

HR HAPPENINGS

Outward Mindset

We have two more Outward Mindset workshops in this fiscal year:

- Feb. 11 & 18, 2022
- May 16 & 17, 2022

For those of you who were waiting for these to be offered in-person, you just might be in luck with these dates. Although this could change based on the Covid situation, we will hopefully offer both of these in person.

Register today through the YC Portal, Employees Card, My Learn. In the Quick Actions box, select Browse Training Catalog and search for Developing and Implementing an Outward Mindset. Select your dates and click on Enroll.

Yavapai
COLLEGE



January 14, 2021

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W-2 Forms Available Electronically Jan. 31

You will be notified as soon as the forms are available online. If you choose to obtain your forms online, please remember to complete the easy steps to give consent. If you obtain your forms online and do not consent, you will also receive your W-2 Form and 1095-C Form (if applicable) by mail. If possible, YC would prefer to avoid the additional paper, postage and labor costs associated with mailing, and appreciates your assistance.

Please see pp. 3-4 to find out more about electronic forms and what you need to do to consent to yours.

Regardless of your choice, please verify and/or update your Permanent Address. This is the address that will print on your forms, so please make sure it is current. To update your address, log into the YC Portal and select the "My Contact Methods" tab located in the "My Account" section of the YC website. You can view and make changes to your address there.

Reminder - if your filing status, exemption allowances, or exempt status has changed, please contact the Payroll Department to complete a new W-4 Form.

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Midyear Check-Ins

Now is a great time for your midyear performance management check-in. Regular and frequent check-ins can be a powerful tool for communication between employees and supervisors. They are a chance to provide and find meaning, recognition, and connection in the workplace.

In your NEOGOV Dashboard, in the Tasks section, you should see a link to Midyear Check-in (optional). Simply click on this link to get started. You can also access the tutorial video and guide through the Browse Training Catalog link in the Quick Actions box on your NEOGOV Dashboard. Search for Using Check-Ins in My Perform, and click on enroll.

Policy 2.34 Revised

Policy 2.34, Workload for Full-Time Faculty, has been revised. Changes include adding internships and special cases, revisions to staff titles, removing directed study, and updating the loading to match current practices. [For complete changes, see revised Policy 2.34 online.](#)

Pay It Forward Challenge Results

Yavapai College has wrapped up the Pay it Forward challenge! Overall, we had 23 employees participate in this challenge, logging 164 acts of kindness over the two-week challenge period!

Congratulations to Donna Dotzler, grand prize winner of the Pay it Forward challenge! Donna has chosen DoSomething.org, a youth led movement for good, as the charity organization to receive the \$250 donation for this challenge.

Thank you all for your participation in this rewarding challenge and be on the lookout for information regarding our upcoming well-being challenges!

Community Education Faculty & Staff Discount

New in 2022! YC Faculty and Staff may participate in select community education courses at a 50% discount. When a course meets minimum enrollments, CommEd will open registration to YC employees at the 50% discount rate*. Community Education will announce discounted courses through HR Happenings, Duck Soup, YCSA, and the Faculty Association.

Call Prescott CommEd (928.717.7755), or Verde/Sedona CommEd (928.634.6537), to apply the discount at the time of registration.

*Discounts do not include EDventures trips, Professional Development, Culinary and Wine courses, or College for Kids (C4K scholarships are available.)

HSA/FSA Contribution Limits

Each year the IRS sets the maximum contribution amounts for Health Savings Accounts (HSA) and Flexible Spending Accounts (FSA). For 2022, a small increase in both limits was implemented. Please see the following summary for the 2022 limits:

HSA plans – annual maximum contribution*

- Employee Only: \$3,650 (increase of \$50)
- Employee + spouse/child(ren)/family: \$7,300 (increase of \$100)

HSA Catch-up Contribution

- Employees age 55 or older \$1,000 (No change)

Flexible Spending Account

- Employee & Family - \$2,850 (increase of \$100). The FSA maximum deduction will be updated and available for election during open enrollment for the 2022/23 plan year
- FSA carryover – the carryover for FSA accounts has increased to \$570. That means you can carryover \$570 from the 2021/22 plan year to the 2022

*The HSA limit includes the Employee and YC contribution. If you are enrolled in the High Deductible Health Plan you are eligible to contribute to an HSA. To make updates to your contribution, please visit My Benefits in your YC portal and select View/Change My Benefits for instructions.

Please contact your HR Business Partner with any questions.

**2021 W-2 Forms Will be Available Online by January 31st!
2021 1095-C Forms Will Be Available Online by March 2nd!**

You need to give your online consent if you do not want your forms to be mailed.

Yavapai College is required by the IRS to furnish all employees with a Form W-2 for each calendar year worked, as well as a Form 1095-C to benefit-eligible employees who are receiving health benefits. Form W-2 details the employee's compensation and tax withholding amounts for the calendar year, January 1 - December 31. Form 1095-C details the months an individual was offered health insurance by their employer. **You will only receive a Form 1095-C if you were offered health insurance during the calendar year 2021.**

Yavapai College employees may elect to receive their 2021 Form W-2 and Form 1095-C (if applicable) online through the YC website. We will send out an email communication announcing the availability of these forms for viewing and printing. The online forms will display the same information as the paper statements. The forms can be printed and attached to your federal and state income tax returns.

Benefits of Receiving Forms Electronically

- Employees can access their W-2 and 1095-C forms from anywhere at any convenient time (once they've been issued)
- Online delivery provides access to the forms earlier than the traditional mail process
- Online delivery eliminates the chance that the forms will get lost, misdirected or delayed during delivery or after receipt
- Access is available via the same easy-to-use, secure web site employees use to access direct deposit pay stubs
- Employees may print multiple copies
- Employees are contributing to College cost savings (forms, printing and postage expenses)

To consent to receive your W-2 electronically, please follow these steps:

- Logon to the YC website at <http://www.yc.edu/>
- Select the "Employees" tab
- Select "Employee Dashboard"
- Select "Taxes"
- Select "Electronic Regulatory Consent"
- Read the statement
- Check the Consent box
- Click "Submit"

Electronic Regulatory Consent

Home > Employee > Tax Forms > Electronic Regulatory Consent

Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent.

By consenting to receive your tax statement(s) electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print each of your tax forms on-line. You may be required to print and attach your tax forms to Federal, State, or local income tax return and it is your responsibility to review the instructions for each statement as provided in the Help on the specific statement page.

Your consent for each electronic statement will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive paper forms by accessing this site and unchecking the My Choice consent box, or providing written notification to the Human Resources or Payroll office.

A paper copy of your tax statement(s) may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

Selection Criteria

My Choice

Consent to receive W-2 electronically:

I understand the instructions provided to me for accessing and printing my electronic tax forms.

Submit

Return To Tax Forms Menu

If the box is already checked, you have already consented to receive your W-2 form electronically and do not need to do anything else.

To consent to receive your 1095-C Form electronically, please follow these steps:

- Logon to the YC website at <http://www.yc.edu/>
- Select the "Employees" tab
- Select "My Benefits"
- Select "View/Change My Benefits"
- Select "Check Your Current Benefits Here"
- Select "Next"
- Select "Profile"
- Select "Communication Preferences"
- Select the "Edit" button next to "Affordable Care Act"
- You can select "Send by Mail" or "Send electronically" and "Save preferences"

Communication required by the Affordable Care Act

Your employer is required to send you a 1095-C document, which outlines information about the health coverage they've offered you this year. Where would you like your 1095-C document sent?

Send by mail Send electronically

Save preferences Cancel

Disclosure Notice

An employee who consents to receiving the Form W-2 and/or the Form 1095-C electronically will not receive a paper copy of the W-2 or 1095-C in the mail. If an employee does not consent, the employee will continue to receive a paper copy of the W-2 and 1095-C in the mail. The form will be mailed no later than January 31st, to the permanent mailing address as indicated in your "My Personal Information" section of the YC website.

An employee who chooses to receive the Form W-2 electronically can change their mind and withdraw consent to electronic delivery by logging into the website, un-checking the "Consent to receive W-2 electronically" box and clicking "Submit". An employee who chooses to receive the Form 1095-C electronically can change their mind and withdraw consent to electronic delivery by logging into the website, following the steps above, and checking the "Send by mail" box. An employee's withdrawal of consent will be effective on the date received. If consent is withdrawn, it will only be effective for those statements not yet issued. Consent may also be withdrawn by sending an email or written notice to:

Payroll Office

Yavapai College
1100 E Sheldon St
Prescott, AZ 86301

The provision of an employee's form W-2 and 1095-C forms by electronic format will automatically cease upon the employee's termination of employment with Yavapai College.

For questions regarding the electronic form W-2, please contact the Payroll Office via email at Julie.Garver@yc.edu, Leanne.Burcham@yc.edu or at (928) 776-2203 or (928) 776-2136.

COVID-19 Diagnostic Testing Kits

Effective January 15, 2022, health plan participants will be able to go to a pharmacy or retailer and purchase an FDA-authorized or approved over-the-counter (OTC) COVID-19 test without involvement from a healthcare provider (no prescription required).

At a participating/preferred pharmacy or retailer – present your ID card at the pharmacy and you will have a \$0 co-payment. If you purchase direct, you will need to submit your receipt to the Prescription Benefit Manager (PBM) with a direct member reimbursement form (DMR) that can be found on the PBM's website. The link to the PBM website can be found by logging into your Summit account and clicking on the pharmacy link. To get full coverage of the cost, make sure you obtain tests from a participating/preferred pharmacy or retailer.

At a store, non-participating pharmacy, Amazon, etc. – You will need to submit your receipt to the Prescription Benefit Manager (PBM) with a direct member reimbursement form (DMR) that can be found on the PBM's website. The link to the PBM website can be found by logging into your Summit account and clicking on the pharmacy link. Note: reimbursement at a non-participating pharmacy, store, Amazon, etc. is limited to \$12 per test.

Testing is for diagnostic or treatment purposes only, not for employment related (screening) purposes. There is a limit of 8 covered OTC tests per month per participant.

Questions:

Contact your PBM or Summit

FAQ

<https://www.cms.gov/how-to-get-your-at-home-OTC-COVID-19-test-for-free>



888-690-2020 www.summit-inc.net