

To: All University Staff and Faculty

From: Gerard Garcia, Acting Vice President for Human Resources

**Subject: A Human Resources Reminder
Vacation Carry Over and Personal Information**

Date: December 5, 2011

Vacation Carry Over

Staff members may carry over a maximum of one (1) year of earned vacation accruals into the next calendar year. Vacation accruals above this maximum will be forfeited unless your supervisor justifies an exception to policy based on a business reason(s) and submits it in writing or via e-mail to the Director for Human Resources Services, Margorie Michele, Ph.D., for review and approval. Please use 1326 Liberty Plaza, New Brunswick as the interoffice address and the e-mail address of: michelma@umdnj.edu. Employees not able to use accrued vacation time because of staff shortages and/or project deadlines must not be penalized with forfeiture. **If the carry over is approved, the employee will be permitted to carry over the excess vacation time, however, it must be used by June 30, 2012 or forfeited. There will be no further exceptions beyond this date.**

Faculty members should be governed by the language in the Faculty Handbook regarding carry over and forfeitures: www.umdnj.edu/acadweb/facultyhandbook.

Thank you for your cooperation. If you have any questions, please contact your Campus Human Resources representative.

Updating Personal Information

Please verify your mailing address shown on your paycheck or direct deposit advice by logging into the my.umdnj.edu portal and selecting the 'Personal Information' link found at the Banner Self Service channel. If your address or telephone number has changed, please update this information online by choosing 'Update Address(es) and Phone(s)', as your W-2 will be mailed to the address in Banner.

The University is providing employees with the option of an electronic W-2 again for 2011. If you have not done so in the past, you have until January 17, 2012 to make the election.

Please login in to the Banner Self-Service channel and click on "Employee Services" and then "Tax and Payroll Forms". Next choose "Electronic W-2 Consent" to sign up.

If you did not receive your 2011 Total Compensation Statement (which was mailed in September) you may contact your campus Human Resources Benefits Office at one of the following telephone numbers:

Camden & Stratford	(856) 566-6168
Newark	(973) 972-5314
New Brunswick/Piscataway	(732) 235-9417

Communicate changes in your marital status or number of dependents in writing with supporting documentation, i.e., marriage certificate, judgment of divorce, or Social Security cards for new dependents, to your Campus Human Resources Office by December 31, 2011. See contact information below.

Name changes can also be made at the Banner Self Service channel by selecting the 'Personal Information' link and choosing 'Name Change Information'. Please note that you will be required to present a new Social Security card before the change is applied to the system.

Campus Human Resources Offices

Sherry Lee (leese@umdnj.edu)
Camden and Stratford, UEC, Suite 1126
856-566-6160

Jessie Ramos (ramosvg@umdnj.edu)
Newark, ADMC 824
973-972-5315

Dorothy Copeland (copeladv@umdnj.edu)
New Brunswick/Piscataway, Liberty Plaza
732-235-9418

Mary Martin (martinm4@umdnj.edu)
New Brunswick/Piscataway, Liberty Plaza
732-235-9419