Supervisor Takeaways:

Your unit needs are important and often unique; employee circumstances differ; compliance issues apply when hiring all employee types UHR is here to help navigate their complexities.

- The MUS “Plan” is a comprehensive benefit for all participants
- Without compliance the employee, the department, the supervisor and the Plan are at significant risk
- Benefits eligibility must be determined promptly, benefits and payroll set up. The Plan cannot cover ineligible persons
- Please be in touch with your unit contact:
  - Before hire
  - During employment
  - At hire
  - When employment is ending

Information & Assistance:

- Benefits Plan Compliance Toolkits: http://www.montana.edu/hr/_resources/index.html
  - Including Departmental Contacts Lists
- Benefits Inquiries: UHR Benefits Team: msubenefits@montana.edu
- Benefits Orientation Schedule: http://www.montana.edu/hr/orientation.html
- Recruitment Inquiries: UHR Recruitment Team: recruitment@montana.edu
- Compensation Team & Center of Expertise: comp-classification@montana.edu
- Compensation & Benefits Manager: Sara King sking@montana.edu, 994-4538
- Benefits Orientation Schedule: http://www.montana.edu/hr/orientation.html
- MUS Benefits Plan:
  - Choices Workbook http://www.montana.edu/msucommon/extras/wellness/2018-19/active/
  - Plan Home Page https://choices.mus.edu/
- Timesheets, Time and Leave Management Toolkits: http://www.montana.edu/hr/flsa_info/index.htm
- UHR: www.montana.edu/hr, 994 3651
  - General Employment Forms and Links http://www.montana.edu/hr/Employment.html