Mary Lou Morey, Director
Benefits & Wellness – Rowe 108 x3661
Benefits Annual Open Enrollment
Benefit & Retirement Orientation – New Hire Enrollment
CMU Choices – Flexible Benefit Plan Documents
CMU Retiree & Emeritus Benefits
Day Two Diabetes Management Program
Dependent Eligibility Verification
Employee Assistance Program – Health Advocate
Ergonomic Evaluation/Resources
Evidence of Insurability (Life & STD)
Faculty/Staff Benefit Profile Report
Health Care Committee
HIPAA – Health Plan Privacy & Security
Leave of Absence – Continuation of Benefits
Michigan Universities Coalition on Healthcare
Michigan Educational Savings Plan
Retirement Plan Administration:
  403(b) Basic Retirement Plan
  403(b) Supplemental Tax Deferral Plan
  457(b) Supplemental Tax Deferral Plan
  415m Retirement Plan for President
Retirement Investment Advisory Committee
Retirement Plan Documents
Roth 403(b) Deferrals
Straightline (Independent Investment Management)
Status Changes – Benefit Related
Termination/Continuation of Benefits (COBRA)
Tuition Benefit Program
YouDecide.com – Discount Program & Voluntary Benefits
Wellness – Health Advocate and Rewards Program

Scott Hoffman, Director
Employee Relations – Rowe 118 x6447
Admin/Interpretation of Staff Collective Bargaining Agreements & Handbooks
Arbitrations
Collective Bargaining
Consulting and Coaching
Discipline and Other Conduct/Performance Issues
Employee Assistance Program Directed Referrals
Grievances and Appeals
Investigations
Layoff and Recall
New Chairs Orientation
Performance Improvement Plans
Performance Management
Reasonable Suspicion/Testing
Release Time for Staff Union Activity
Sick Leave/Attendance Improvement Program – Facilities Mgmt

Cali Clark, Director
Employment Services – Rowe 109 x2010
ACA Compliance – Work Hour Tracking
ADA Compliance/Work Accommodation/Staff
Advertising Job Postings
Annual Adjustments
Annual Analysis
Application Process/Staff Positions
Classification Review
Criminal Background Checks
DOT/CDL Drug & Alcohol Testing Program & Training
EEO Compliance and Stats
Employment Verification
FLSA Compliance
FMLA
I-9 Employment Eligibility and Onboarding
Immigration & Work Authorization
Independent Contractors
Job Descriptions
Label Report Requests
Leave of Absence Coordination/Approval
Organizational Charts
Organizational Structure Changes
Out-of-State Employment – Employment Law Compliance
Pay Programs – Additional Compensation
Paid Time Off/Michigan Paid Medical Leave Act
Personnel Files
Personnel Transactions
Position Creations
Posting/Bidding
Pre-Employment Physicals (AFSCME)
Employment Related Tests and Screenings
Probationary Period
Record Retention
Recruiting and Screening Applicants
Reorganizations
Salary Calculations & Pay Schedules
Staff Population Report
Temporary Appointments
Temporary Staff Referral
Terminations
Unemployment
Work Injury Reporting and Workers’ Compensation
MIOSHA Tracking/Reporting

hr-services-guide April 2023.doc
Nikki Turner, Director  
SAP/HR & Technology – Rowe 114  
1094 & 1095c Forms & Reporting  
ACHA Reporting/Monitoring  
Address Change Web Application Support  
Bank Details Web Application Support  
BSI Tax-Related Changes for Payroll  
Campus-wide Data Feeds (related to Finance, SLCM, OIT, etc.)  
Cayuse Interface/Data Support  
CMU Choices System Support  
CompBase Database for Bargaining/Comp Authorization  
Employee Training Web Application Support  
Faculty Success/Watermark Interface/Data Support  
GA Tuition Waiver Request Web Application Support  
Health Equity Tech Support  
HireRight Tech Support  
HRIS  
I2Verify Tech Support  
Job Target Tech Support  
Millenium Interface/Data Support  
My Pay Statement Web Application Support  
People Admin System Support  
Performance Review System Support  
Personnel Transactions support  
SAP/HR – Benefits, Budget, Organization Management, Personnel Management, Training & Event Management, Time Management, Payroll, Travel Management  
Schoolbase database – FPS Reporting  
Spinifex – report development, data extraction, auditing of data  
TimeClock Plus Web Application Support  
Time & Attendance Reporting  
Total Compensation Statement Web Application Support  
Tuition Benefit System Support  
Vendor Interfaces/Reporting – BCBS, BMI, MESSA, CVS, Guardian, Harford, WEX, VSP, YouDecide, Health Advocate, DayTwo, TIAA, MPSERS  
Voluntary Demographic Reporting Web Application Support

Amy Thering, Manager  
Student Employment Services – Bovee UC 121 x3881  
College Work Study Reporting  
Employment Verifications  
Hire Authorization/Red Cards  
I-9 and Tax Form Completion  
Job Search Tips  
New Student Employee Orientation  
On and Off-Campus Job Postings  
Student Personnel Files  
Student Personnel Transactions  
Student/Volunteer Background Checks  
Supervisor Training/Information  
Student Wage Scale  
Work Accommodation/Student Employees  
Work-Hour Compliance

Harley Blake, Manager  
Professional Development – Rowe 114 x1075  
Essentials of Supervision I & II  
Individual Coaching  
Leadership Development  
Leadership Excellence I & II  
Leadership Standards Initiative & Candid Conversations  
Organizational Development Consulting  
Off Campus Contracted Training  
Online Training  
Performance & Project Management  
Professional Development Workshops  
Retreat Facilitation  
Service Excellence