

Human Resources Services Guide

Benefits & Wellness – Rowe 108 x3661

- Affordable Care Act
 - 1095 C Forms
 - Healthcare Marketplace Notice
 - PCOR Fees
- Benefits Plan Administration: Medical, Prescription, Dental, Vision, Stoploss, Life/AD&D, Disability, Flexible Spending Accounts, Health Savings Accounts Benefit Claim Resolution, Benefit ID Cards, Benefit Summaries, Disability/Life Insurance/AD&D Claims, Beneficiary Changes
- Benefit Account Reconciliation
- Benefits Annual Open Enrollment
- Benefits & Retirement – New Employee Enrollment & Education
 - Initial COBRA Notice
 - HIPAA Notice
- Benefit Claims Issues – Health Advocate
- Benefit Consultant – Marsh McLennan Agency
- Bidding/Request for Proposal for Benefit Plans/Vendors
- Contracting/Vendor Management
- CMS Medicare Creditable Coverage Disclosure Notice
- CMU Choices – Flexible Benefit Plan Documents
- CMU Retiree & Emeritus Privileges
- Dependent Verification of Benefit Eligibility - BMI
- Employee Assistance Program – Health Advocate
- Employee Death – Administrative Protocol
- Evidence of Insurability (Life & STD)
- Faculty/Staff Benefit Profile Report
- Fiduciary Liability Policy
- Fiscally Fit Education Series
- Friend of the Court Benefit Disclosures
 - Qualified Medical Child Support Orders (QMCSO)
- Health Care Committee
- HIPAA – Health Plan Privacy & Security
 - Business Associate Agreements
 - HIPAA Council
- HSA Processing – Health Equity
- Leave of Absence – Continuation of Benefits
- Legal Notice Packet - Annual
- Michigan Educational Savings Plan - TIAA
- Michigan Universities Coalition on Healthcare (MUCH)
- Qualified Medical Child Support Orders (QMCSO)
- Retiree Healthcare Administration
- Retirement Investment Advisory Committee
- Retiree Status/Emeritus Policy
- Retirement Plan Administration:
 - 403(b) Basic Retirement Plan
 - 403(b) Supplemental Tax Deferral Plan
 - 457(b) Supplemental Tax Deferral Plan
 - Michigan Public School Employee Retirement System MPSERS
 - One Digital
 - Contribution Limits
 - Mass Calc – Annual Maximum
 - Monitoring Highly Compensated Employee Limits
- Self-Funded Health Plan Administration
- Status Changes – Benefit Related
- Survivor Benefit Policy
- Termination/Continuation of Benefits (COBRA)
- Tuition Benefit Program
- YouDecide.com – Discount Program & Voluntary Benefits
- Wellness – Health Advocate
 - Wellness Activity and Rewards Program
 - Wellness Picnic

Employment Services – Rowe 109 x2010

- ADA Compliance/Work Accommodation/Staff
- Additional Compensation Analysis
- Advertising/Job Postings
- Affirmative Action Plan
- Alternate/Preferred/Chosen Name
- Annual Adjustments
- Annual Market Analysis
- Catastrophic Leave Programs
- Classification Reviews
- Compensation Philosophy
- Compensation Surveys/CUPA, Local Market, President's Salary
- Criminal Background Checks
- DOT/CDL Drug & Alcohol Testing Program & Training
- Dual Career Assistance
- EEO Compliance and Stats
- Employment Eligibility – I9 Policy & Onboarding Paperwork
- Employment Verifications/i2Verify
- Fair Labor Standards Act Compliance
- Flex Worksite Agreements
- Family and Medical Leave (FMLA)
- Hiring Process (Staff)
- Immigration Process for Staff
- Independent Contractors
- Job Descriptions
- Leave of Absence Coordination/Approval
- Moving Expense Policy
- Name Changes
- Nepotism/Family Employment Policy
- Organizational Charts
- Organizational Structure Changes
- Orientation/New Staff
- Overtime/Comp Time Policy
- Pay Programs – Additional Compensation
- Personnel Files
- Position Creations
- Position Eliminations – Distribution of Duties
- Pre-employ Physicals (AFSCME) & Employment Tests/Screenings
- Probationary Period
- Pulmonary Function Testing Coordination
- Record Retention
- Release Time for Volunteer Activities Policy
- Reorganizations
- Resume Reviews
- Salary Calculations
- Search Firm Policy
- Search Waiver Policy & Process
- Senior Officer Search and Selection Procedures
- Separation of Employment/Supervisor Checklist
- Staff Population Report
- Supplemental Pay & Teaching Assignments
- Temporary Appointments
- Title Changes
- Training Assistance – Supervisors, Chairs
- Turnover Analysis
- Unemployment
- Volunteers
- Work Injuries and Workers' Compensation
 - MIOSHA Tracking/Reporting

SAP/HR & Technology – Rowe 114

1095C Forms & Reporting
Academic Year appointments & summer LOAs
ACHA Reporting/Monitoring
Alternate/Compressed Schedules
Attendance Reporting - FM
Campus Wide Data Sharing & Support –
Admissions Application, Bulletin Credentials, Central Card
Office, Financial Planning & Budget, Information Technology,
LMS, OFIS, Online Directory, ORGS & Cayuse, OSFA & Regent,
Payroll, Employee/Position/Organizational IT reports, Access
controls, Service Award program, Mass Term process, Data
purge process
CompBase Database Support – HR & FPS
FOIA data requests – HR & Payroll
HealthEquity Support
HireRight Support
JobTarget Support
Hardware & software tech user support - HR
HRIS (SAP) Functional System Support & Issue Resolution –
Benefits, Employment & Compensation, Org Structure, Payroll,
Time & Attendance, Training & Events (for HR / FPB / FPS /
Global / Student Employment)
Manager's Desktop Departmental Reporting
Overtime Equalization Database - FM
PeopleAdmin System Support
Rimini Tax-Related Changes for Payroll & SAP support
SAP Benefits Processing related to:
COBRA processing
Employee benefits and retirement enrollment & changes (inc.
determining eligibility) & auto-enrollments
FSA/HSA/TIAA maximums & election changes
New Hire/Status Change enrollments & terminations
Dependent eligibility changes – including OEIs
HSA change requests & certification forms
SAP Employment (employee/position) Processing related to:
Alternate/Compressed schedules – Academic Year
appointments & LOAs
Cost Center / Funding Changes & FTE Adjustments
New Hires, Status Changes, Separations
Org structure / Reporting relationship changes
Provisional Positions
Staff Changes communications
Position Eliminations
SAP programming support (ABAP) for reports/programs - HR
Schoolbase Database Support – FPS
Spinifex – Reporting Tool, Vendor Management & Updates
State/Federal Reporting – New Hires, HEIDI, IPEDS, VETS
Vendor Interfaces/Reporting: WEX, BCBS, CVS, Guardian, UNUM,
The Work Number, MESSA, Health Advocate, VSP, YouDecide,
BMI
Tech Support for Web Applications/Systems:
Address Change
Bank Details
CMU Choices Benefits Enrollment System
Employee Training & Development
GA Tuition Waiver Request
My Pay Statement
Performance Management System
Personnel Transactions System
TimeClock Plus
Total Compensation Statement
Tuition Benefit System Support
Voluntary Demographic Reporting
W2 / 1095C form access
The Work Number Support

Employee Relations – Rowe 118 x7188

Admin/Interpretation of Staff Collective Bargaining Agreements
Arbitrations
Bumping
Closing the University Due to Weather/Pay Practices
Collective Bargaining
Consensual Relationships Policy
Consulting and Coaching Personnel Issues
Discipline and Performance Improvement Plans
Drug & Alcohol Testing – reasonable suspicion
Drug-Free Workplace Policy
Employee Assistance Program Directed Referrals
Emergency Management
Grievances and Appeals
Investigations
Layoff and Recall
Litigation Support
Letters of Agreement
New Chairs Orientation to Supervision of Staff
P&A Council Support
Performance Management
Probation Reviews
Release Time for Staff Union Activity
Special Conferences/Quarterly Leadership Communications
Surveys of Staff
Terminations
Just Cause
At-Will/Severance Agreements
Threat Assessment Team/Threat Assessment Group
Tobacco-Free Policy
Weapons Policy
Workplace Violence

Professional Development – Rowe 108A x1073

360-Degree Surveys
Employee Engagement Surveys
Essentials of Supervision I & II
Individual Coaching on Performance & Communication
Leadership Development
Leadership Excellence Series
Leadership Standards Initiative & Candid Conversations
Organizational Development Consulting
Off Campus Contracted Training
Online Training
Performance Management
Performance Review Policy
Professional Development Workshops
Service Excellence
Staff Excellence Award Program
Teambuilding/Retreat Facilitation
Training & Development Records
Workshops for Academic Classes (CHP, CMED, CBA, etc.)

Student Employment Services – Bovee UC 121 x3881

College Work Study Eligibility, Allocation, Balancing & Reporting
Employment Verifications
Hire Authorization/Red Cards
I-9 and Tax Form Completion
Informational Presentations to Various CMU Departments
Internal Communications to Student Employee Supervisors
International Student Employee Hiring Process
Job Search Tips
New Student Employee Orientation
New Student Orientation Campus Events
On and Off-Campus Job Postings
Personnel Files and Record Retention
Personnel Transactions – Hire, Termination & Change Forms
SES Job Fair – Fall
Student Employee Job Descriptions
Student Employee Relations
Student Employee Rights & Responsibilities Handbook
Student Learning Experience Questionnaires
Student Background Checks
Supervisor Training/Information
Wage Scale & Minimum Wage Adjustments
Work Accommodation/Student Employees
Work-Hour Compliance

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