



HUMAN RESOURCES TODAY

News You Can Use!

Summer Semester 2019 | Issue 2

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RSVP OPEN ENROLLMENT STAFFING UPDATES

The Retirement Supplemental Voluntary Program (RSVP) is a voluntary retirement program offered to eligible Michigan Tech employees. The enrollment period for which an employee may sign their RSVP election will open on July 1 and remain open through Oct. 31, 2019.



Employees electing the Monetary Retirement Option must retire on or before June 30, 2020. The monetary retirement option provides a benefit equal to 50% of the eligible employee's annual salary (nine-month salary for faculty) at the time of their actual retirement date.

Prior to electing RSVP, employees must meet with the Benefits Office for a confidential meeting to verify eligibility. RSVP program information may be found online.

RSVP questions may be directed to Benefit Services at 7-2517 or benefits@mtu.edu.

“PAYROLL” *checkup* —REMINDER

Due to the tax law changes enacted in 2018, we encourage employees to check their federal income tax withholding to avoid an unexpected tax liability when they file their 2019 tax return. The IRS has a Withholding Calculator that can assist you, which can be found at IRS.gov/withholding.

It is recommended that you contact your tax professional if you are unsure about your tax liability. Changes to your withholding can be submitted through Employee Self Service in Banweb or via IRS form W-4 for 2019.

Please feel free to contact Payroll Services at payroll@mtu.edu or 487-2130 if you have any questions.

EMPLOYMENT SERVICES REPRESENTATIVE CHANGES

Each department on campus has an Employment Services Representative (ESR) within Human Resources (HR) to collaborate with for hiring needs, departmental reorganizations, employment-related concerns, and guidance on employment-related policies and procedures. The ESR serves as an initial point of contact for departments with employment-related questions. Given several organizational changes over the past year, Human Resources has updated the ESR guide.

Please visit <https://www.mtu.edu/hr/supervisors-admins/hiring/> to see who your ESR became effective July 15, 2019.

Because Spring of 2019 heralded a big change in staffing within the Human Resources department with the retirements of Wayne Gaddis in March, Sue McDaniel's in May and Patty Kyllonen in June, we would like to share our staffing updates.

- ◆ Breanne Carne (*Admin Aide 7*) is the new contact for EAPAF questions and Tom Cogswell (*Training and Employment Specialist*) is the person to contact for EAPAF training.
- ◆ Pam Givens (*Office Assistant 5*) has joined the Payroll staff and is the front line for payroll customer service.
- ◆ Michelle Reed (*Office Assistant 6*) came to HR from the School of Technology and is one of HR's front line staff.
- ◆ Tim Scullion (*Manager of HRIS*) is the new manager of HR Information Systems.



DEFERRED PAY ELECTION NOTICE

The Deferred Pay Plan will allow employees that are being compensated over a 9- or 10-month period to spread their pay out for up to 12 months. Employees may also use this time to opt out of the plan.

If you are planning on utilizing the Deferred Pay Plan, election forms are due to Human Resources no later than August 19, 2019 at 5:00 p.m. More information on the plan can be found on the Human Resources Forms page under Payroll Services Forms.

STAFF SEARCH COMMITTEE TRAINING

Search committees support the University's goal of attracting, retaining and assisting faculty and staff by helping to identify and select such talent to fill open positions. All employees wanting to participate in a search committee, either as a chair or a member, must have completed the staff certification training prior to the start of a search.

Human Resources and Institutional Equity have collaborated for this two (2) part training.

- ◆ Part one: Hiring and Recruitment Practices (Diversity) and part two: Best Practices of Staff Hiring (Legal Aspects) are offered to the campus community on-demand utilizing Canvas. Part one is approximately 30 minutes in length and is followed by a four (4) question quiz.
- ◆ Part two, which immediately follows part one, is approximately 40 minutes and is followed by a seven (7) question quiz. To receive certification, both quizzes must be complete.

All certification training will continue to be tracked in Banner. The certification website will remain up-to-date and list (alphabetically by last name) those who have completed the Staff Search Training and include the Expiration Date of the current certification. Training requires recertification every four years. Those who completed training in 2015 on this date or earlier, will need to recertify in order to continue serving on staff search committees.



Visit the Human Resources Training and Event Services website to request training, view certification expiration, or recertification.

For questions, contact Tom Cogswell in Human Resources at 7-2416.



HR will be welcoming 25 new faculty from across campus on Monday, August 19th, at the Huskies New Employee Orientation!

COMMON CONTACT INFORMATION

EPAF Assistance: EPAF@mtu.edu or 7-1894
 Report Requests: hris@mtu.edu or 7-1894
 Banner Access: hris@mtu.edu or 7-1894
 Payroll Assistance: payroll@mtu.edu or 7-2130
 Benefits Assistance: benefits@mtu.edu or 7-2517
 Employment Assistance: 7-2280