

Vacant, Director

Benefits & Wellness – Rowe 108 x3661

Benefits Plan Administration: Medical, Prescription, Dental, Vision, 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, Benefits concierge – Health Advocate, Carrier/Vendor Management

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

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

Jamie Brown, 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

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