

Michigan Tech



Keeping It All Together III

June 6, 2011

Human Resources * 2nd Floor Lakeshore Center * 906/487-2280 * www.admin.mtu.edu/hro/

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TODAY'S AGENDA

Welcome and Introduction	Anita Quinn, Director
Employment Services and Labor Relations	Bonnie Roth Gina Engler-Burton
Faculty HR / Immigration	Bobby Escobar
WorkLife Connections	Becky Christianson
Benefits Services	Renee Hiller
HR Information Systems	Patty Kyllonen
Payroll Services	Laurie Panian
Human Resources Updates / Q & A	Anita Quinn

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Employment Services

Staff Hiring: *Union (UAW / POA / AFSCME)*

- **Bonnie Roth**—Contract Administrator for Labor

Staff Hiring: *Exempt and Non-exempt; Non-union*

- **Gina Engler-Burton**—Senior Employment Specialist for Professional Staff

Academic Hiring: *Faculty, Instructors, Post-doctoral*

- **Bobby Escobar**—Associate Director, Immigration and Faculty HR

Frontline Customer Service: *HR Support Staff*

Laura Baril

Janelle Hosafros

Mary Larson

Labor Relations

- POA Negotiations scheduled for June 21
- Since January 2011, 10 UAW position audits have been conducted

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

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Staff Hiring Toolkit



- ❖ Resources for Departments Welcoming New Employees
- ❖ New-hire Paperwork – Legal & Current Forms

www.admin.mtu.edu/hro/newhire/

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Form I-9, Employment Eligibility Verification

I-9 Workshops

- July 25, 10:30-11:30 a.m., MUB
- July 28, 2:30-3:30 p.m., MUB
- August 2, 10:30-11:30 a.m., MUB

OMB No. 1615-0047, Expires 08/31/12
Form I-9, Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

Read instructions carefully before completing this form. The instructions must be available during completion of this form.
specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT discriminate on the basis of race, color, religion, sex, national origin, age, or disability. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name: Last _____ First _____ Middle Initial _____ Maiden Name _____
Date of Birth (month/day/year) _____
Age # _____ Social Security # _____
Zip Code _____

Address (Street Name and Number) _____ City _____ State _____
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):
 A citizen of the United States
 A naturalized citizen of the United States (see instructions)
 A lawful permanent resident (Alien #) _____
 An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - month/day/year) _____

Employer's Signature _____ Date (month/day/year) _____
Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by someone other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge and belief, the information furnished is true and correct.
Preparer's/Translator's Signature _____ Date (month/day/year) _____
Address (Street Name and Number, City, State, Zip Code) _____

Section 2. Employer Review and Verification (To be completed and signed by employer.)
I have examined one document from List B and one from List C, as listed on the reverse of this form, and I have determined that the document(s) appear to be genuine and to relate to the employee.
List A _____ OR _____ List B _____
Document title: _____
Issuing authority: _____
Document #: _____
Expiration Date (if any): _____
Document #: _____
Expiration Date (if any): _____
CERTIFICATION: I attest, under penalty of perjury, that I have examined the above-listed document(s) and that to the best of my knowledge and belief, the document(s) appear to be genuine and to relate to the employee. I certify that the information furnished is true and correct.
Signature of Employer or Authorized Representative _____ Date (month/day/year) _____
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) _____

Section 3. Updating and Reverification (To be completed and signed by employer.)
A. New Hire (if applicable) _____
B. Date of Previous Employment _____
C. If employer's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization. If the document is a temporary authorization, provide the expiration date.
Document Title: _____
Document #: _____
Expiration Date (if any): _____
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.
Signature of Employer or Authorized Representative _____ Date (month/day/year) _____

Form I-9 (Rev. 08/07/09) Y Page 4

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Form I-9, Employment Eligibility Verification

	“Blue” Form	“Green” Form	“Pink” Form
	Regular & Fixed-Term Employment	Short-Term (temps) Employment	Student Employment
Form I-9	<i>Who’s Responsible?</i>	<i>Who’s Responsible?</i>	<i>Who’s Responsible?</i>
Section I: New Hires	HR	Dept	Dept
Section II: New Hires	HR	* HR *	Dept
Section III: Re-Hires	HR	HR	Dept

Section I: Employee Information & Verification (On or Before 1st Day)

Section II: Employer Review & Verification (By 3rd Business Day)

Section III: Updating & Re-Verification (On or Before 1st Day)

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Short-Term (temps)

*** NEW PROCESS ***

Dept

Completing Section 1, Employee Information and Verification

1. Have new employee complete **Section I** and sign on or before first day of employment.
2. Instruct new hire to review list of acceptable documents. Employers can not specify documents.
3. Instruct new hire to present documents in-person at HR Employment Services within 3 business days.

HR

Completing Section 2, Employer Review and Verification

4. ES examines documents, certifies identity, and signs **Section II** for employment authorization.



* Friendly Reminders *

Employment Authorizations

The University is looking closely at all position authorizations as mentioned at the last President's Forum.

Regular Positions ("Blue" Form)

Authorization = 2 Deep > ES Review > Executive Approval > Presidential Review
then Post, Selection, Job Offer, Legal Paperwork, then 1st Day of Work

Short-term Positions ("Green" Form)

Authorization = 2 Deep > ES Review > Approved to Fill (ES Notifies Dept.)
then Job Offer & Legal Paperwork, then 1st Day of Work

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* Friendly Reminders *

Hiring Guide

(Full Guide Currently Under Revision)

Steps for Filling Temporary Positions

Consult with Human Resources (HR) before hiring a temporary to determine posting and advertising requirements.

The basic definition of a faculty temporary position is one that has an end date. A Temporary Pool of applicants is maintained. Usually, positions that are temporary are not required to have postings internally or externally. Positions that would lead to significant opportunities, such as offering benefits, lasting nine months or more, or having the possibility of becoming regular should be posted.

1. Contact Human Resources for services
2. Complete Position Authority Form (blue memo)
<http://www.admin.mtu.edu/aao/forms/posauthformjuly07.pdf>
3. Review applications and interview candidates
4. Select candidate and contact Human Resources to complete the job offer process

What NOT to do during the Hiring Process

- Do not hire anyone without talking to Human Resources first.
- Do not make an offer until the Affirmative Action Record has been reviewed by the Affirmative Programs Office and Human Resources.
- Do not discuss a starting salary with the individual until you've talked to Human Resources. Once a candidate is selected, contact the HR office (they provide services to make offers and negotiate salaries if needed).

Minor Employees (<18 yrs)

- I-9 Section I must be prepared by parent or legal guardian; minor may not sign
- Work Permit & Age Certification must be finalized before work begins
- Requires adult supervision and monitoring of hours



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



Sabbatical Leave

First come, first served...

Remind faculty to turn in their leave requests early

<http://www.admin.mtu.edu/admin/prov/hiring/sabbatical.htm>



Spring Semester Contract Dates

- Contract date – Dec. 26, 2011 to May 4, 2012

http://www.admin.mtu.edu/admin/prov/calendar/Contract_dates_1011_1617.pdf

- Payroll dates

<http://www.admin.mtu.edu/hro/forms/biweeklycalendar2011-2012.pdf>

- Academic calendar dates

<http://www.mtu.edu/registrar/students/calendars/academic/>



Tenure Review Process

Starts again in mid-September

http://www.admin.mtu.edu/admin/prov/calendar/Faculty_Review_Process_1011.pdf



Faculty Review Recommendation

Form L: Non-tenure Track

http://www.admin.mtu.edu/admin/prov/hiring/FormL_1011.pdf

Field added for Rank/Title

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WorkLife Connections

Becky Christianson

Director, WorkLife Connections

WorkLife Connections * 220A Lakeshore Center * 906/487-2416 * rwchrist@mtu.edu

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Dual Career Assistance Website:

<http://www.dual.mtu.edu/>

Flexible Work Options (FWO) Website:

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

FWO Information and Forms Available:

- Flextime
- Compressed Workweek
- Flexplace/Telecommuting



Benefits Services

Renee Hiller - Director

Nancy Bykkonen – Staff Assistant

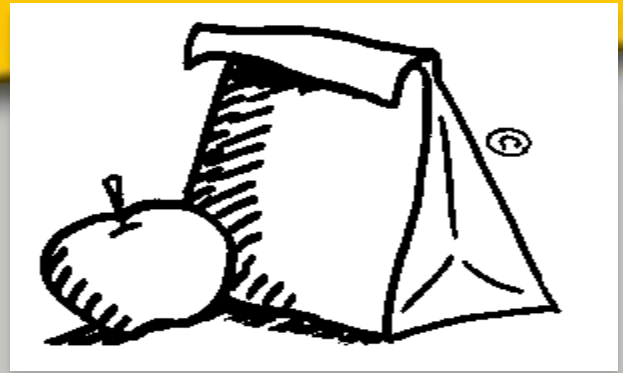
Karen Hext – Coordinator of Benefits

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



Benefits Services Updates

- HSA Employer Contribution July 2011
- Wellness Update
 - Lunch & Learns
 - HuskyPAW (Physical Activity and Wellness) Incentive Program
- Retirement Vendor Review Group
- Student Insurance



Wellness Lunch 'n Learns

- **June 15** – Proper Stretching Techniques and Yoga Demonstration
- **Sept/Oct** – Wellness Series with Myra Moyryla
- **Oct/Nov/Dec** – Diabetes Series with Aspirus-Keweenaw



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 EPAFs
 - 10 academic and 14 administrative
 - Total EPAFs applied since October: 1670

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What's New?

Stipend EPAF process developed, tested and implemented in April

6 departments processed 140 stipend EPAFs

Thanks for your assistance and patience ...



Update: Electronic Personnel Action Forms (EPAFs)

- **Student EPAF Processes in Place (20 Departments)**
 - re-hired student employees
 - changes to existing student employee status
 - re-hired contractual student employees



Toward Paperless: No More Colorful Forms!

1. Refine Student EPAF Process and Roll-out to Entire Campus:
 - Add 2nd Approval Level into EPAF Process
 - Develop Training and Reference Tools
 2. Train all Campus Departments on Student EPAF Processes
 3. Develop EPAF Process for Employee Status Changes (“Greens” and “Golds”)
 - Look for Modified Green Form in Preparation for EPAF Process Development
 4. Train all Campus Departments on Employee Status Change EPAF Processes
- * New and Re-hire EPAF Processing will Follow Status Changes



Payroll Services

Laurie Panian – Assoc. Dir. HR Business Operations

Open Position – Payroll Manager

M. Wayne Gaddis – Administrative Aide

Tim Scullion – Payroll Associate

Tammie Vater – Office Assistant

Payroll Services * 220M Lakeshore Center * 906/487-2130 * payroll@mtu.edu



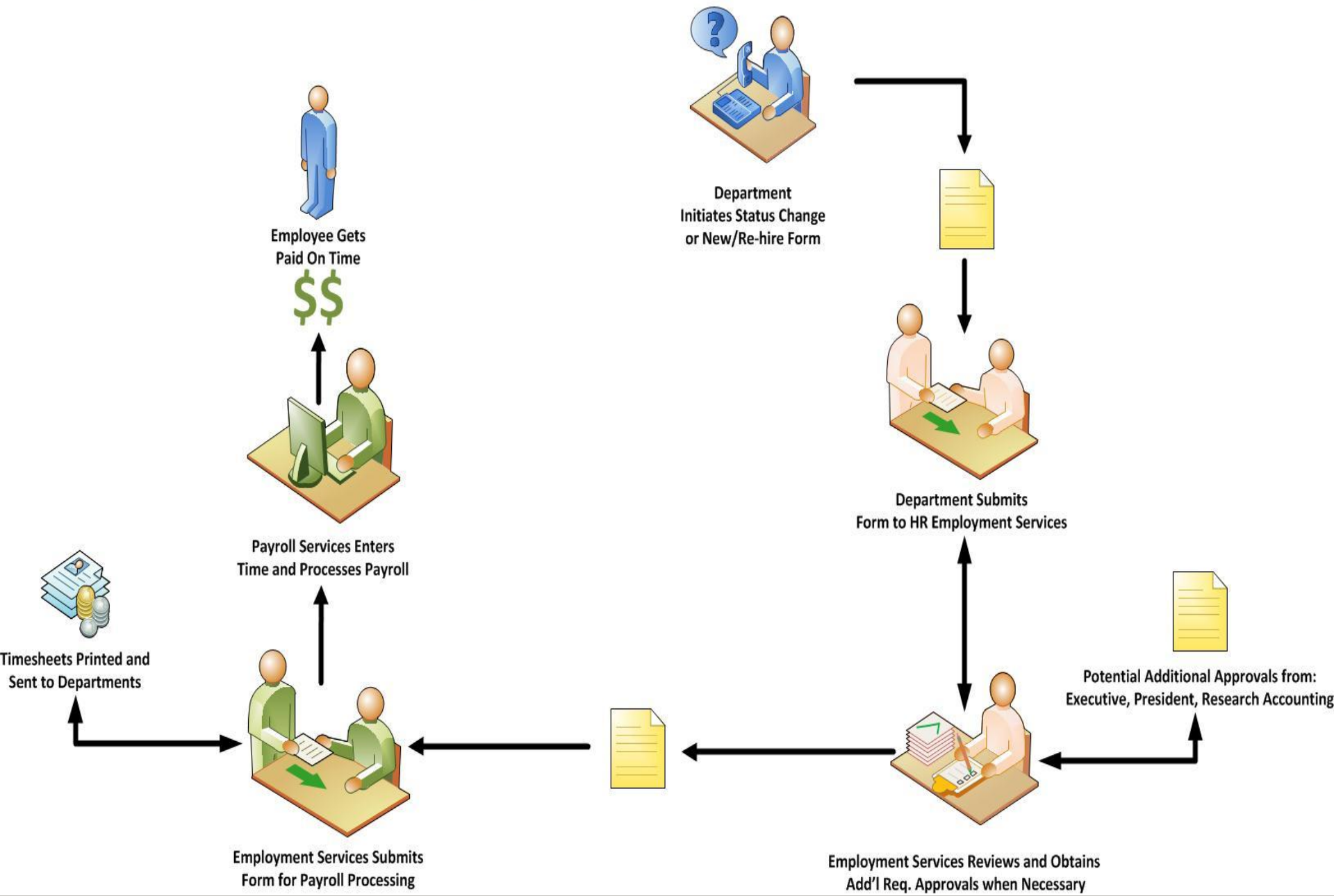
Electronic Time Entry: Next Steps

Summer 2011:

Departments *without* Research Accounts

(JRVP Library: Training for Library staff—June 23 and 24)

Payroll Process Begins with Departments



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Employment Services (ES) and Payroll Services (PS) Payroll Cycle Deadlines

	SUN	MON	TUE	WED	THU	FRI	SAT
Payday Week	May 29	<i>Timesheets Due to PS by NOON; PS: Data Entry / Edit Checks</i> 30	PS: Data Entry/Edit Checks 31	PS: Data Entry/Edit Checks June 1	Checks Cut, Electronic Funds Transfer 2	<i>Golds/greens/pinks & EPAF due to ES by NOON (for next payday)</i> 3 <i>Payday</i>	4
Non-payday Week	5	ES Review 6	ES Review 7	ES Review and Processing complete by NOON for PS 8	<i>Payroll Packets sent to Dept. Timekeepers</i> 9	10	11
Payday Week	12	<i>Timesheets due to PS by NOON; PS: Data Entry / Edit Checks</i> 13	PS: Data Entry/Edit Checks 14	PS: Data Entry/Edit Checks 15	Checks Cut, Electronic Funds Transfer 16	<i>Golds/greens/pinks & EPAF due to ES by NOON (for next payday)</i> 17 <i>Payday</i>	18

Sample Dates Used:

Sunday, May 29, 2011 – Saturday, June 18, 2011



Upcoming HR Workshops

DATE	TIME	LOCATION	TOPIC
June 15, 2011	Noon-1:00 p.m.	MUB	Wellness Lunch 'n Learn: Proper Stretching Techniques and Yoga Demo
July 25, 2011	10:30-11:30 a.m.	MUB	I-9 Forms
July 28, 2011	2:30-3:30 p.m.	MUB	I-9 Forms
August 2, 2011	10:30-11:30 a.m.	MUB	I-9 Forms
September/October 2011 (Dates TBA)	Noon-1:00 p.m.	MUB	Wellness Lunch 'n Learn Series with Myra Moyryla
October/November/December 2011 (Dates TBA)	Noon-1:00 p.m.	MUB	Wellness Lunch 'n Learn: Diabetes Series with Aspirus Keweenaw

Watch for EPAF training announcements!



Questions?

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

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Thank you for joining us today!

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