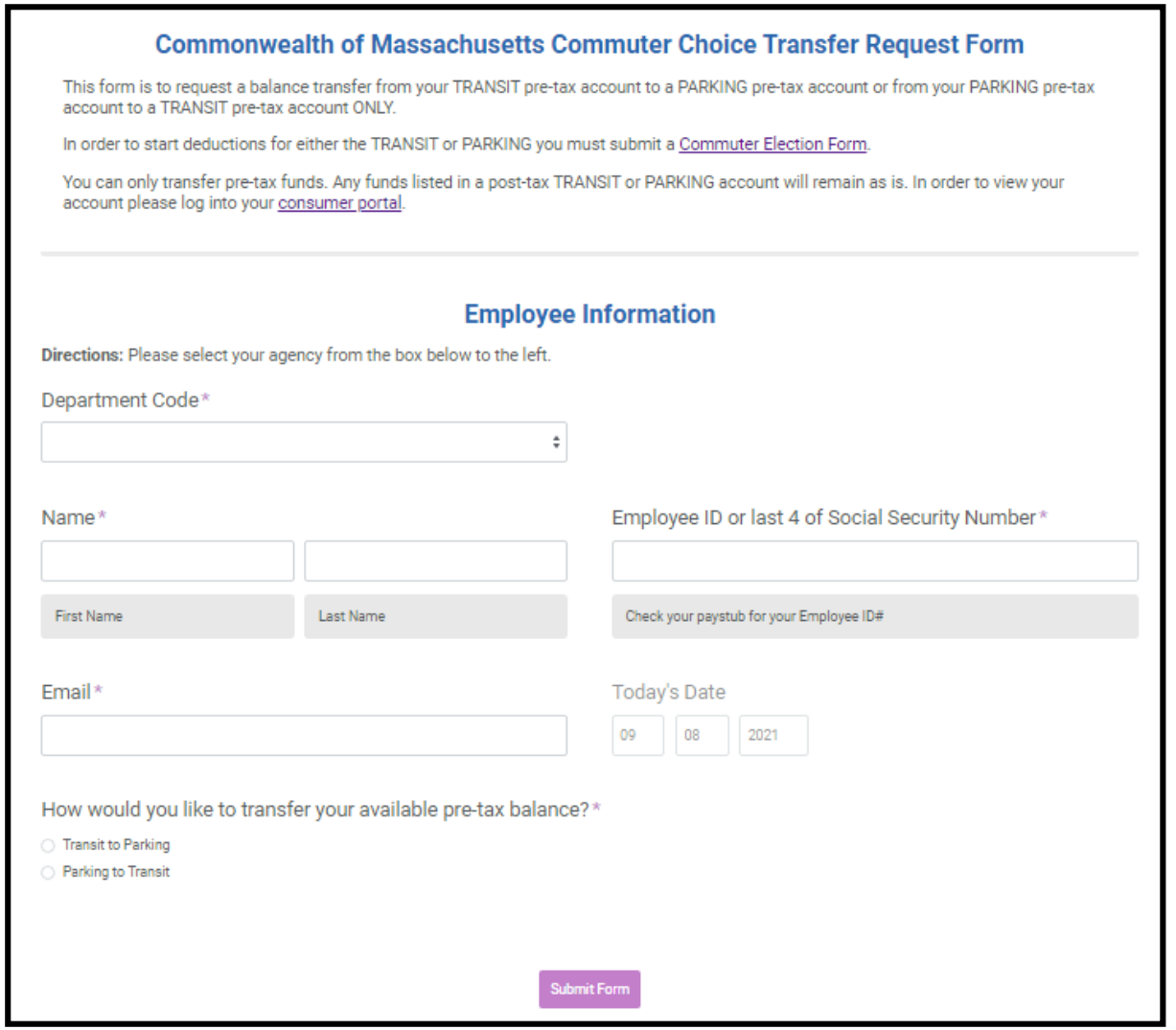
www.benstrat.com/clients/Commonwealth/

Employees can transfer funds from their pre-tax transit account to a pre-tax parking account or vice versa depending on how they will be commuting back to the office.

This form does not start or stop deductions. An enrollment form will need to be submitted as well

E-Form can be found on our website - here

Please remind your employees if they wish to transfer funds it must be completed by the end of this calendar year as the form will expire then.



Commonwealth of Massachusetts Commuter Choice Transfer Request Form

This form is to request a balance transfer from your TRANSIT pre-tax account to a PARKING pre-tax account or from your PARKING pre-tax account to a TRANSIT pre-tax account ONLY.

In order to start deductions for either the TRANSIT or PARKING you must submit a Commuter Election Form.

You can only transfer pre-tax funds. Any funds listed in a post-tax TRANSIT or PARKING account will remain as is. In order to view your account please log into your consumer portal.

Employee Information

Directions: Please select your agency from the box below to the left.

Department Code*

Name*

First Name | Last Name

Employee ID or last 4 of Social Security Number*

Check your paystub for your Employee ID#

Email*

Today's Date

09 | 08 | 2021

How would you like to transfer your available pre-tax balance?*

- Transit to Parking
- Parking to Transit

Submit Form

FY22 Transit Process Calendar

www.benstrat.com/clients/Commonwealth/

2022FY TRANSIT Election Change Process Calendar

The deadline to submit for the January 2022 Election Change E-Form was 12/01/21 for the TRANSIT benefit.

This benefit month was processed via payroll on 12/07/21 and will reflect in the 12/10/21 paycheck.

Funds will be credited to the debit card on 12/20/21 to be used for the January benefit month.

TRANSIT ELECTION CHANGE PROCESS CALENDAR

07/01/21-06/30/22 Plan Year

Benefit Month	Requests Received by Benefit Strategies	Payroll Process Date	Paycheck Date	Funds Credited To Debit Card
July 2021	Weds. 06/02/21	06/08/21	06/11/21	06/20/21
August 2021	Weds. 06/30/21	07/06/21	07/9/21	07/20/21
September 2021	Weds. 08/11/21	08/17/21	08/20/21	08/20/21
October 2021	Weds. 09/08/21	09/14/21	09/17/21	09/20/21
November 2021	Weds. 10/06/21	10/12/21	10/15/21	10/20/21
December 2021	Weds. 11/03/21	11/9/21	11/12/21	11/20/21
January 2022	Weds. 12/01/21	12/07/21	12/10/21	12/20/21
February 2022	Weds. 12/29/21	01/04/22	01/07/22	01/20/22
March 2022	Weds. 02/09/22	02/15/22	02/18/22	02/20/22
April 2022	Weds. 03/09/22	03/15/22	03/18/22	03/20/22
May 2022	Weds. 04/06/22	04/12/22	04/15/22	04/20/22
June 2022	Weds. 05/04/22	05/10/21	05/13/22	05/20/22

FY22 Parking Process Calendar

www.benstrat.com/clients/Commonwealth/

2022FY PARKING Election Change Process Calendar

The deadline to submit for the January 2022 Election Change E-Form is 12/15/22 for the PARKING benefit.

This benefit month will be processed via payroll on 12/21/21 and will be reflected in the 12/23/21 paycheck.

Funds will be pre-funded to the debit card on 12/20/21**

The amount pre-funded each month is based on the previous month's benefit amount **IF the processing date is later than the 20th**

PARKING ELECTION CHANGE PROCESS CALENDAR

07/01/21-06/30/22 Plan Year

Benefit Month	Requests Received by Benefit Strategies	Payroll Process Date	Paycheck Date	Funds Credited To Debit Card
July 2021	Weds. 06/16/21	06/22/21	06/25/21	06/20/21
August 2021	Weds. 07/14/21	07/20/21	07/23/21	07/20/21
September 2021	Weds. 08/25/21	08/31/21	09/03/21	08/20/21
October 2021	Weds. 09/22/21	09/28/21	10/01/21	09/20/21
November 2021	Weds. 10/20/21	10/26/21	10/29/21	10/20/21
December 2021	Weds. 11/17/21	11/23/21	11/26/21	11/20/21
January 2022	Weds. 12/15/21	12/21/21	12/23/21	12/20/21
February 2022	Weds. 01/12/22	01/18/22	01/21/22	01/20/22
March 2022	Weds. 02/23/22	03/01/22	03/04/22	02/20/22
April 2022	Weds. 03/23/22	03/29/22	04/01/22	03/20/22
May 2022	Weds. 04/20/22	04/26/22	04/29/22	04/20/22
June 2022	Weds. 05/18/22	05/24/22	05/27/22	05/20/22

Contact Information for Employees:

Mon → Thurs: 8:00am – 6:00pm ET

Friday: 8:00am – 5:00pm ET

(Automated system available at all times)

Text-To-Chat: 1-877-353-9442

Email: Commonwealth@benstrat.com

Toll Free: 1-877-353-9442

Language translation services available

Fax: 603-232-8079

Contact Information for Coordinators:

Account Manager: Victoria Manley

Email: vmanley@benstrat.com

benefit strategies LLC

Have Questions?

We've got you covered.

HEALTH AND SAFETY

Eduardo Canton
Statewide Payroll Officer

HEALTH AND SAFETY MODULE

- Assists departments to comply with both State and Federal orders
- Executive Departments should not use the module at this time. Executive Departments authorized users will be notified in the near future
- Enables ADA Coordinators, Diversity Officers and Health Care Coordinators to manage vaccine information and exemption (medical or religious) under a Health Card for employees
- Health and Safety tile has been added to Employee Self Service

HEALTH AND SAFETY COORDINATOR

- The Health & Safety Coordinator will be able to view who has reported a vaccination or employees who are outstanding
- This secured module will only be available to a limited number of designated users
- Each agency who currently has the Disability role in HR/CMS will automatically receive access
- The Health & Safety Coordinator will need to complete the security form, HR/CMS Health and Safety Access Request Form to request access for the Health Card

SUPPORT TO DEPARTMENTS

- For departments who would like to have their employee's vaccination records Mass Updated on the employee's side, a new Mass Update will be available on or around December 9, 2021.
- Reporting will be available for querying in the near future
- For more information, please review the new Health and Safety job aid located in the HR/CMS Knowledge Center under Human Resources Job Aids-Miscellaneous Human Resources
- If you need assistance, please file a ServiceNow Ticket with the appropriate HR/CMS group

WHAT'S NEW

Nicole Buccheri
Metro Credit Union

METRO
CREDIT UNION

December 2021 Updates

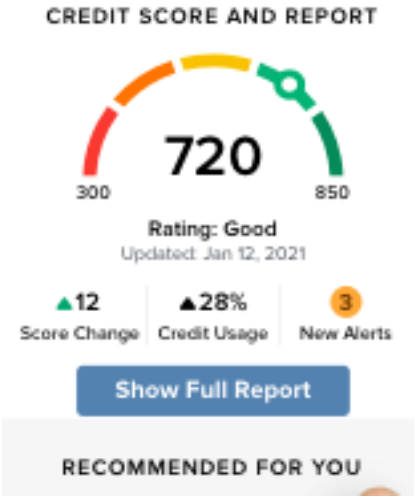
Metro Credit Union will acquire four of the East Boston Savings Bank branch locations that Rockland Trust previously announced would be closing.

- 960 Morrissey Boulevard, Dorchester
- 1985 Centre Street, West Roxbury
- 50 Summit Drive, Burlington
- 108 Main Street, Melrose

In addition: a new office will open in Reading and Peabody.

Let Metro CU help you Re-evaluate your finances in 2022

- Financial Wellness Programs – request employee seminars on topics like Mortgages, Personal Finance, Credit, Family Finances, ID Theft.
- Metro Insurance advisors- Shop and compare your insurance rates with over 40 carriers.
- Monitor your Credit- with Metro iBanking
- Saving and Checking for emergencies



Metro Gives Back for the Holidays

Thanksgiving Basket Drive

Metro Gives Back for the Holidays

Salvation Army Angel Tree Toy Drive

Still time to order at: www.metrocu.org/ma-state-employees

ORDER: 2022 Payroll Calendar →

PRINT: 2022 Payroll Calendar →

Always Available to You:

Mary Holland, CCUFC
Sr. Business Development Officer
mholland@metrocu.org
877-MY-METRO ext. 3504

Nicole Buccheri, CCUFC
Business Development Officer
nbuccheri@metrocu.org
877-MY-METRO ext. 5519

DEPARTMENT UPDATES

Eduardo Canton
Statewide Payroll Officer

DEPARTMENT REMINDERS

- ★Job Aids are available for processing Non-Resident Alien employees
- ★Process timely transactions for all hires
- ★DO NOT hire without a valid SSN.
  If HR/CMS prompts occur with “employee exists” then add an Employment Instance using the existing EMPLID. DO NOT create another EMPLID with the same SSN
- ★Before transferring employees using Manage Transactions in HR/CMS, departments should always contact the transferring agency.
  The Transfer Contact list is located on the HR/CMS Knowledge Center

W-4 FORM

★ **Who submits a new W-4?**

- ❑ All 2022 new hires
- ❑ Anyone who has a withholding change
- ❑ Anyone who claims exempt from withholdings

★ **The IRS recommends all others perform a Paycheck Checkup to withhold the right amount.**

★ **https://www.irs.gov/paycheck-checkup Users will need current pay advice and tax return**

SELF-SERVICE W-4 SUBMISSION

- After selecting the Submit button, employees will be asked to verify their identity
- They should enter their login password and select the Continue button
- The Submit Confirmation Notice informs employees that this action only updates their Federal Tax Data. If they need to update their M-4, they will need to submit a paper request to the ESC or their local Payroll Office

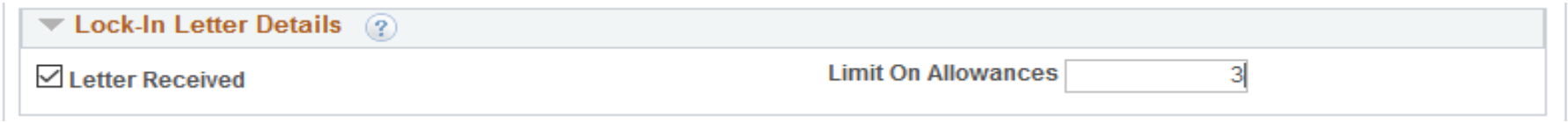
W-4 RE-CERTIFICATION FOR EXEMPT EMPLOYEES

- Employees who claim exempt must re-certify their status every year
- Employees will receive a system generated e-mail reminding them that they have to re-certify their status or they will be reset
- The Comptroller's Office will monitor exempt employees to ensure that they have valid e-mail addresses in HR/CMS

LOCK-IN LETTERS

- If the IRS determines that an employee does not have enough withholding, they will require and increase in the amount of withholding tax by issuing a “lock-in” letter that specified the maximum number of withholding allowances permitted for the employee

- Core users will continue to be able to “lock-in” employee records preventing employees from increasing their withholdings



PAID FAMILY MEDICAL LEAVE

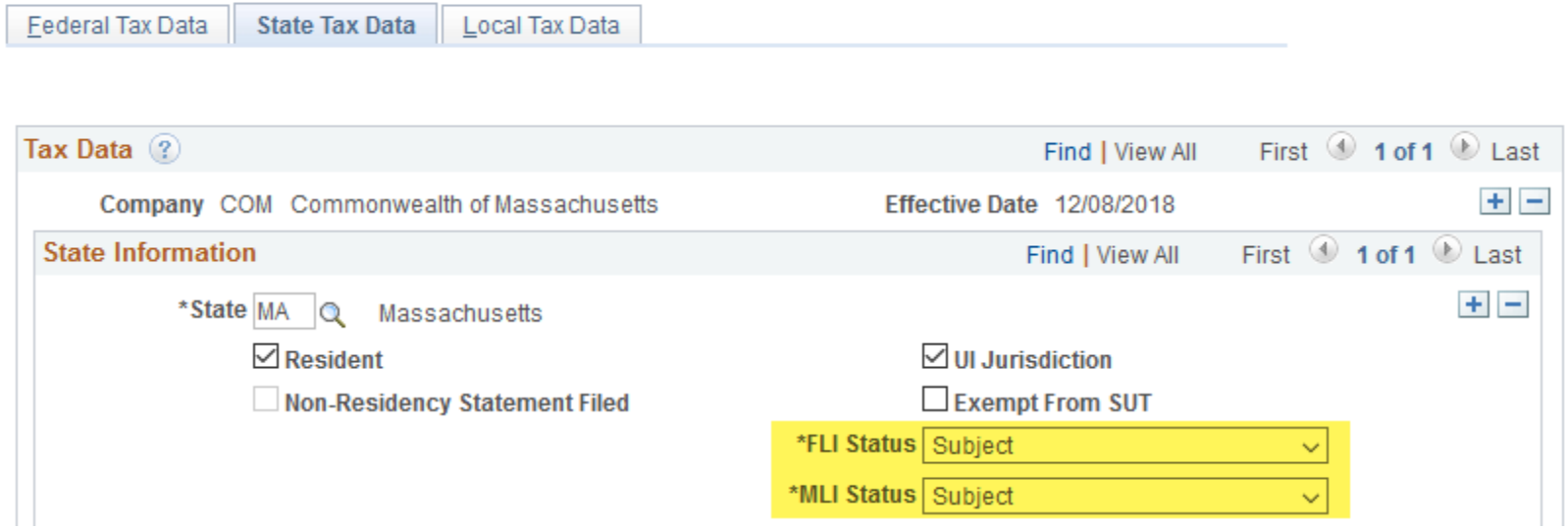
- There are three statuses for PFML:
  1. Exempt
  2. Paid by Department
  3. Subject

- New Hires will default to “Subject” and require departments to manage

- When handling “shared” employees departments should confirm with other department for specific status

PFML TAX DATA PANEL

- ★Exempt from SUT/UI = Exempt from PFML
- ★The data is available in CIW Table
- ★dbo_ps_state_tax_data. The key fields are sut_exempt, fli_status, and mli_status



ACCESS TO DUA ONLINE

- Departments should not contact DUA directly
- Email requests to StatewidePayroll@mass.gov
- Requester will receive an “UI Online User Profile Designation Form”
- The form must be completed and signed by an Authorized signatory
- Scan and e-mail the completed and signed form to StatewidePayroll@mass.gov

DUA ACCESS

- Please do not forward the form to DUA. Doing so will result in a delay of the user getting access as DUA does not give access to users from Departments within the Commonwealth

- Upon receipt of the form, the Statewide Payroll Team will initiate a user profile. When completed, the user will receive a system generated e-mail with instructions.
  Please note that the link is only good for 96 hours.

PFML PORTAL ACCESS

- CTR maintains a list of PFML point of contacts(POC) by department

- Any changes to POCs must be communicated to CTR via email to statewideparyoll@mass.gov in order to gain access to the PFML portal

QUESTIONS

HAPPY
HOLIDAYS