



HUMAN RESOURCES TODAY

News You Can Use!

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FROM THE DIRECTOR

Human Resources strives to support each department, division and center within the Michigan Tech community by anticipating and meeting your needs in a changing community to attract, sustain and inspire excellence. HR develops innovative programs and strategies that range from benefit programs, issue resolution, training opportunities and recruitment and retention strategies. Human Resources endeavors to partner with all stakeholders on campus to ensure we provide exceptional customer service that promotes fairness, open communication, trust and mutual respect.

The information contained within describes the services and support HR provides to our campus community including Staff and Academic Employment, Human Resources Information Systems, Benefits and Wellness and Payroll. Each of these areas are here to help you. If there are other topics of interest you'd like to hear about related to the services HR provide, please let us know by emailing Amy Mensch at ajmensch@mtu.edu.

Renee Hiller, Director of Human Resources

ACADEMIC EMPLOYMENT

Academic Employment serves as the liaison between Human Resources and the academic departments for all faculty and postdoctoral appointments and leads the day-to-day administration of applicable policies and programs. We collaborate with the academic departments on faculty and postdoc hiring, faculty review, promotion and tenure and re-appointments and make necessary changes to existing positions.

Academic Employment oversees the summer faculty compensation process, facilitates the E-Verify process and assists departments with position management. We maintain faculty files and records with regard to promotion and tenure. The faculty database within ASPIRE is also managed within our area.

Academic Employment supports the Provost's office in all processes and policies related to faculty employment.

We provide support to academic departments for our job applicant tracking system, PeopleAdmin, and guide those in academic departments on academic hiring policies and procedures.

Within Academic Employment is our **Visa and Immigration Services area**, which develops and coordinates immigration services and related employment processes to all VP areas as needed. We ensure that immigration services and employment services comply with University policies as well as state and federal laws and regulations. We provide information to departments and foreign national visitors on aspects of their immigration status which includes temporary employment visas, helping with the change of status and the green card process.



BENEFITS AND WELLNESS

The Benefit Services office administers employee benefits as well as develops, recommends and institutes approved, new or modified plans to maintain and improve the health and wellness of employees and their dependents.

In addition to employee benefits and wellness initiatives, Benefit Services and Michigan Tech support mothers who choose to continue breastfeeding after returning to work or classes by offering several lactation spaces on campus. Each room offers a clean, secure and private space for women who need to express breast milk. The Benefits Services website provides additional information as well as a detailed map of locations.



Benefit Services also has the opportunity to interact regularly with students, as it is the home of the Student Insurance office, and works with international students and graduate students on their student insurance needs.

For more information about benefit and wellness services at Michigan Tech, the Benefit Services website is regularly updated with useful information and resources for employees to access at any time. The Benefits Services staff also welcomes the opportunity to provide benefit and wellness information and can be reached at 906-487-2517 or benefits@mtu.edu to assist with your questions.

This issue:

From the Director

Who we are:

Academic Employment

Benefits

Human Resources Information Systems (HRIS)

Payroll

Staff Employment

HUMAN RESOURCES INFORMATION SYSTEMS (HRIS)

The HRIS team supports the technology applications that Human Resources (HR) utilizes across their business operations and is the direct link between HR and the Department of Information Technology (IT). HRIS is often the silent partner, working behind the scenes to maintain current processes while collaborating with their customers to review, evaluate and implement processes and technology for improvement. Indicated below is the major functions that HRIS currently supports.

- Banner data administration to support employment, compensation, benefits and payroll
- Employee Self Service, including direct administration of:
 - * Electronic open enrollment, salary planner, position management, Electronic Personnel Action Forms (EPAF), Web Time Entry
- TimeClock Plus
- PeopleAdmin
- HR Data Reporting
- HR Data Access

HRIS has a few large projects that will continue through 2019. Running in first place is the finalization of the report conversion to WebFocus which has direct effect on all campus departments through decentralization of data. Following up in second is supporting the conversion from Banner 8 to Banner 9 Admin pages for efficient processing by staying abreast of upgrades to Banner 9 Admin.

Technology is a moving target in the information age and HRIS strives to be in the center of the bullseye!



PAYROLL

The function of Payroll Services is to provide timely and accurate payroll in compliance with federal and state regulations and in accordance with the University guidelines.

The team coordinates all University payroll and time reporting for faculty, staff and student employees, both domestic and international. Time is reported through various methods based on the most efficient process to meet their customers' needs. Time entry methods include: paper time sheets, web time entry through Banweb, departmental time entry and TimeClock Plus (a 3rd party time and attendance system).

Some statistics regarding Payroll Services:

- Average of 5,000 W-2's produced each year
- Withholds and distributes employee and employer contributions to multiple vendors
- Retirement reporting to ORS / TIAA / Fidelity
- Withhold and maintains state tax accounts for approximately 25 states outside of Michigan

STAFF EMPLOYMENT

Staff Employment provides guidance on staff hiring, supervision, labor relations, employee relations and training at Michigan Tech. Our main focus is on providing excellent customer service to all - faculty, staff, students and external customers.

With labor relations, we strive to maintain a positive relationship with each union through regular communication, mutual respect and honesty. Upon the completion of contract negotiations, a contract changes presentation is provided to supervisors of union employees. In addition, the Staff Employment team (as well as others in Human Resources) attends the annual UP Labor Management conference where we learn about current labor-management topics and network with people across the UP in both labor and management roles.

Staff Employment provides a variety of training - both online and in person - on topics from supervision to search committee certification. We work with departments on probationary/progress reports and performance management. We provide guidance on a wide array of topics, such as job descriptions, office conflict and staff planning. We work with departments to ensure compliance on any employment or staffing status changes and hiring - including short-term/casual/seasonal employees.

Employment Services utilizes an Employment Services Representative (ESR) system. Each department has an ESR designated to assist them and serve as a "one-stop-shop" for questions. ESRs provide backup support for each other when needed so the customer always has help. Please visit <https://www.mtu.edu/hr/supervisors-admins/hiring/docs/employment-representative-guide.pdf> to determine who your ESR is.

We always welcome customers with questions to call Human Resources at (906) 487-2280. Our favorite saying is, "When in doubt, call your Employment Rep!"

