



# HR NEWSLETTER

Human Resources Headlines and Highlights



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Wondering who those new faces and voices are at JSU? Take a look at the new employee list for August and September.

# JSU Opts Out of Payroll Tax Holiday

*"The payroll tax holiday initiative only defers the collection of social security taxes; it does not eliminate them."*

On August 8, as part of COVID-19 relief, President Trump issued an executive order (Notice 2020-65) to defer the 6.2 percent employee Social Security Tax until the end of the year, beginning September 1, 2020. The tax deferment allows employers to suspend the collection of Social Security payroll taxes for employees making less than \$2,000 weekly or \$4,000 bi-weekly (\$104,000 annually).

This deferment could mean extra money in your paycheck over the next few months. However, the payroll tax holiday initiative only *defers* the collection of social security taxes; it does not *eliminate* them. A social security tax deferment of \$100 per pay period in 2020 means that, in 2021, the employee is responsible for paying the \$100 social security taxes typically deducted from their paycheck in addition to the \$100 per pay period of taxes that were deferred.



On September 18, the Department of Human Resources issued a memorandum stating "Jackson State University will not implement the tax deferral, choosing instead to continue to withhold and remit to the government the payroll taxes required by law." The memo included two primary reasons the University has declined implementation of the payroll tax holiday:

1. This is a temporary cut and employees are responsible for paying the deferred taxes back between January and April of 2021. Essentially employees' social security tax will double during the repayment period.
2. There are major challenges to implementing the initiative. One challenge is that JSU will be responsible for any deferrals that the university is not able to collect from employees who have separated from the university during the deferment period.

Deferred Social Security taxes will be collected in 2021, unless Congress decides to eliminate the tax debt. The Department of Human Resources stated, "We believe this decision [to continue withholding social security taxes] is in the best interest of our employees and Jackson State University."

# Health Insurance Premiums Increase For School and State Employees



**E**ffective January 1, 2021, health insurance premiums for school and state employees will increase. A health insurance premium is a monthly fee paid to an insurance company or health plan to provide health coverage. The table below outlines the new health insurance premium rates for both legacy and horizon employees disseminated in a campus-wide memo September 29, 2020. (Review the memo for complete details.)

Employees are also encouraged to review the “Know Your Benefits” newsletter mailed to their home address from the State and School Employees’ Health Plan regarding changes that will be effective January 2021.

A 2021 Plan Document (PD), which contains benefits, plan provision, and eligibility guidelines, will be available online at <https://knowyourbenefits.dfa.ms.gov/>. For more information, contact Keunta McPhearson at [keunta.m.mcphearson@jsums.edu](mailto:keunta.m.mcphearson@jsums.edu).

## Health Insurance Premium Rates: Effective January 1, 2021

### Legacy Employees Hired Before 1/1/2006

Active Employees	Base Plan	
	2021 Premium Increase	2021 Employee Increase
Plan Type		
Employee Only	\$11.00	\$0.00
Employee + Spouse	\$23.00	\$12.00
Employee +Spouse & Child(ren)	\$30.00	\$19.00
Employee + Child	\$14.00	\$3.00
Employee + Child	\$19.00	\$8.00

### Legacy Employees Hired Before 1/1/2006

Active Employees	Select Plan	
	2021 Premium Increase	2021 Employee Increase
Plan Type		
Employee Only	\$11.00	\$0.00
Employee + Spouse	\$25.00	\$14.00
Employee +Spouse & Child(ren)	\$32.00	\$21.00
Employee + Child	\$16.00	\$5.00
Employee + Child	\$21.00	\$10.00

### Horizon Employees Hired After 1/1/2006

Active Employees	Base Plan	
	2021 Premium Increase	2021 Employee Increase
Plan Type		
Employee Only	\$11.00	\$0.00
Employee + Spouse	\$23.00	\$12.00
Employee +Spouse & Child(ren)	\$30.00	\$19.00
Employee + Child	\$14.00	\$3.00
Employee + Child	\$19.00	\$8.00

### Horizon Employees Hired After 1/1/2006

Active Employees	Select Plan	
	2021 Premium Increase	2021 Employee Increase
Plan Type		
Employee Only	\$12.00	\$1.00
Employee + Spouse	\$26.00	\$15.00
Employee +Spouse & Child(ren)	\$33.00	\$22.00
Employee + Child	\$17.00	\$6.00
Employee + Child	\$22.00	\$11.00

# JSU's 2020 Benefits Fair Goes Virtual

Jackson State University remains flexible and focused on the health of its faculty and staff during COVID-19 by moving its 2020 benefits fair online.

The virtual benefits fair and open enrollment is scheduled for October 1-31, 2020 for the plan year January 1, 2021- December 31, 2021. During this time, employees will have access to valuable, real-time, information from participating vendors to assist in electing or changing options to the cafeteria plan, health, dental, vision, and all other supplemental benefits options. All elections must be submitted no later than October 31, 2020, at 5:00 pm. All changes are effective on January 1, 2021.

In 2019, over 300 JSU employees participated in the benefits fair. When employees were asked to rate last year's event, 95% of the respondents rated it either excellent or good. One employee commented, "*The benefits fair is very essential and it helps me make the right choice of benefits that fit me and my family's needs*".

The 2020 virtual benefits fair will continue to meet employees' needs while providing the opportunity to select and change benefits and cafeteria plan options from the comfort of their desks.

Visit the virtual benefits at <https://www.jsums.edu/humanresources/registration-jsu-virtual-benefits-fair-2020/>.

**JSU** | JACKSON STATE UNIVERSITY®  
**2020**  
**VIRTUAL BENEFITS FAIR AND OPEN ENROLLMENT**  
**CLICK HERE TO ENTER**  
**Dates**  
**October 1 - 31, 2020**

- ENROLL/MAKE CHANGES TO EMPLOYEE BENEFITS
- COMMUNICATE WITH VENDOR REPRESENTATIVES

Department of Human Resources  
1400 J.R. Lynch Street  
College of Business  
5th Floor  
Jackson, MS 39217  
601.979.2015  
hrservices@jsums.edu

# Calling All Leaders: What's Your Leadership Style?

*Be the kind of leader  
you would follow.*

Good leadership is a highly valued commodity and is imperative to a successful organization. However, you don't necessarily need an "official title" to be a leader. You may show leadership when working on a team project or when presenting

ideas during a staff meeting. When you think of yourself as a leader, which group of character traits below would you say best describes your leadership style? Are you the kind of leader you would follow?

## Coaching Leader

- Supportive
- Offer guidance instead of giving commands
- Value learning as a way of growing
- Ask guided questions
- Balance relaying knowledge and helping others find it themselves
- Self-aware

## Visionary Leader

- Persistent and bold
- Strategic
- Risk-taking
- Inspirational
- Optimistic
- Innovative
- Magnetic

## Servant Leader

- Motivates your team
- Have excellent communication skills
- Personally care about your team
- Encourage collaboration and engagement
- Committed to helping your team grow professionally

## Autocratic Leader

- Have self-confidence
- Are self-motivated
- Communicate clearly and consistently
- Follow the rules
- Are dependable
- Value highly structured environments
- Believe in supervised work environments

## Laissez-faire Leader

- Effectively delegate
- Believe in freedom of choice
- Provide sufficient resources and tools
- Will take control if needed
- Offer constructive criticism
- Foster leadership qualities in your team
- Promote an autonomous work environment

## Democratic or Participative Leader

- Value group discussions
- Provide all information to team when making decisions
- Promote a work environment where everyone shares their ideas
- Rational
- Flexible
- Good at mediation

# HR ANNOUNCEMENTS



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## HUMAN RESOURCES PROCESSES DURING COVID-19

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For the protection and safety of all, Human Resources will continue working by appointment only. If you are a current employee and need to speak with someone in HR, we ask that you make contact via phone or e-mail with the person you would like to meet with first and make arrangements for a visit, if necessary.

If you are not sure whom to speak to, contact our main line at 601-979-2015 or you can email our department email address at [hrservices@jsums.edu](mailto:hrservices@jsums.edu).

Please note that face coverings are required to enter Human Resources.

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## PERSONAL VISITORS ON JSU CAMPUS

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While sympathetic to working parents and children attending virtual school during this COVID-19 pandemic, we are asking employees to refrain from bringing their children to work. Supervisors are encouraged to approve accommodations as much as possible. Refer to policy 2.11.16 *Visitors in the Workplace* in the staff handbook.

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## STUDENT WORKERS NEEDED

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The Student Employment Center needs your help with placing hundreds of students in various departments on campus to work as Federal Work-Study, Work-Aid, and Graduate Assistants. Please email LaShawnda McGowan ([lashawnda.d.mcgowan@jsums.edu](mailto:lashawnda.d.mcgowan@jsums.edu)) to request student employees. We do ask that you provide a job description, number of students needed, and the name and J-number of the student supervisor and supervisor proxy for your area. If you have questions, please feel free to contact us at 601-979-7120.

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## NEW POINT-OF-CONTACT FOR EPAFS/PAFS

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For information regarding personnel action forms, please contact Denise Williams, HRIS Analyst, at 601-957-2015 or [denise.a.williams@jsums.edu](mailto:denise.a.williams@jsums.edu).



# Welcome New Employees



(AUGUST & SEPTEMBER 2020)

Name	Title	Department
David Atkins	Academic Advisement	University Academic Advisement Center
Michael Bolden	Executive Director of Business	Office of the President
Shelia Bonner	Visiting Scholar	Margaret Walker Center
Renee' Catchings	Receptionist	Business Office
Devon Cooper	Uncertified Police Officer	Department of Safety
LaShonda Cousin	Player Development/Assistant Coach	Division of Athletics
Tanya Donnell	Property Control Manager	Facilities & Construction Management
Tiamariya Easterling	Dispatch	Department of Safety
Kathy Edwards	Customer Care Specialist	Facilities & Construction Management
Austin Farmer	Library Technical Assistant II	Division of Library & Information Resources
Corbin Jamison	Academic Advisor	Division of Athletics
Harrison Johnson	University Registrar	Enrollment Management
LaSaundra Johnson	Administrative Assistant	Department of Music
Cantavion Kelly	Uncertified Police Officer	Department of Public Safety
Cynthia Kennedy	Security Officer	Department of Public Safety
Christopher Murray	Security Officer	Department of Public Safety
Chandra Pollard	Regional Coordinator of ARM	College of Education and Human Development
Ozie Ratcliff	Director of Financial Aid	Enrollment Management
Brandon Straughter	Property Control Specialist	Facilities & Construction Management
Angela Williamson	Veterans Benefits Counselor	Division of Academic Affairs