

10/23/18		HUMAN RESOURCES COMPLIANCE CALENDAR		Adopted by President's Cabinet 10/23/18	
Unit	Position Responsible	Compliance Activity	Deadline/Frequency	Authority	Recipient
Human Resources	Director of HR	<b>Job Openings and Labor Turnover Report</b> (Monthly) covers: Total Employment for the month; Number of Job Openings on the last business day of the month; Hires and Recalls for the entire month; Quits, Layoffs and Discharges, and Other Separations.	Monthly	29 USC 2	Department of Labor
		<b>Current Employment Statistics Report</b> (Monthly) covers: Employee Count, Female Employee Count, Faculty Member Count, and coded response to any reason for late changes.	Monthly	20 USC 2	Department of Labor
		<b>New Hire Report</b> (Monthly) Requires employers to report newly hired and re-hired employees in Georgia within 20 days of their start date. Reported are SSN, Name, Address, Department, Department Address, FED EIN, STATE EIN, HIRE REHIRE Date, and Birthdates for New hires for the month reported.	Monthly	Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 USC 653A	DOL?
		<b>Social Security Number Verification Report</b> - To avoid \$50 penalty for reporting incorrect SSN on W-2 file/forms, bad SSN - transmit data file, electronically, to the Social Security Admin (SSA). Report employees hired in the quarter ending 12/31/YYYY listing name (as it appears in HR System), SSN, gender, date of birth. After info is queried against SSA's database, mismatches are sent back for resolution.	Quarterly?	26 USC 6721	Social Security Administration
		<b>Form 1042/1042-S Filing and Information Returns</b> - report all non-employee payments to non-resident aliens and payments to nonresident employees who claim exemptions from federal income taxes due to a tax treaty. (The taxable portion of payments to nonresident employees are reported on IRS Form W-2 in January.)	March 15 <sup>th</sup>	26 USC 871; 26 CFR 1.1461-1	IRS, Recipient

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		<b>Medicare (Benefits)</b> Match a report that is provided by SSA of employees who may be covering dependents who are on Medicare, usually in May.	May		Social Security Administration
	Also on Student Affairs Calendar	<b>Annual Report for all J-1 Sponsors for the Exchange Visitor Program</b> All J-1 sponsors must submit an annual report generated from SEVIS along with a narrative of the year. The annual report is submitted to the Department of State. The report must be filed on an academic, calendar, or fiscal year, as stipulated on the program's designation or re-designation letter and as listed on the Program Information screen. The due dates are: Academic Year ends: June 30th - report due to the Department of State July 31st Calendar Year ends: December 31st - report due to the Department of State January 31st Fiscal Year ends: Sept 30th - report due to Department of State Oct 31st	various	22 CFR 62.15	US Dept. of State
		<b>The Veterans' Readjustment Benefit Act</b> By September 30th of each year, federal contractors and subcontractors must file Federal Contractor Veterans' Employment Report (VETS-100). The information report is required for the prior calendar year.	Sept 30	41 CFR 61-250.10	Office of the Assistant Secretary for Veterans Employment and Training, US Dep.t of Labor
		<b>Foreign Nationals Employment –</b> Appointment/ Changes	various	8 U.S.C. §§ 1182 and 1372; 22 U.S.C. § 2451 et seq. ; 8 CFR § 214.2 and 22 CFR Part 62	USG Attorney
		<b>Affirmative Action Plan</b>	March 1	Executive Order 1965-11,246, 30 Fed. Reg.	USG Attorney/all

				12319 (Sept. 24, 1965);	campus
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		<p><b>IRC – 403(b) Universal Availability Notice:</b> 403(b) retirement plans (tax sheltered annuity) permit employees to contribute a portion of their wages into a retirement account. The contributions and earnings on those contributions are tax deferred until employee takes distribution of the funds</p> <ul style="list-style-type: none"> <li>Employers must provide:</li> </ul> <p>Annual notice to employees of right to participate in 403(b) Plan</p>	Annual	Section 403(b) of the Internal Revenue Code; 26 U.S.C. § 403(b)	
		<p><b>Employment Eligibility Verification – Form I-9 and e Verify:</b> every Employer must verify the identity and employment authorization of all employees. It is unlawful to hire for employment in the U.S. an alien knowing the alien is not authorized to work in the U.S</p>	Ongoing	Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) of 1996, Pub. L. 104-208, 110 Stat. 3009-546 (Sept. 30, 1996); 8 CFR § 274a.2;	US Dept. of Homeland Security
		<p><b>Student Employment:</b> Conduct and document employment eligibility verification.</p>	Ongoing	Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) of 1996, Pub. L. 104-208, 110 Stat. 3009-546 (Sept. 30, 1996); 8 CFR § 274a.2;	
		<p><b>OSHA Report of Injuries, Illnesses- Annual report</b></p>	Annual Report; Post Feb 1 – Apr 30	29 U.S.C. § 654; 29 CFR 1904.32	Displayed where employee notices are found
		<p><b>Certification of Employee Ethics Training</b></p>	As requested	<p>HRAP Manual  <a href="http://www.usg.edu/hr/manual/general_criteria_for_employment">http://www.usg.edu/hr/manual/general_criteria_for_employment</a>          BOR 8.2.18.1  <a href="https://www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct">https://www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct</a>          revised 4/17/18; renumbered policy</p>	USG VCHR/ USG CAO

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		<b>Employment Upon Retirement –Rehire Policy-</b> submit to USG	As required	HRAP: <a href="http://www.usg.edu/hr/manual/employment_beyond_retirement_(not_updated)">http://www.usg.edu/hr/manual/employment_beyond_retirement_(not updated)</a> BOR 8.2.8.3 <a href="http://www.usg.edu/policymanual/section8/C224/#p8.2.8_retirement">http://www.usg.edu/policymanual/section8/C224/#p8.2.8_retirement</a> <b>Revised 5/15/18</b>	USG HR
		<b>USG Staff Council</b> – process for selection of representative	As required	BOR 8.2.22 <a href="http://www.usg.edu/policymanual/section8/C224/#p8.2.22_staff_council">http://www.usg.edu/policymanual/section8/C224/#p8.2.22_staff_council</a> <b>revised 5/15/18</b>	VC HR
		<b>Retaliation Protection</b> –Whistleblower – report instance to USG	As required	BPM 16.4.3 <a href="http://www.usg.edu/business_procedures_manual/section16/C1526/#p16.4.3_protection_against_retaliation">http://www.usg.edu/business_procedures_manual/section16/C1526/#p16.4.3_protection_against_retaliation</a>	VC HR
<b>Also noted on</b>	<b>Business Affairs</b>	<b>Healthcare Reporting and Premium Remittance</b>	Monthly	BPM 20.3.1 <a href="http://www.usg.edu/business_procedures_manual/section20/C1589/#p20.3.1_health_care_reporting_and_premium_remittance">http://www.usg.edu/business_procedures_manual/section20/C1589/#p20.3.1_health_care_reporting_and_premium_remittance</a>	USG HR
		<b>Retirement System Reporting and Deduction Remittance</b>	Monthly	BPM 20.3.3 <a href="http://www.usg.edu/business_procedures_manual/section20/C1589/#p20.3.3_employees_retirement_system_reporting_and_deduction_remittance">http://www.usg.edu/business_procedures_manual/section20/C1589/#p20.3.3_employees_retirement_system_reporting_and_deduction_remittance</a>	ERS/ HR
		<b>Teachers Retirement System Reporting and Deduction Remittance</b>	Monthly	BPM 20.3.2 <a href="http://www.usg.edu/business_procedures_manual/section20/C1589/#p20.3.2_teachers_retirement_system_reporting_and_deduction_remittance">http://www.usg.edu/business_procedures_manual/section20/C1589/#p20.3.2_teachers_retirement_system_reporting_and_deduction_remittance</a>	TRS/ HR
		<b>GA Defined Contribution Program Reporting and Deduction Remittance</b>	Monthly	BPM 20.3.4 <a href="http://www.usg.edu/business_procedures_manual/section20/C1589/#p20.3.4_georgia_defined_contribution_program_reporting_and_deduction_remittance">http://www.usg.edu/business_procedures_manual/section20/C1589/#p20.3.4_georgia_defined_contribution_program_reporting_and_deduction_remittance</a>	ERS/ HR
	HR	<b>Annual Employee Compliance Training</b>	Annually	Various BOR, federal, state	
	HR	<b>Minors on Campus Training</b>	As needed	BOR 6.9 <a href="https://www.usg.edu/policymanual/section6/C2662">https://www.usg.edu/policymanual/section6/C2662</a>	
	HR	<b>Business Transaction Disclosure Notice</b>	Annually/ Jan 31	BOR- 8.2.18 <a href="https://www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct">https://www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct</a>	

	HR	<b>Annual revision to employee and student employee policies, including Employee Handbook, Student Employee Handbook</b>	Annually	EGSC	EGSC community