

MUS Employee Group Benefits Plan Administration Information Sessions Nov/Dec 2018

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**
 - **At hire**
 - **During employment**
 - **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/>
 - Informational Slides (2018 re-enrollment) <https://choices.mus.edu/Spring%20Tour/2018-2019/ActiveSlides.asp>
 - Benefits Plan Summary Document https://choices.mus.edu/Notices/FY19/SPDMUS_2018-2019.pdf
 - 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>