

MichiganTech



Keeping It All Together II

January 18, 2011

MichiganTech

AGENDA

- Introduction Anita Quinn
- Employment Services and Labor Relations Gina Engler-Burton and Bonnie Roth
- Faculty HR/ Immigration Bobby Escobar
- HR Info Systems Patty Kyllonen

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AGENDA

- Benefit Services
Renee Hiller
- Payroll Services
Kelly Destrampe
- WorkLife Connections
Becky Christianson
- HR Updates
Anita Quinn

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Employment Contacts

Gina Engler-Burton	Bobby Escobar	Bonnie Roth
Senior Employment Specialist	Associate Director, Immigration and Faculty HR	Contract Administrator for Labor
Staff Employment	Faculty, Instructors, Postdocs	Unionized Staff



Staff Employment Services

Gina Engler-Burton,
Senior Employment Specialist

Laura Baril,
Office Assistant
Employment Services

Bonnie Roth,
Contract Administrator for Labor

Janelle Hosafros,
Office Assistant
Employment Services/Benefits

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Pre-Hire Experience

|----- <0 to 3 days -----|

- Selection/Hiring Process
 - Online Application
 - Pre-Hire Package
 - 1st Day Experience



1st-Year Experience

|----- 3+ days to 9 mos/1 yr> -----|

- Onboarding Process
 - 1st Day Experience
 - Orientation Process
 - Probation Process



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Are you using the current hiring forms?



New-Hire Paperwork - Legal



Expiration/ Revision Date:

- Form I-9, Employment Eligibility Verification
- Federal – Form W-4
- Michigan – Form W-4
- Form CA-6, Minors Under 16 Years of Age
- Form CA-7, Minors 16 and 17 Years of Age

- ✓ Expires 08/31/12
- ✓ 2011
- ✓ Revised 07-10
- ✓ Revised 6/2010
- ✓ Revised 6/2010

Get forms at <www.admin.mtu.edu/hro/newhire/index.shtml>

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Independent Contractor

vs. Employee Status



vs.



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Independent Contractor

vs.

Employee Status

Step 1: Independent Contractor (IC) Questionnaire

Step 2: HR Review & Determination

If IC, then complete
Independent Contractor Agreement (ICA)

Finalize ICA with IC (signature)
& forward with **Purchase Requisition Form**

Paid by Purchasing Dept

If new employee, then process
on **Temporary Employment Authorization Form** ("green")

or
If current employee, then
process on **Employee Status Change Form** ("gold")

Paid on Payroll by HR



Faculty HR and Immigration

Bobby Escobar – Associate Director

Mary Larson – Staff Assistant



Faculty HR

Academic/Administrative Resources

<http://www.admin.mtu.edu/hro/facpers/>

Forms, Deadlines, Policies and Procedures



Postdocs and Fellowships

HR needs:

- Position Authorization (Blue Form)
- Proof of Degree
- Staff Application
- Curriculum Vitae (CV)
- Offer letter

Postdoc Titles

- Postdoctoral Associate
- Postdoctoral Fellow



Immigration

U.S. Citizenship and Immigration Services

New Filing Fees

- I-129* \$300 to \$325
- I-140* \$475 to \$580
- Premium Processing \$1,000 to \$1,225

* Department pays fees



HR Information Systems (HRIS)

Patty Kyllonen – Managing Director of HRIS

Ken Leivdal – Data Analyst



Student Electronic Personnel Action Form Update

Total Departments: 75

- 24 Depts Processing Production EPAF's
 - 10 academic and 14 administrative
 - Total EPAF's applied since October: 650
 - Error rate .05% (40 Voided EPAF's) GREAT JOB !

THANKS FOR PAVING THE WAY to PAPERLESS

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Where are we headed next?

- Develop/Test Process for GTA/GRA positions
- Develop and implement two level department authorization within EPAF for student and temporary employees
- GOAL: All departments trained and processing EPAF's for student and temporary employees by the end of the calendar year



Originator Training Overview

- Weekly 2-hour training in lab environment includes time to do your testing
- Goal is to be on-production within one month; the sooner the better; employees train at their own pace!
- Training will resume in March

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Volunteers needed!

- Develop and test EPAF processing for student stipend positions (GTA/GRA) beginning in February
- Approx time commitment: Five 2-hr sessions
- Volunteer pre-requisite: currently processing EPAF's in production
- Email epaf@mtu.edu to volunteer



Benefit Services

Renee Hiller - Director

Nancy Bykkonen – Staff Assistant

Karen Hext – Coordinator of Benefits

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



Benefit Updates

- Open Enrollment Results
- HSA Employer Contribution January 2011
- Health Risk Assessment Incentive



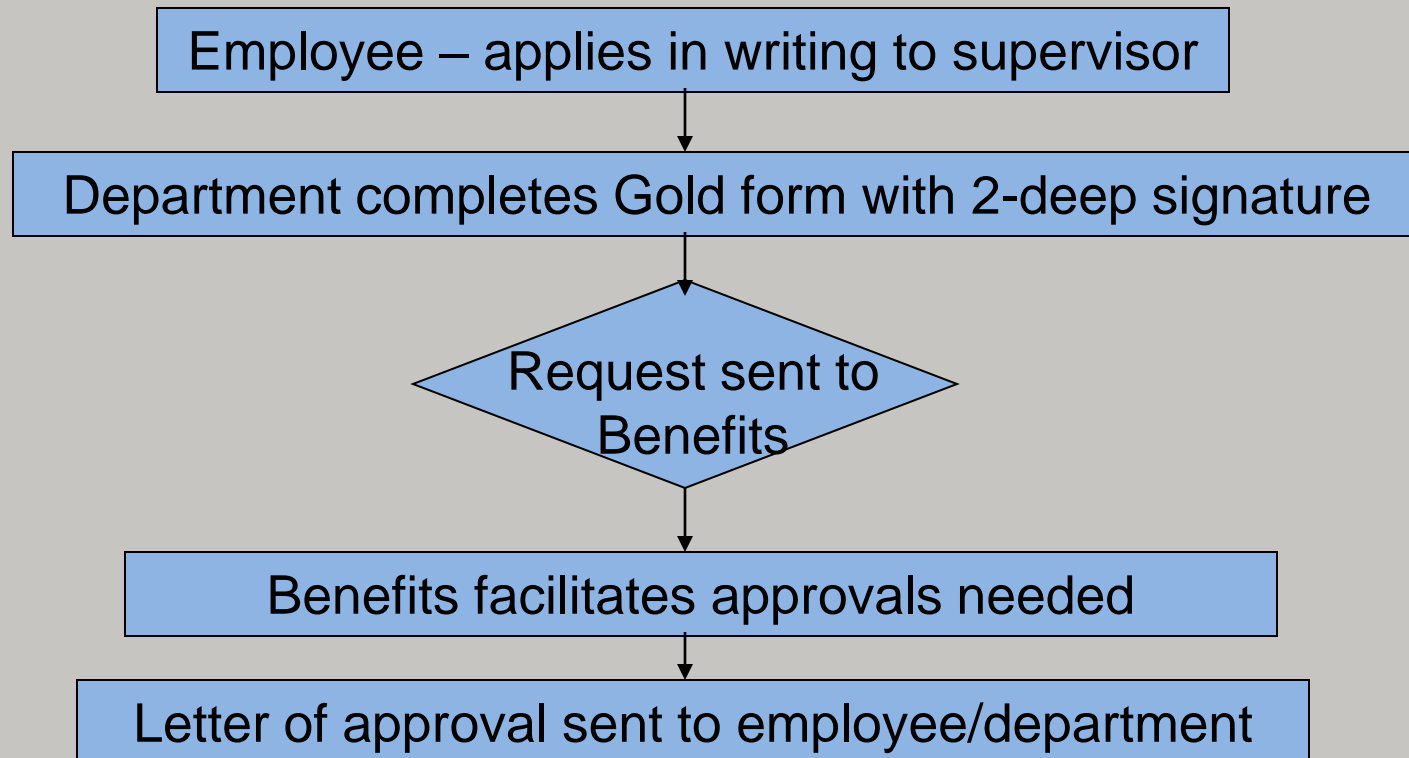
National HealthCare Reform:

How does it impact Michigan Tech?

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



Leave of Absence Process





Employee Relations

Bill McKilligan – Director of Employee Relations-
Training

Hasta
pronto



Farewell

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Payroll Services

Kelly Destrampe – Manager

Tim Scullion – Payroll Associate

M. Wayne Gaddis – Administrative Aide

Tammie Vater – Office Assistant

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Electronic Time Entry Update



Timesheets

Revised and Manual Timesheets

- Fill out top completely
- Fill out hours (total + hours per week)
- Write 'REVISED' on top
- Must be signed by employee and approver



Status Forms/EPAF Routing

- If applicable, Status Forms and EPAF need to be routed **first** to the Graduate School and SPA for their approval
- Graduate School and SPA will forward to Employment Services for review
- Approved Status Forms and EPAF submissions are due in Payroll by Noon on Wednesdays of non-payroll weeks



If it's **Tuesday** and you don't have Graduate School and/or SPA approval, **YOU'RE LATE!!**

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Graduate School and Sponsored Program Accounting (SPA) Approvals

Graduate School Approval:

- Hourly graduate students
- Stipends

(Basically all graduate students)

SPA Approval:

- All Grad students on sponsored projects and or the following indexes E2's, E34's, E35's, E4's, and E5's, the exception is E29's.



Payroll Services Deadlines

- Approved Status Forms and EPAF Submissions due by Noon on Wednesdays of non-payroll weeks
- Deduction Forms due by Noon on Thursdays of non-payroll weeks
- Approved Timesheets (electronic and paper) due by Noon on Monday of payroll weeks



WorkLife Connections

- Dual Career Program reminder
- Flexible Work Options

Flexible Work Options

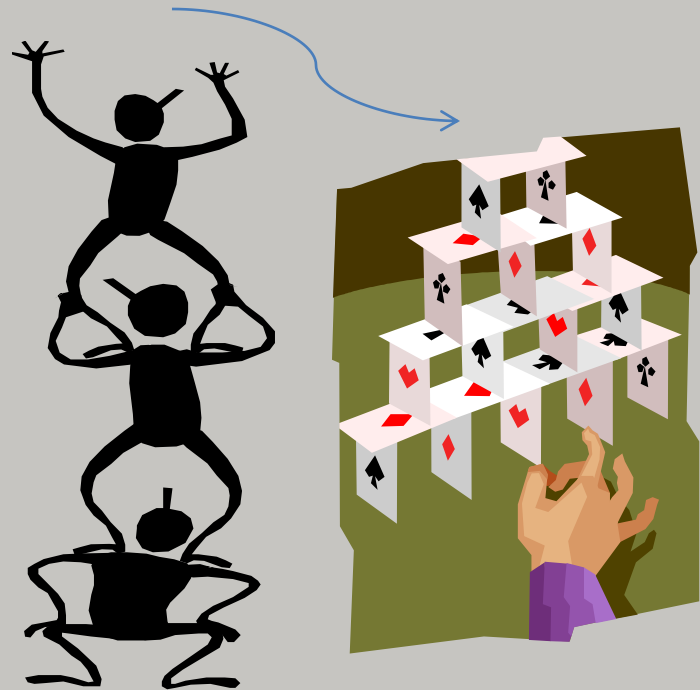
- Flextime
- Compressed Workweek
- Flexplace/Telecommuting

More information coming SOON!



HR Updates

- Laying the foundation
- Processes
- Colored forms
- Two-deep authorization



Why two-deep signatures?

Authorized signatures provide internal control

- Duties are divided or segregated among different people to reduce the risk of error or appropriate actions
- Helps to prevent and detect fraud
- Protects resources
- Provides reasonable assurance that Michigan Tech is in compliance with University policies and laws and regulations

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Metrics

Internal in HR

Data received from departments

Timeliness

Accuracy

Identify educational opportunities

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Metrics



Does this really matter? Why?

- New-hire's pay delayed
- Current employee's add'l comp delayed
- Employee under/over-paid
- Employee terminated & still paid
- Employee terminated & receiving benefits
- Manual changes are time- & cost-intensive
- If new-hire verification (Form I-9) is outside 3-day requirement; not compliant

Risks/Costs


Unsatisfied Employee
Unsatisfied Employee
\$ Cost to Dept/Univ
\$ Cost to Dept/Univ
\$ Cost to Dept/Univ
\$ Cost to Dept/Univ
\$\$\$ Violation is Costly

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Michigan Tech Jobs Site

<https://www.jobs.mtu.edu>

Stage 1 - Non-unionized staff job postings



PHASE >	Transition Phase	Roll-out Phase
DATES >	Feb – Mar	Mar – Apr
Departments >	Continue to submit “Blue Form”	Departments & HR Go Paperless!
Human Resources >	Enter & Post Jobs to jobs.mtu.edu	Submit Online Applications
Applicants >	Submit Online Applications	Review Applicant Materials Online
Search Committees >	Receive Hard Copy of Applicant Materials from Human Resources	

* Stage 2 - Unionized Jobs to Begin March/April

* Stage 3 - Faculty Jobs to Begin Summer/Fall



Planned Educational Sessions:

Stage 1 - Non-unionized job postings

Transition Phase	Roll-out Phase
Feb – Mar	Mar – Apr
Pilot Educational Sessions – if your unit will be hiring soon!	“JIT” Dept. Educational Sessions
Applicant Educational Sessions	Applicant Educational Sessions
Search Committee Educational Sessions (“JIT” in March)	Search Committee Educational Sessions (Formal & “JIT”)
Departmental Educational Sessions (“JIT” in March)	Formal Departmental Educational Sessions (in April)

*** Educational Sessions will also be provided for Stage 2 (Unionized Jobs) & Stage 3 (Faculty).**

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**Search Committee
Education on Legal Aspects +**

Coming Soon!



Questions?

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

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We want to hear from you...