

Supervisor 101

Part 3: Benefits, Recruitment, and Payroll/Ultratime

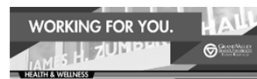


Health & Wellness



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



GRAND VALLEY
STATE UNIVERSITY
HUMAN RESOURCES

HEALTHY LIVING
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
BENEFITS. WELLNESS. WORKLIFE.
www.gvsu.edu/healthwellness



Projected Benefits Budget 2019-20

Total Estimated 19/20 Estimated Expenditure	\$54,075,051
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

GVSU 2017 Total Medical Plan Spend

	Added RX Co N
	2018 Incurred
Total GVSU Cost	\$ 27,557,054
Total Faculty/Staff Costs	\$ 6,288,166
Adjusted Cost Basis (GVSU Cost+F/S OOP-F/S Premiums)	\$ 32,541,340
Faculty/Staff Percentage of Adjusted Cost Basis	19%

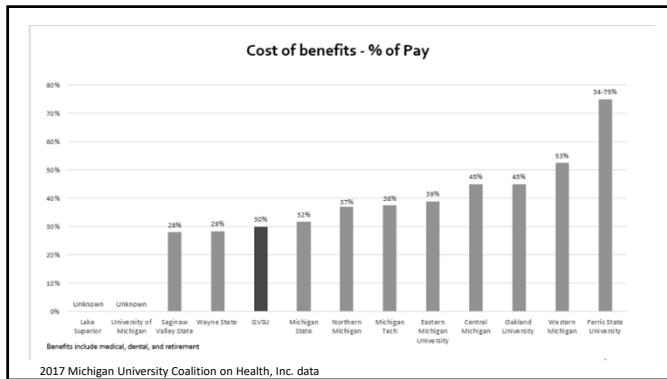
Maximum Potential Employee Health Care Cost - GVSU and National Average

GVSU Single										
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Deductible	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,750	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Premium	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GVSU HSA contribution	\$ 650	\$ 650	\$ 650	\$ 130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Co-pays	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 250	\$ 250
Potential faculty/staff out-of-pocket	\$ 850	\$ 850	\$ 850	\$ 1,370	\$ 1,500	\$ 1,750	\$ 2,000	\$ 2,250	\$ 2,250	\$ 2,250

GVSU Family										
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Deductible	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,500	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
Premium	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GVSU HSA contribution	\$ 1,300	\$ 1,300	\$ 1,300	\$ 260	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Co-pays	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ 500
Potential faculty/staff out-of-pocket	\$ 1,700	\$ 1,700	\$ 1,700	\$ 2,740	\$ 3,000	\$ 3,500	\$ 4,000	\$ 4,500	\$ 4,500	\$ 4,500

National Averages for Family (from Kaiser/HRET survey of Employers)								
	2011	2012	2013	2014	2015	2016	2017	2018
Deductible	\$ 3,865	\$ 4,068	\$ 4,037	\$ 4,391	\$ 4,347	\$ 4,364	\$ 4,789	\$ 4,883
Premium	\$ 3,076	\$ 3,437	\$ 3,241	\$ 4,126	\$ 3,660	\$ 3,930	\$ 4,647	\$ 4,636
Employer HSA contribution	\$ 1,069	\$ 1,070	\$ 1,150	\$ 1,347	\$ 991	\$ 1,208	\$ 1,086	\$ 1,073
Co-pays	\$ 2,618	\$ 3,366	\$ 3,040	\$ 3,400	\$ 3,444	\$ 4,219	\$ 4,300	\$ 4,570
Potential employee out-of-pocket	\$ 8,490	\$ 9,801	\$ 9,168	\$ 10,570	\$ 10,460	\$ 13,305	\$ 12,150	\$ 13,096

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.



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
- Employee support groups
- Resource and referrals for life events
- Mental health services
- Career Coaching
- Employee assistance
- Flexible Work Arrangements
- Conflict Resolution Process

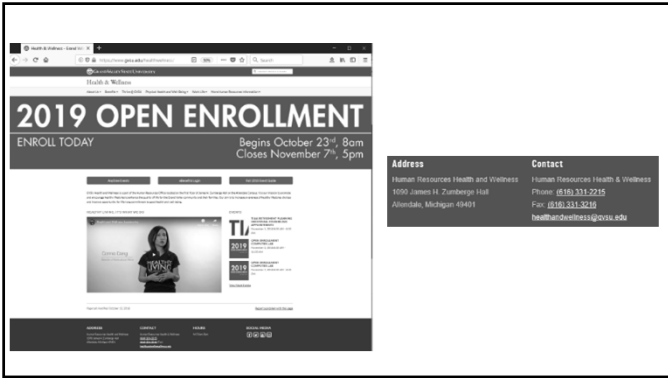
Health & Wellness Team

Elisa Salazar, LMSW
Work Life Consultant
salazeel@gvsu.edu

Tara Rivers
Benefits Manager
tarariv@gvsu.edu

Lindsey DesAmo
Health and Wellness Specialist
desamli@gvsu.edu

Nick Ekstrom
Benefits Specialist
ekstrom1@gvsu.edu







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.



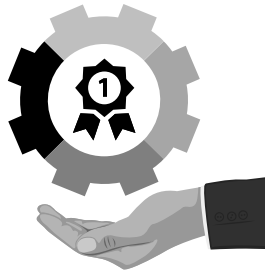
Committee Selection
Inclusion Advocate must be from outside hiring unit.



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.



PageUp

Our new Applicant Tracking System

Advertising Sources
Opportunity for growth and partnership

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



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

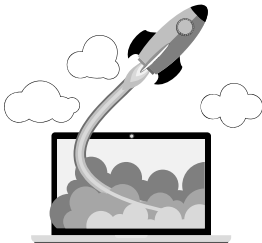
Screening/Interviewing

- Can create time slots and let applicants select available times.
- Pre-screening does not have to be approved by HR.

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

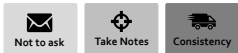
Interviewing

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



Not to ask Take Notes Consistency



Payroll



Julie Noto
Payroll Systems Assistant



Rosalie McCarty
Payroll Assistant



Brenda 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



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 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](#)



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

Questions?



Contact Information

Benefits

Dave Smith
Director of Benefits & Wellness
P: 616-331-2215 F: 616-331-3216
Email: smithdav@gvsu.edu

Recruitment

Megan Bravo
Employment Specialist
P: 616-331-2215 F: 616-331-3216
Email: bravome@gvsu.edu

Payroll

Luanne Brown
Director of Payroll Services
P: 616-331-2237 F: 616-331-3975
Email: brownlua@gvsu.edu

Julie Noto

Payroll Systems Assistant
P: 616-331-2237 F: 616-331-3975
Email: notuju@gvsu.edu
