Office of Sponsored Programs Roundtable Meeting
Tuesday, November 10th, 2015, 10:00 AM Procrastinator Theatre

Central Office Updates:
Human Resources (Cathy Hasenpflug): See the attached meeting presentation. Additionally, Cathy will be following up on the following suggestions made by meeting participants:

• “Who to Contact” feature of the HR website should be re-installed as a priority tool for departments
• Banner training administration is broken across all modules. Training sessions are not currently up to date/set up for enrollment; process across all modules is unclear.
• OSP participants are interested in much more active communication from HR. PPS listserv and Superusers meetings are not adequate to reach this group. Several ideas discussed:
  o Include OSP listserv on Superuser invitations. OSP participants may want to attend Superuser meetings to gain in-depth engagement with particular topics
  o Recap the previous quarter’s Superuser topics/updates at each quarterly OSP Roundtable
  o Survey OSP participants to better understand their interest in HR topics and preferred communication vehicles
• OSP participants would like HR to host an ACA “soup to nuts” training, including guidance for departments on how to anticipate, assess and budget for ACA-triggered benefit eligibility

Don’t hesitate to contact HR for additional questions and/or assistance.

OSP Updates:
New Off Campus Definition for F&A Rate Calculation: see below both definitions and contact your OSP Fiscal Manager for any questions.

Old: A project is considered off-campus if the activity is conducted at locations other than in University owned or operated facilities and indirect costs associated with physical plant and library are not considered applicable to the project.

New: For all activities performed in facilities not owned by the institution and to which rent is directly allocated to the project(s), the off-campus rate will apply. Actual costs
will be apportioned between on-campus and off-campus components. Each portion will be the appropriate rate.

**Individual parking pass:** Individual parking passes must be paid with personal funds. Other sources of payment (such as F&A/IDC funds, grants, or institutional funds) are not allowed, per MSU policy. See the parking policies & procedures for additional information.

**Announcements:**

- New NSF (National Science Foundation) Proposal & Award Policies and Procedures Guide (PAPPG) effective for proposals submitted or due on or after January 25th, 2016
  

- OSP Roundtable Dates: Feb 4, 2016 and Apr 7, 2016, 10 a.m., Procrastinator Theater
Human Resources Department
November 2015

Chief Human Resources Officer
Dennis R. Defa

Associate CHRO
Cathy Hasenflug

Employee and Labor Relations Manager
Susan Alt

Academic HR Manager
Deborah Barkley

HR Compliance Manager
ADA Coordinator
VACANT

Professional Development & Training Manager
Betsy Webb

Human Resources Services
See detail next slides

- Payroll Services
- Employment & Benefit Services
- Recruitment Services
- Compensation, Classification & Reporting
- HR Information Systems

- Grievance resolution
- Classified collective bargaining, administration and implementation
- Supervisor coaching
- Performance management process
- Employee policy development and interpretation
- Faculty relations
- Faculty compensation administration
- Faculty policies
- Faculty grievance resolution
- NTT Faculty, Gallatin College, and GA collective bargaining, administration and implementation

- ADA Coordinator
- Equal Employment Opportunity (EEO)
- Work-life Balance
- Affirmative Action Plan
- Office of Federal Contracts (OFCCP)
- Coordination with Title IX

- Management Development Certification Program
- Finance Certification Program
- Lunch and Learn
- Service Excellence Initiative
- 4-campus outreach
- Departmental consultation and team facilitation

Program Coordinator I
Melissa Schaak
Human Resources Services
November 2015

Associate CHRO
Cathy Hasenpflug

RECRUITMENT SERVICES
- Recruitment processes
- Vacancy announcements and job postings
- Candidate sourcing and job fairs
- Search Committee training and consultation
- Hiring proposal approvals
- Background Checks
- Applicant Tracking System (ATS)
  - Design and workflow
  - Training and helpdesk
  - System administration

EMPLOYMENT and BENEFIT SERVICES
- Employment
  - Classified offer letters
  - I-9s and background checks
  - Jumpstart program
  - New hire EPAFs (Jumpstart)
  - New employee orientation (NEO)
- Benefits
  - Benefit administration
  - Employee and retiree consultation
  - CHOICES annual re-enrollment
  - New Employee Benefits Orientation (NEBO)

PAYROLL SERVICES
- Payroll production
- Electronic Personnel Action Forms (EPAF)
- Web Time Entry
- Direct Deposit
- W-2s
- Payroll compliance
- Payroll tax/finance
- International student tax

COMP, CLASSIFICATION & REPORTING
- Compensation administration and analysis
- Administration of MUS pay plan for Classified
  - Classification
  - Classified Flex Pays
- Coordination of Compensation Advisory Committee for Professional roles and Faculty
- Data integrity
- Employee Management Report (EMR)

HR INFORMATION SYSTEMS (BANNER HR*)
- Banner HR module strategy
- Banner data architecture and evolution
- ARGOS/reporting tools
- CHOICES re-enrollment interface
- Banner operational reports
- ATS/Banner integration
* Banner HR is supported by Enterprise System Group (ESG)
## Human Resources Services
### Service Delivery Model (Effective Aug 1 2015)

<table>
<thead>
<tr>
<th>Department Need</th>
<th>Service Delivery Method</th>
<th>Function</th>
<th>Change from Current Model?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Predictable</td>
<td>Single Point of Contact is a PERSON who is responsible for your department</td>
<td>Payroll</td>
<td>• <strong>No Change</strong> to model</td>
</tr>
<tr>
<td></td>
<td>Communication is direct with your rep via e-mail/phone</td>
<td></td>
<td>• Team M, S, U assignments (see next slide)</td>
</tr>
<tr>
<td>Unpredictable</td>
<td>Initial Point of Contact is via team E-MAIL followed by assignment to specialist based on request type and current workload</td>
<td>Recruitment</td>
<td>• <strong>Yes – significant change</strong></td>
</tr>
<tr>
<td></td>
<td>Communication remains within team E-mail for HR cross-support and tracking</td>
<td>Compensation &amp; Classification</td>
<td>• Departments will no longer work with an assigned HR Officer for all needs</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Department will now work with assigned specialists for each distinct need</td>
</tr>
</tbody>
</table>
### Human Resources Services | Payroll & Benefit Teams
Service Delivery via Single Points of Contact by Department
Team M/S/U Model

<table>
<thead>
<tr>
<th>Team*</th>
<th>Payroll Services</th>
<th>Benefit Services</th>
</tr>
</thead>
</table>
| M     | Max Thompson, Manager x5533  
       | Fiona Harper, Payroll Supervisor | Lisa Buss, Manager x1957 |
| S     |                    |                  |
| U     |                    |                  |

<table>
<thead>
<tr>
<th>Team</th>
<th>Payroll Tech</th>
<th>Extension</th>
<th>Benefit Associate</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Susan Frey</td>
<td>5605</td>
<td>Lauren Hill</td>
<td>5661</td>
</tr>
<tr>
<td>S</td>
<td>Tara Gunsch</td>
<td>5530</td>
<td>Amy Thomas</td>
<td>6947</td>
</tr>
<tr>
<td>U</td>
<td>Ashley Shaw</td>
<td>3559</td>
<td>Lauren Buxbaum</td>
<td>7422</td>
</tr>
</tbody>
</table>

* Which team supports your department? Team assignments effective December 1, 2015 are posted on the HR website.
Human Resources Services | Recruitment Team

Please send your request to: Recruitment@montana.edu

<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classified recruitment</td>
<td>Kris Wathne</td>
<td>4823</td>
</tr>
<tr>
<td>Professional Recruitment</td>
<td>Sharon Stoneberger</td>
<td>7303</td>
</tr>
<tr>
<td>Faculty Recruitment</td>
<td>Sharon Stoneberger</td>
<td>7303</td>
</tr>
<tr>
<td>ATS Helpdesk Support</td>
<td>Ann Robinson</td>
<td>4314</td>
</tr>
<tr>
<td>Background Checks Associated with a Search/ATS</td>
<td>Ann Robinson</td>
<td>4314</td>
</tr>
<tr>
<td>Advertising Bozeman Chronicle/Job Service</td>
<td>Ann Robinson</td>
<td>4314</td>
</tr>
</tbody>
</table>

**What type of questions and requests?**
- ANY request to initiate recruitment for ANY type of position – Classified, Professional, Faculty
- ANY question regarding recruitment process, recruitment advertising, status of a recruitment . . . **EXCEPT** ATS help
- Using e-mail provides us with the ability to track your question/request and our response.
- Responses will come from Recruitment@montana.edu under the signature of an individual Recruitment team member

**What do I need to include in e-mail?**
- For specific recruitment-related requests, **please include in subject line:**
  - Vacancy Announcement # or Position #
  - Type of request
  - Example: “4M0353 – Replacement”
- Within body of e-mail: Just tell us what you need!

**What happens to my e-mail?**
- Your request will be reviewed by a recruitment team member, typically the lead for the particular type of request
- You will receive an e-mail or call acknowledging receipt of your request and description of steps required and estimated time
- Initial response goal: Within the business day following the date of request
The Employment Services Team works directly with Recruitment to support the efficient hire and onboarding of new employees.

<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nopper front desk and office management</td>
<td>Diane Heck</td>
<td>3651</td>
</tr>
<tr>
<td>Classified offer letters</td>
<td>Tracy Grossberg</td>
<td>5527</td>
</tr>
<tr>
<td>Jumpstart department liaison</td>
<td>Tracy Grossberg</td>
<td>5527</td>
</tr>
<tr>
<td>Background Checks <em>NOT associated with a Search/ATS</em></td>
<td>Tracy Grossberg</td>
<td>5527</td>
</tr>
<tr>
<td>Jumpstart employee processing: sign up, welcome letter and new hire EPAF</td>
<td>TBD - VACANT</td>
<td>TBD</td>
</tr>
<tr>
<td>New Hire GIDs, I-9s</td>
<td>TBD - VACANT</td>
<td>TBD</td>
</tr>
<tr>
<td>New Hire Orientation</td>
<td>Tracy Grossberg</td>
<td>5527</td>
</tr>
</tbody>
</table>
Compensation, Classification and Reporting Team

Please send your request or question to:
Comp-Classification@montana.edu

TEAM
Sara King x4358 | Kasia Maison-Franklin x3739 | Ian Johnson xTBD

What is Covered by the Team

<table>
<thead>
<tr>
<th>Classified staff</th>
<th>Compensation management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flexible Pay Options</td>
<td>Annual BOR raise</td>
</tr>
<tr>
<td>Fixed-term appointments</td>
<td>Compensation Advisory Committee (CAC)</td>
</tr>
<tr>
<td>Classification of new and replacement positions</td>
<td>Advice on which contract to use</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MUS Contracted professionals</th>
<th>Reports and Analyses</th>
</tr>
</thead>
<tbody>
<tr>
<td>New and replacement position assessment</td>
<td>Employee Management Report (EMR)</td>
</tr>
<tr>
<td>Salary adjustments</td>
<td>Compensation analysis and reports</td>
</tr>
<tr>
<td>Post-retirement contracts</td>
<td>Regulatory and ad hoc reports</td>
</tr>
<tr>
<td>Add comp</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Letters of Appointment</th>
<th>Banner Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review of LOA assignments</td>
<td>Assignment of position numbers</td>
</tr>
<tr>
<td>Template updates</td>
<td>Data corrections</td>
</tr>
</tbody>
</table>

Departmental Restructurings and Desk (Job) Audits
Any questions?

Contact Cathy Hasenpflug x4284