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
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.

HEALTH & WELLNESS
www.gvsu.edu/healthwellness
Projected Benefits Budget 2019-20

Total Estimated 19/20 Estimated Expenditure $54,075,851
Total Estimated 18/19 Estimated Expenditure $52,134,180

% Change 3.72%

Prior Fiscal Year % Change -0.43%

Medical, Dental, Retirement, Life Insurance and Long-term Disability

<table>
<thead>
<tr>
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<th>2018 Incurred</th>
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<tbody>
<tr>
<td>Total GVSU Cost</td>
<td>$27,557,054</td>
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<tr>
<td>Total Faculty/Staff Costs</td>
<td>$6,288,166</td>
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<tr>
<td>Adjusted Cost Basis (GVSU Cost+F/S OOP-F/S Premiums)</td>
<td>$32,541,340</td>
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<td>Faculty/Staff Percentage of Adjusted Cost Basis</td>
<td>19%</td>
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Maximum Potential Employee Health Care Cost - GVSU and National Average

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<tr>
<td>Potential faculty/staff cost per member</td>
<td>$1,100</td>
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<td>Employee HSA</td>
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The employee potential cost per member is calculated as the sum of the deductible, premium and co-pay across the employee contributions to the health benefits (based on 2019). In the survey, plans were not asked about family coverage so pay related to the value is estimated.
Health & Wellness Team

Kris Klausing
Health & Wellness Consultant
38010-1456

Tara Moore
Health & Wellness Manager
38010-1456

Linden DeChiro
Health & Wellness Specialist
38010-1456

Nick Klabun
Benefits Specialist
38010-1456
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 search is confidential and should only be shared with the committee.

Planning Strategies

The hiring process is a partnership

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

Rubric for Applicant Review
There should be a setting in which a position description is for applicants to read.

Committee Selection
Inclusion and diversity must be from outside hiring unit.

Consistency
Every applicant must be treated equally with the same techniques.

Consistency
Every applicant must be treated similarly with the same techniques.

PageUp
Our new Applicant Tracking System

Advertising Sources
Opportunities for growth and partnership

Offer
Time from reviewing offer to candidate accepting is more efficient using system

Hiring Approval Form
Help the candidate transition and complete required tasks as new employee

Screening/Interviewing
• Comprehensive interviews and the distribution of available tasks
• Focus on ensuring the right person for the position

Onboarding
Help the candidate transition and complete required tasks 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 forget who said it

- Consistency
  - Always ask the same questions in the same order.

Payroll

Julie Noto
Payroll Systems Assistant

Rosalie McCarty
Payroll Assistant

Brandi Sain, CPP
Payroll Tax Accountant

Luanne Brown, CPP
Director of Payroll
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

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**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

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**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 15th 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

Questions?
## Contact Information

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<tr>
<th><strong>Benefits</strong></th>
<th><strong>Payroll</strong></th>
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