Supervisor 101

Part 3: Benefits, Recruitment, and Payroll/Ultratime
Health & Wellness
GVSU Health and Wellness

- Strategy
  - Health & Wellness – Creating the Culture

- So Why Should We Care?
  - The People!
  - The Numbers!

- How
  - Total Population Health Management – It’s What We Do
Our Focus
GVSU Strategic Plan: A vision for student, staff and faculty well-being

• Strategic Priority 3: Ensure the alignment of institutional structures and functions.

• Institutional outcome E:
  • Objective 3.E.3: GVSU has a well-established reputation for the wellness of students, faculty and staff at all levels, for example, earning and/or maintaining recognition as one of America’s Healthiest Employers.
MISSION
Promoting and encouraging healthy lifestyles to enhance the quality of life for Grand Valley State University faculty and staff members and their families.

VISION
Grand Valley will be recognized as the healthiest campus in Michigan by increasing awareness of healthy lifestyle choices and providing opportunities for a lifelong commitment to good health and well-being.
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Estimated 19/20 Estimated Expenditure</td>
<td>$54,075,051</td>
</tr>
<tr>
<td>Total Estimated 18/19 Estimated Expenditure</td>
<td>$52,134,180</td>
</tr>
<tr>
<td>% Change</td>
<td>3.72%</td>
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<tr>
<td>Prior Fiscal Year % Change</td>
<td>-0.43%</td>
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</table>

Medical, Dental, Retirement, Life Insurance and Long-term Disability
## GVSU 2017 Total Medical Plan Spend

<table>
<thead>
<tr>
<th></th>
<th>Added RX Cost</th>
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<tbody>
<tr>
<td>2018 Incurred</td>
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<tr>
<td><strong>Total GVSU Cost</strong></td>
<td>$ 27,557,054</td>
</tr>
<tr>
<td><strong>Total Faculty/Staff Costs</strong></td>
<td>$ 6,288,166</td>
</tr>
<tr>
<td><strong>Adjusted Cost Basis (GVSU Cost+F/S OOP-F/S Premiums)</strong></td>
<td>$ 32,541,340</td>
</tr>
<tr>
<td><strong>Faculty/Staff Percentage of Adjusted Cost Basis</strong></td>
<td>19%</td>
</tr>
<tr>
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<tr>
<td><strong>Deductible</strong></td>
<td>$1,500</td>
</tr>
<tr>
<td><strong>Premium</strong></td>
<td>-</td>
</tr>
<tr>
<td><strong>GVSU HSA contribution</strong></td>
<td>$650</td>
</tr>
<tr>
<td><strong>Co-pays</strong></td>
<td>-</td>
</tr>
<tr>
<td><strong>Potential faculty/staff out-of-pocket</strong></td>
<td>$850</td>
</tr>
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<tbody>
<tr>
<td><strong>Deductible</strong></td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
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<td>$3,000</td>
<td>$3,500</td>
<td>$4,000</td>
<td>$4,000</td>
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<td>$4,000</td>
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<tr>
<td><strong>Premium</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td><strong>GVSU HSA contribution</strong></td>
<td>$1,300</td>
<td>$1,300</td>
<td>$1,300</td>
<td>$260</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Co-pays</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td><strong>Potential faculty/staff out-of-pocket</strong></td>
<td>$1,700</td>
<td>$1,700</td>
<td>$1,700</td>
<td>$2,740</td>
<td>$3,000</td>
<td>$3,500</td>
<td>$4,000</td>
<td>$4,500</td>
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</thead>
<tbody>
<tr>
<td><strong>Deductible</strong></td>
<td>$3,865</td>
<td>$4,068</td>
<td>$4,037</td>
<td>$4,391</td>
<td>$4,347</td>
<td>$4,364</td>
<td>$4,289</td>
<td>$4,883</td>
<td>$4,626</td>
<td>$1,073</td>
</tr>
<tr>
<td><strong>Premium</strong></td>
<td>$3,076</td>
<td>$3,437</td>
<td>$3,241</td>
<td>$4,126</td>
<td>$3,660</td>
<td>$3,930</td>
<td>$4,647</td>
<td>$4,626</td>
<td>$4,626</td>
<td>$4,626</td>
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<tr>
<td><strong>Employer HSA contribution</strong></td>
<td>$1,069</td>
<td>$1,070</td>
<td>$1,150</td>
<td>$1,347</td>
<td>$991</td>
<td>$1,208</td>
<td>$1,086</td>
<td>$1,073</td>
<td>$1,073</td>
<td>$1,073</td>
</tr>
<tr>
<td><strong>Co-pays</strong></td>
<td>$2,618</td>
<td>$3,366</td>
<td>$3,040</td>
<td>$3,400</td>
<td>$3,444</td>
<td>$4,219</td>
<td>$4,300</td>
<td>$4,570</td>
<td>$4,570</td>
<td>$4,570</td>
</tr>
<tr>
<td><strong>Potential employee out-of-pocket</strong></td>
<td>$8,490</td>
<td>$9,801</td>
<td>$9,168</td>
<td>$10,570</td>
<td>$10,460</td>
<td>$11,305</td>
<td>$12,150</td>
<td>$13,006</td>
<td>$13,006</td>
<td>$13,006</td>
</tr>
</tbody>
</table>

The employee potential out-of-pocket costs are calculated as the sum of the deductible, premium and co-pays minus the employer contribution to the Health Savings Account (HSA).

In the survey, firms were not asked about family coverage co-pay maximums so the value is estimated.
Cost of benefits - % of Pay

Benefits include medical, dental, and retirement

2017 Michigan University Coalition on Health, Inc. data
**BENEFITS**
- Financial Health
  - Medical
  - Health Savings Account
  - Dental
  - Life insurance
  - Salary Continuation & Long Term Disability
- Retirement
  - Tuition Reduction
  - Household Member program
  - Adoption benefits
  - Rooms for nursing mothers

**WELLNESS**
- Physical Health
  - Personal health coaching
  - On site fitness facilities and classes
  - YMCA and fitness center discounts
  - Team and individual health challenges
  - Weight Watcher’s at Work
  - Office Ergonomics
  - Farmers Market
  - Nutrition competitions
  - Exercise Release Time

**WORKLIFE**
- Emotional Health
  - Free counseling with ENCOMPASS
  - Life event support groups
  - Resource and referrals for life events
  - Mediation services
  - Career Coaching
  - Financial fitness
  - Flexible Work Arrangements
  - Conflict Resolution Process

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**HEALTH & WELLNESS**
IT'S WHAT WE DO

www.gvsu.edu/healthwellness

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**HEALTHY LIVING**
Health & Wellness Team

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ekstron1@gvsu.edu
2019 OPEN ENROLLMENT
ENROLL TODAY
Begins October 23rd, 8am
Closes November 7th, 5pm

Address
Human Resources Health and Wellness
1090 James H. Zumwalt Hall
Allendale, Michigan 49401

Contact
Human Resources Health & Wellness
Phone: (616) 331-2245
Fax: (616) 331-3216
healthandwellness@gvsu.edu
Recruitment & Hiring
Hiring the Best People
The biggest challenge for today

- Legal and Policy Issues
- Planning Strategies
- PageUp
- Interviewing
Legal and Policy Issues

Employment Law
State and federal fair employment laws prohibit discrimination in hiring

Equal Employment Opportunity
GVSU is fully committed to equal employment opportunity

Confidentiality
Information obtained through a search is confidential and should stay with the committee
Planning Strategies
Plan to succeed

The hiring process is a partnership

- **Position Announcement**
  Your pool will only be as good as your description was.

- **Committee Selection**
  Inclusion Advocate must be from outside hiring unit.

- **Rubric for Applicant Review**
  There should be a ranking or reviewing method that can be applied to all applicants.

- **Consistency**
  Every applicant must be treated equally with the same standard.
Our new Applicant Tracking System

**Hiring Approval Form**
Will be done online to make the approval process more efficient and transparent

**Advertising Sources**
Opportunity for growth and partnership

**Screening/Interviewing**
- Can create timeslots and let applicants select available times.
- Pre-screening does not have to be approved by HR

**Offer**
Timing from making offer to candidate accepting is more efficient with online system

**Onboarding**
Help the candidate transition and complete required task as new employee
Interviewing
Tips for a successful meeting

Finding the right candidate

• Prepare a list of questions
• Make sure questions relate to job qualifications
• Create open-ended questions
• To identify past behavior as an indicator of future behavior
• To predict success in the job and with the organization
• Don’t Talk too much (you brought them in)
• Silence is okay
Interviewing
Areas to watch out for

Questions to NOT ask
Do not ask about protected classes. Be careful when establishing rapport.

Take Notes
It is easy to forget what a candidate said or simply forgot who said it.

Consistency
Always ask the same questions in the same order.
FLSA – What it means for you...

*Do the best you can until you know better. Then when you know better, do better.* ~ Maya Angelou

FLSA – Fair Labor Standards Act – Department of Labor

- Protects the employee and the employer
FLSA – Hourly Staff

• Classified by the FLSA duties test
• **NEVER** exempt from Overtime
• Student Employee versus Staff Employees
• Tracking and reporting time – The Law
• Flex Time – Do’s and Don’ts
• Overtime (union contracts)
• Auditors
FLSA – Salaried Staff

- Exempt from being paid Overtime
- Job Duties must meet certain criteria to be considered Salaried
- AP Vacation Tracked Quarterly – Liability Auditors Review
Pay Schedules and Notices

• Pay Calendars are located on HR and Payroll Websites
  • Hourly paid bi-weekly on Tuesday
  • Salary paid the 15\textsuperscript{th} and the last day of the month

• Notices
  • Payroll will send out notices and updates via the Notice Boards and Barter Board
Paycheck Info

• Direct Deposits
  • Salaried: Money deposited day before the 15th and last day of month when possible
  • Hourly: Money deposited Monday before the pay date when possible
  • Federal Holidays and Holiday Break may change schedule
  • Different financial institutions deposit money on different days

• Paper Checks
  • Remind employees that they need to pick them up at the student windows
  • Downtown and Allendale depending on the department they are assigned to.
Payroll Forms – How/Where to Submit

• All forms are found on the payroll website
• Do not email any forms – Email is not encrypted
• Regular Mail
• Hand Deliver
• Intercampus
  • Please place docs in a sealed envelope inside intercampus envelope
  • Seal the back (staple or tape)
Employee Self Service (My Banner)

- My Banner (Self Service - SSB)
UltraTime Overview

- UltraTime Login
- PC Punch Timeclock
- UltraTime Mobile

"Some complaints have come in about your method of reminding people to hand in timesheets."
Questions?
Contact Information

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