

# 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,  
iVerifyPro  
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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