

# ***Michigan Tech***



## **Keeping It All Together**

June 8, 2010



## AGENDA

- Employment Services
  - Faculty HR/Immigration
  - HR Info Systems
  - Benefits
  - Employee Relations
  - Payroll
  - Miscellaneous
  - HR Updates
- Phyllis Clevenger  
Bobby Escobar  
Patty Kyllonen  
Renee Hiller  
Bill McKilligan  
Mary Zanoni  
Becky Christianson  
Anita Quinn



## **Employment Services**

**Phyllis Clevenger – Associate Director**

**Laura Baril – Employment Services Office Assistant**

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

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## Types of Positions Being Filled

- Regular Permanent Positions (Blue Position Authorization Form)
  - 9, 10, 12 Month
  - Part & Full Time
- Fixed Term Positions (Blue Position Authorization Form)
  - 1 year or more, benefit eligible
- Temporary Positions (Green Temporary Authorization Form)
  - Less than 1 year
- Michigan Tech Student Positions (Pink Student Requisition)
  - Graduate
  - Undergraduate
- Independent Contractor
  - Non Michigan Tech Employee & Minimum Control Over Work

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## Fixed Term Positions

### (Blue Form)

- Position that are for 1 year or more, can be up to 3 years, but will need VP/Provost approval in writing if longer than 3 years.
- Benefits Eligible w/full fringe rate
- Follows same authorization process as a regular permanent position.
  - Plus Research Accounting if Applicable
- Does not have to be posted or go through same AAO & HR approval process.



## **Employment Services**

- Exempt employees

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## **Temporary Positions**

### **(Green Form)**

- For any Non-Michigan Tech Student or Employee
- 1 year or less, if extended beyond 2 years need VP/Provost memo of approval.
- Requires two levels of signature approval
  - Plus Research Accounting if Applicable
- Does not have to be posted
- Does not have to go through AAO & HR Approval Process
- Has no benefits and a 10% fringe rate.

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## Michigan Tech Student Positions (Pink Form)

- Departmental Approval
  - Graduate & Research Accounting if Applicable
    - Depending on position it carries a fringe rate of 8.75 % or 0 %
      - Masters Students vs Hourly
- Paperwork goes directly to Payroll



## Independent Contractor

- Cannot be a current Michigan Tech Employee or Student Currently Working with Michigan Tech.
- Should not be work that is currently being done by Michigan Tech Employee
- Independent Contractor Questionnaire should be completed and submitted for approval prior to hiring contractor.
- Payment is processed through the Purchasing Department.

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## New Hire Paperwork

- Each employee must complete (Minimum):
  - Application
  - I-9
  - EEO Form
  - Federal & Michigan W-4
  - Proprietary Rights Agreement
  - Emergency Notification
  - Beneficiary Form
  - Post Offer Agreement
- Regular & Fixed Term will also complete:
  - Signed Letter of Tender
  - Employment Status Policy
    - At Will or Satisfaction

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## We've Hired The Employee But What If We Need To Make A Change To Their Status?

- Typically changes should be made on the same form you hired the employee on, with the exception of Regular/Permanent or Fixed Term Positions.
  - Regular Permanent/Fixed Term Positions - Employee Status Change Form **Gold Form**
  - Temp. Employees Changes done on Temporary Employment Authorization Form **Green Form**
  - Michigan Tech Employee Changes done on Student Requisition/Status Change Form **Pink Form**

## Online Resources

- <http://www.admin.mtu.edu/hro/>
  - Click on Employee Resources/Staff Hiring
    - <http://www.admin.mtu.edu/hro/employ/index.shtml>
      - Contains all the forms and resources to hire and/or make changes to an employee and/or an independent contractor



## Employment Services

- Onboarding:
  - New Employee Orientation Link Located at:
    - <http://www.admin.mtu.edu/hro/employ/index.shtml>
  - Tours



## Employment Services

- PeopleAdmin:
  - Timeline
  - Focus Groups
  - Implementation
  - Training



## **Faculty HR and Immigration**

**Bobby Escobar – Associate Director**

**Renee Ozanich – Administrative Aide**



## Faculty HR

Schedule of Administrative Deadlines

[www.admin.mtu.edu/admin/prov/calendar/](http://www.admin.mtu.edu/admin/prov/calendar/)



## Faculty HR

- Faculty Appointment Dates
- Faculty Review Process
- Sabbatical Leaves



## Immigration

- USCIS Processing Time
- I-129 – Application for H1B Status
- I-140 – Immigrant Petition
- I-539 – Application for H4 Status



# **HR Information Systems (HRIS)**

**Patty Kyllonen – Managing Director of HRIS**

**Ken Leivdal – Data Analyst**



## Electronic Personnel Action Form UPDATE

- March/April – Initial testing with team
- April – Attended Sungard Banner Conference, review of EPAF setup
- May – Implement changes to EPAF setup
- June – Test database refreshed, train team
- July – Testing continues
- August – Move team to production database
- Fall 2010 – Train and introduce EPAF to campus

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## Student Employee Requisition (pink forms)

Metrics

5/23/2010

	REHIRE TO DEPT	NEW HIRE TO DEPT	ADDTL PAY RATE	CHANGE TO INDEX	CHANGE HRLY RATE	EXTEND JOB END DATE	EPAF PHASE ONE	TERM EARLY	EPAF PHASE TWO	NEW HIRE	GRA STIPENDS	TOTAL
PP #4	50	20	3	8	2	2	85	29	114	25	6	145
PP #5	37	48	1	17	6	6	115	54	169	23	16	208
PP #6	21	15	5	20	2	7	70	16	86	15	17	118
PP #7	27	40	2	7	3	4	83	6	89	22	31	142
PP #8	102	39	1	21	9	82	254	8	262	43	96	401
PP #9	170	87	10	16	19	72	374	32	406	60	59	525
PP#10	132	45	7	9	12	5	210	8	218	30	27	275
							1191		1344			1814
							63.74%		73.16%			

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MTU Student/Employee Form SZASTEM 7.0 (PROD)

**MTU Form**

ID:

**Student Information**

Student Type   
Continuing Undergrad

Active Student

Last Term Enrolled

Grad Stu

If there is a check box in this field, it means the student is a Graduate Student

**Employee Information**

Full Time Ind  Faculty   
Part Time Ind  Staff   
Other Ind  Tech Fund   
Active Employee  ROTC   
Student   
I9 Required

If there is a check box in this field, it means the student/employee will need an employment packet (I9, patent research form, tax forms, etc)

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## **Faculty/Staff Directory Update**

- June/July – Process developed and finalized for automatic updates from Banner/ASPIRE
- August – New faculty entered into Banner/ASPIRE
- September – Notification to employees to review directory info
- October – Data to UMC for production



## Employee Self Service – [banweb.mtu.edu](http://banweb.mtu.edu)

REMINDER of what employees may update:

- Emergency Contacts
- Mailing Address; off campus email address
- Safety First Alert Contact Information
- Federal and State Tax Exemptions
- Beneficiary and health insurance dependents
- Direct deposit allocations

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## Employee Self Service – [banweb.mtu.edu](http://banweb.mtu.edu)

Upcoming:

- June 2010 – Health Savings Account (HSA) employee contribution deductions – update online
- July 2010 – Retirement Open Enrollment
- Fall 2010 – Annual Tech Select Open Enrollment
- Fall 2010 – EPAF Student Employee Requisitions



## **Benefit Services**

**Renee Hiller - Manager**

**Karen Hext – Coordinator of Benefits**

**Nancy Bykkonen – Staff Assistant**

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



## Benefit Updates

1. MPSERS Retirement Incentive
2. Dependent Audit Eligibility
3. HSA Employer Contribution July 2<sup>nd</sup>
4. Wellness



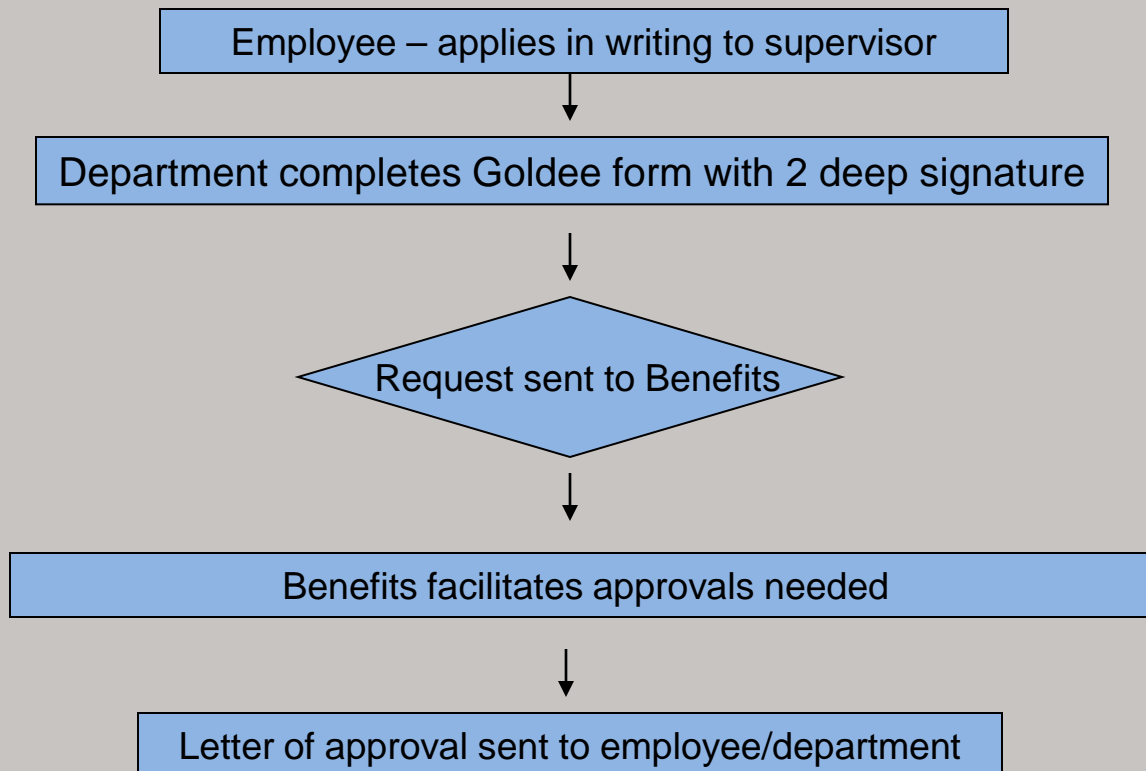
## National HealthCare Reform:

### How does it affect Michigan Tech?

- Effective January 1, 2011
  - No lifetime maximum benefit per member (currently \$3,000,000)
  - No limitations on pre-existing conditions for dependents under 19
  - Dependents up to age 26 are allowed coverage (if no access to other coverage)
  - FSA/HSA accounts: over-the-counter (OTC) no longer eligible expense
  - HSA: withdraw for non-medical expenses will incur 20% penalty (currently 10%)



## Leave of Absence Process



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# **Employee Relations**

**Bill McKilligan – Director of Employee Relations**

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## **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**



## What's New?

- [payroll@mtu.edu](mailto:payroll@mtu.edu) e-mail address
- Web Time Entry update
- Getting Time Sheets to Payroll: Test results of using e-mail and pdf
- Getting organized



## Web Time Entry

- Banner is doing a major update to their Web Time Entry product
- We will wait for the update to proceed with implementation
- Stay tuned



## Getting Time Sheets to Payroll

- Established [timesheets@mtu.edu](mailto:timesheets@mtu.edu) e-mail address
- Results of the test to see if Payroll could accept time sheets via e-mail of pdf's: It doesn't work in large quantities
- Record Retention – you don't need to save timesheets unless you do departmental time entry.
- We are looking at how we can use ImageNow
- How are the Red envelopes working for you?



## Getting Organized

- Updating all Payroll Documentation
- Establishing more clearly defined record retention procedures
- Certifying that all procedures have multiple staff who can perform each function



## **Questions?**

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



## Miscellaneous

- Lactation spaces
- Dual Career Program reminder
- Coordinator Development Program



## HR Updates

- Off-semester payroll
- Gold form section switch

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# Gathering Your Feedback