

# MichiganTech



## Getting To Know You III

*Working Together is Success*

February 9, 2010

# MichiganTech

## AGENDA

- HR Introduction Anita Quinn
- Employment Services Phyllis Clevenger
- Faculty HR/Immigration Bobby Escobar
- HR Info Systems Patty Kyllonen
- Benefits Renee Hiller
- Employee Relations Bill McKilligan
- Payroll Mary Zanoni
- Bonus & Supplemental Comp Anita Quinn



# **Employment Services**

**Phyllis Clevenger – Associate Director**

**Laura Baril – Employment Services Office Assistant**

**Janelle Hosafros – Employment Services/Benefits Office  
Assistant**

## Program Feedback

- Automated Probation Process – Any issues or concerns?
- M# & Email Assignment – Done once formal offer is accepted
  - HR does not assign computer/program access or privileges this is done at the department level (i.e., Library access)

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## On-boarding

- **On-boarding** is the process of acquiring, accommodating, assimilating and accelerating new team members, whether they come from outside or inside the organization.
- What?
  - Creating, implementing and sustaining the tools and resources necessary to ensure a new employee is successful in their role within our organization.

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## **Lean Efforts found our current state to have:**

- Form Inconsistencies
- New Employee missing required paperwork to start
- New Employee goes to Tech Express & Public Safety on their own
- There are 182 forms/documents
- 30 steps in the process with 16 hand offs
- Resource access, mentoring and orientation guidelines don't exist or are not consistent
- Who is the supervisor vs. the department contact

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## **What are we doing about this?**

### ***We are:***

- Looking at revising the form
- Including pertinent information letter of tender so New Employee comes in w/appropriate documentation
- Options to escort New Employee to Tech Express & Public Safety
- Determining what forms/documents are necessary and what options we have to streamline information
- Creating s.o.p's in HR to reduce redundancy and errors
- Developing resources mentoring and orientation guidelines

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## ***PeopleAdmin***

- Employment Services Timelines & Processes Streamlined through ***PeopleAdmin Software***

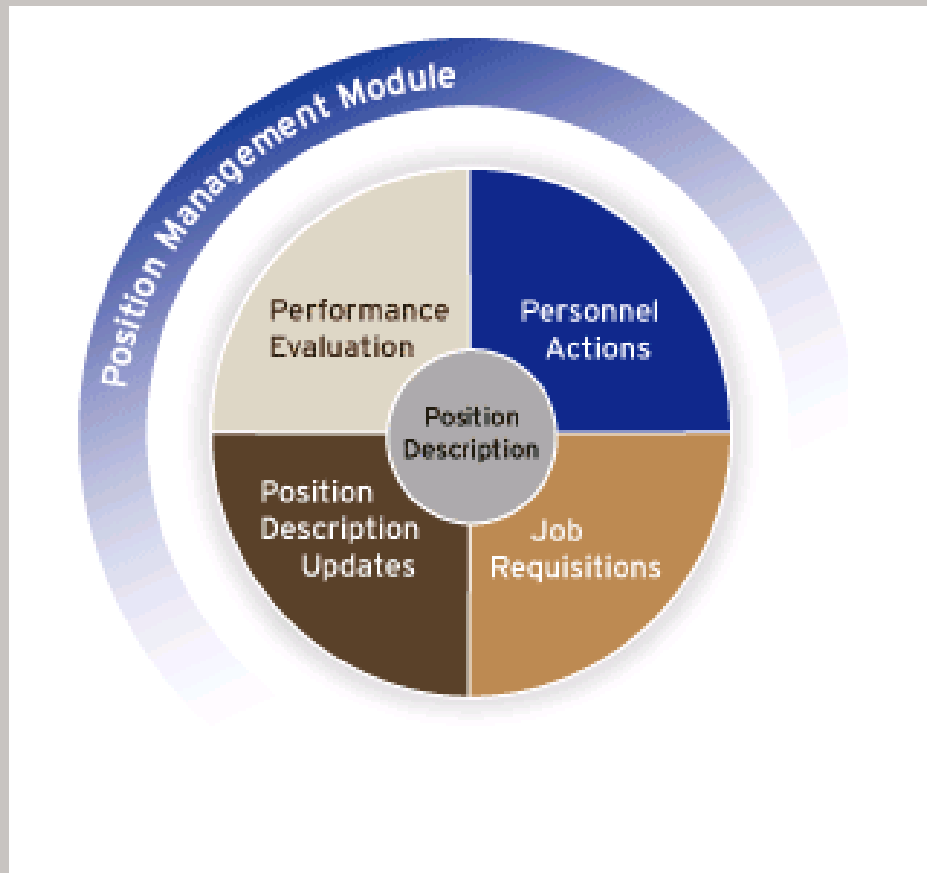
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## Applicant Tracking Module



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## Position Management Module



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## Where are we with implementation?

Established Customer Driven Teams for the 5 phases of implementation:

- Staff
- Faculty
- Performance Management
- Student Employment
- Integration with BANNER

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If you're interested in being on a  
Implementation Team or if you  
have any  
suggestions/questions/concerns  
you'd like to share, contact me.

## **Faculty HR and Immigration**

**Bobby Escobar – Associate Director**

**Renee Ozanich – Administrative Aide**

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## Immigration Info

- Provide immigration services to current and potential employees
- Continually improve contact with candidates, current employees and departments
- Employee start date will be the date that employee signs their I-9 or after (can't be on payroll prior to that date)

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## Faculty HR

- Calendar for NTT appointments
- Promotion and Tenure calendar
- Regular trips to campus

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# **HR Information Systems (HRIS)**

**Patty Kyllonen – Managing Director of HRIS**

**Ken Leivdal – Data Analyst**

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## Electronic Personnel Action Form (EPAF)

- EPAF Advantages: paperless process, eliminate duplication of effort, less opportunity for data entry errors.
- EPAF testing to begin March 1<sup>st</sup> with student requisitions (pink form)
- Testing/evaluation/recommendation Apr 1<sup>st</sup>
- Still accepting volunteers !!

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## **Faculty/Staff Directory Update**

- Completed paperless process (review thru Employee Self Service) – How did that go for your department?
- Next year's goal: online update process

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## **Standard reports available:**

- \*FYGCHT051 – Account Codes by Pool
- \*HYOEMP007 – What's my Home Org
- \*HYEMPG010 – Deans and Dept Chairs



# **Benefit Services**

**Renee Hiller – Manager**

**Nancy Bykkonen – Staff Assistant**

**Karen Hext – Benefits Coordinator**

**Janelle Hosafros – Office Assistant**

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## **Happenings in Benefits**

- Open Enrollment Final Numbers
- Retirement option for new employees
- HuskyPAW (Physical Activity Wellness) Program Overview (one year later)

## Happenings in Benefits (cont)

- Maternity Leave Parameters (new effective 1/1/10)
  - Parameters located on HR website  
<http://www.admin.mtu.edu/hro/index.shtml>
- Hours for Student Insurance Office on campus (Monday 3 to 5 pm; Thursday 10 am to noon)

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# **Employee Relations**

**Bill McKilligan – Director of Employee Relations**

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## Updates

- Lean Team K
  - UAW Audits
  - UAW Job Postings
- Contact Bill with questions about represented employees and associated processes



# Payroll Services

**Mary Zanoni – Project Lead, HR Technical Services**

**Bob Soumis – Manager**

**Kelly Destrampe – Assistant Manager**

**M. Wayne Gaddis – Office & Account Assistant**

**Tim Scullion – Office Assistant**

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## What's New?

- New Assistant Manager of Payroll
- Web Time Entry update
- New Cell Phone/Internet Allowances
- Mailing checks since October – more direct deposits
- Mailing Time Sheets to HR through campus mail

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## Web Time Entry

- We are in a data collection and evaluation phase
- Working on determining the priority of our technical projects
- We hope to make progress on this effort in the next year
- Stay tuned

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## Cell Phone/Internet Allowances

Announcement made in January

- Moving from:

  - Purchase orders

  - Check requests

  - Blanket orders

- To:

  - Monthly allowance that appears on pay checks

  - Michigan Tech corporate accounts with AT&T or Verizon for phones

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## Direct Deposits on the Rise

In December 2008, we printed 710 checks and had 2,392 direct deposits (77% DD)

In December 2009, we printed 299 checks and had 2,636 direct deposits (90% DD)

*That's an increase of 13%!*

## Getting Time Sheets to Payroll

Now that Payroll has moved to the Lakeshore Center...

- Dropping time sheets at the Ad building mail room is the same as dropping them off on the 2<sup>nd</sup> floor of the Ad building since Payroll picks up from the mail room.
- The deadline to get time sheets to the mail room is noon on Monday.
- If you are missing a small number of time sheets at noon, please send us what you have.

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## Time Sheets (continued)

- One problem is addressing the envelopes to **Payroll** (using the same envelope without crossing off your department name)
- Some departments fax them to us, but they can be very hard to read, so this is not a good solution
- We want to do some trials using pdf time sheets
- How's it working for you?

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## **Questions?**

Don't hesitate to call us with your questions or concerns

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**Changes in Compensation**

**Changes in Compensation  
Processing**

## How did we get here?

- Effort certification group started meeting in 2007
- Determined that there was a need to change and clarify policies around ~~extra compensation~~
- Development of new policies

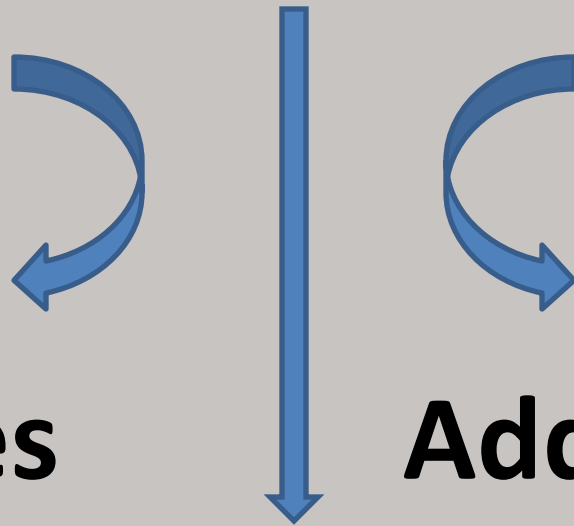
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## Who knows?

- September 2009 Dean/Chairs
- October 2009 Provost met with Senate Executive Committee
- Executive Team – President and Vice Presidents

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~~Extra Compensation~~



**Bonuses**

**Additional Comp**

**Summer Research**

## **Bonuses**

***Eligibility*** – regular full-time or part-time non-represented faculty and staff for all except Sponsored Funding (faculty only)

## **Type of Bonuses**

- Signing
- Retention
- Exemplary Performance
- Sponsored Funding (faculty only)

Bonus form will be available March 1



## Additional Compensation

Salary paid by the University in excess of Institutional Base Salary for any of the following circumstances

- Supplemental
- Non-recurring
- Intra-university consulting

*Eligible employees* – full-time faculty or full-time exempt staff

Further information will be provided at Info Sessions

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## Codes Going Away

- P012 FT Faculty - Extra Comp
- P012E FT Faculty - Extra Comp
- P012O FT Faculty - Overload Extra Comp
- P012S FT Rsch Faculty - Extra Comp (Soft)
- P013 FT Faculty – Summer Teaching
- P022 PT Faculty - Extra Comp
- P022S PT Rsch Faculty - Extra Comp (Soft)
- P023O PT Faculty - Sum Teach Overload
- P023 PT Faculty - Summer Teaching
- PO52E Administrative Faculty – Extra Comp
- P112 FT Admin/Prof - Extra Comp
- P112S FT Admin/Prof - Extra Comp (Soft)
- P122 PT Admin/Prof - Extra Comp



## New Account Codes

P012N Faculty Signing Bonus

P012R Faculty Retention Bonus

P012F Faculty Sponsored Funding Bonus

P012B Faculty Exemplary Bonus

P012I Faculty Intra-University Consulting

P012V Faculty Non-Recurring Compensation

P012L Faculty Supplemental Compensation

P012X Faculty Summer Research Compensation

P033 Faculty Summer Teaching Compensation



## New Account Codes - continued

P112N Admin/Prof Signing Bonus

P112R Admin/Prof Retention Bonus

P112B Admin/Prof Exemplary Bonus

P112I Admin/Prof Intra-University Consulting

P112V Admin/Prof Non-Recurring Compensation

P112L Admin/Prof Supplemental Compensation

## Why change the gold form?

- Incorporation of Faculty HR into Human Resources
- Subgroup from Effort Reporting recommended further clarification of “Extra Compensation”
- Lay foundation for PeopleAdmin software (support recruitment process for Michigan Tech)
- Streamline current processes
- Original deadline was Spring 2010

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## Consolidating Employee Status Change Forms

**Status Change Form**  
(gold)

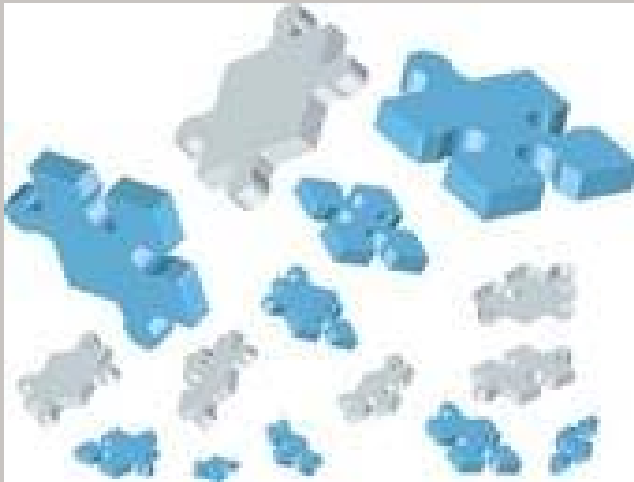
Change of Status  
Recommendations (Form D)



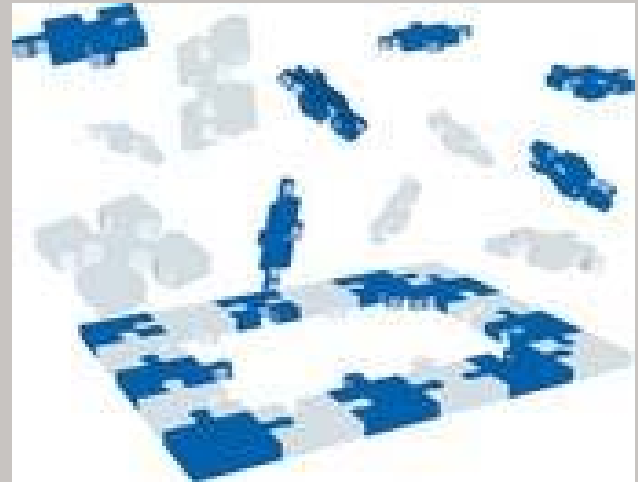
**Employee Status Change Form (GOLDEE)**

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**Puzzled about  
all of this?**



**Wondering  
how it all fits  
together?**





## **New HR Status Change Form Information Sessions**

(all from 11:30 am to 1:00 pm)

- Thursday, February 11 – Memorial Union
- Friday, February 12 – Wads Hall Annex
- Monday, February 15 – Lakeshore Center

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## QUESTIONS??

