

HR Update

April 9, 2021

2021 HR Update Schedule

- The next HR Update meetings will be held at 11am on the following dates:
- **June 11**
- **September 17**
- **November 5**
- The June meeting is scheduled to be held through Zoom.
- TBA for the September and November meetings.

Announcements

- Next HR Update: June 11
- Upcoming Holidays:
 - May 31: Memorial Day
- Two upcoming meetings for the Special Needs Seminar:
- April 14, 1 pm MT, “[How We Can Help Your Family’s Journey](#)”: Development coordinator and parent Jennie Dopp describes resources available to special needs families through the Utah Parent Center, a community-based non-profit organization.
- April 21, 1 pm MT: “[Navigating Legal Transitions for Special Needs Families](#)”: Lawyer Greg Misener explores different legal strategies to provide for special needs family members as they transition to adulthood.
- For more information, please visit: <https://hr.byuh.edu/special-needs-seminar>

Agenda

Conducting: Moana Numanga

Opening Prayer: Sister North

Discussion Items:

- Retirement & Flexible Spending Accounts (FSA) – Noemi Paddock
- Sick Leave Assistance & Beneficiaries – Naomi Pasi
- Workday Update – Rainn Takashima
- Student Employment – Melissa Martinez
- Back to Campus – Reid Millerberg

Closing Prayer: Jeff Cruz



Master Retirement Plan Update

Employees hired on or after January 1, 2021

Will not receive Master Retirement Plan (pension plan) benefits.

Retirement benefits will consist of the following contributions to the:

i. Deseret 401(k) Savings Plan:

- Eligible employees can elect to contribute percentage of their compensation
- Employees who contribute will receive Employer Matching contributions

Your Contribution	1%	2%	3%	4.0%	5% or more
BYUH Contribution	1%	2%	3%	3.5%	4%
Total Contribution	2%	4%	6%	7.5%	9% or more

**ii. Employer Discretionary Retirement Contribution (EDRC)
to the 401(k) Plan**

What is EDRC?

- ❑ Employer Discretionary Contribution (EDRC) is an employer contribution to the 401(k) plan equal to an annually determined percentage of employee's salary.

For Eligible Employees hired on or after January 1, 2021

- BYUH chooses the percentage of compensation, which is subject to change each year.
- For 2021, contribution is equal to 8% of employee's compensation
- The EDRC is calculated and deposited into Deseret 401(k) account at the end of each regular pay period.
- EDRC balance is not available for a loan or hardship withdrawal

Further Information about EDRC:

- 100% funded by the employer
- Eligible employees are immediately vested
- Employees who leave BYUH at any time can take the full 401(k) and EDRC amounts with them.
- EDRC in addition to any employee contributions and any BYUH match.

Brigham Young University Hawaii reserves the right to change, modify, or deviate from current benefits at any time without prior notice.

Retirement Benefits Based on Hire Date

Before April 1, 2010	April 1, 2010— December 31,2020	After January 1, 2021
<p>MRP</p> <p>1.5%</p> <p>Early Retirement Age 55</p>	<p>Deseret 401(k)</p> <p>5% Contribution 4% Match</p>	<p>MRP</p> <p>.75%</p> <p>Early Retirement Age 60</p>
<p>Deseret 401(k)</p> <p>5% Contribution 4% Match</p>	<p>Deseret 401(k) & EDRC**</p> <p>5% Contribution 4% Match EDRC: Additional 3.5% regardless of match</p>	<p>Deseret 401(k) & EDRC**</p> <p>5% Contribution 4% Match EDRC: Additional 8% regardless of match</p>
<p>Post Retirement Medical</p> <p>Minimum 10 yrs eligible service & 12 months prior coverage</p> <p>Age 55 - 65 Employer Premium Contribution</p> <p>Age 65+ Employer Premium Contribution</p>	<p>Retiree Life Insurance*</p> <p>RGTL \$12,000 Employer Paid</p> <p>RSGTL Guaranteed \$5,000 (if in SGTL prior to retirement)</p> <p>Underwritten \$10,000, \$15,000, \$25,000</p>	<p>Post Retirement Medical</p> <p>Minimum of 10 yrs of eligible service and 12 months prior coverage</p> <p>Age 60 - 65 Employer Premium Contribution</p> <p>Age 65+ NO Employer Premium Contribution</p>
	<p>Retiree Life Insurance*</p> <p>RGTL \$0.00</p> <p>RSGTL guaranteed \$10,000 (if in GTL prior to retirement) or \$15,000 (if in GTL and SGTL prior to retirement)</p> <p>Underwritten \$25,000 \$35,000</p>	<p>Retiree Life Insurance*</p> <p>RGTL \$0.00</p> <p>RSGTL guaranteed \$10,000 (if in GTL prior to retirement) or \$15,000 (if in GTL and SGTL prior to retirement)</p> <p>Underwritten \$25,000, \$35,000</p>

*Retirees must meet Post Medical requirements to be eligible for RSGTL.

**Employer Discretionary Retirement Contribution, formerly called Retirement Plus Plan, added July 2015

Flexible Spending Account (FSA)

FSA Rollover Changes:

- ❑ All unused contributions from 2020 healthcare and dependent-care FSAs will automatically roll forward to the equivalent 2021 FSA

Healthcare FSA Participants with a 2020 Balance

- Effective April 1, unused 2020 balance can now be used for eligible expenses incurred in 2021.

Dependent- Care FSA Participants with a 2020 Balance

- Rollovers of unused dependent care-FSA contributions.
- DMBA will send a notification when these contributions become available.

Sick Leave Assistance

Sick Leave Assistance

2.1.3 Sick Leave Assistance

Eligible administrative and staff employees may participate in the Sick Leave Assistance program. Through this program, full-time administrative and staff employees may donate **vacation days** to other eligible employees who have exhausted all accrued vacation and sick leave due to serious illness or medical emergency. This program may be applied only to time off for the sickness of the employee. This does not apply to time off for the care of family members.

Sick Leave Assistance

- Sick Leave Assistance will consist of **VACATION HOURS** voluntarily donated by University employees. Employees may donate only their earned but unused vacation. They may not donate vacation that they would normally lose due to the year-end carry-over policy or because of termination.
- Any full-time administrative/staff employee who has a serious health condition may request Sick Leave Assistance. If an employee takes Sick Leave Assistance because of a personal serious health condition, the time taken will count against or be subtracted from the Family and Medical Leave available under the Family and Medical Leave section of this policy.
- The employee may only use donated vacation after other forms of accrued leave are exhausted and when applicable, disability or workers' compensation benefits are not yet available. Sick Leave Assistance may not be used to supplement disability or workers' compensation.
- Donated but unused vacation will be returned to the donors. The first donated hours from each donor will be used; then the second donated hours from each donor will be used, etc. By sequentially using donated hours in this way, any unused vacation will be returned to those having donated the highest number of hours.
- Sick leave and vacation will continue to be earned at the normal rate for employees while using the Sick Leave Assistance Program.

Sick Leave Assistance

- The employee needing assistance may not solicit donated hours nor may any other employee solicit donated hours on behalf of the employee needing assistance.
- Employees donating time to the program will specify the number of hours they wish to donate and the name of the intended recipient. It is permissible for the recipient to know the names of those donating vacation but generally not the number of hours donated. The donor's record will receive credit for any unused hours.
- A copy of the approved request will go into the employee's personnel file.

Beneficiaries

Beneficiaries

- Please update your beneficiary information through your online DMBA account.
- My Plans>My Benefit Information>Beneficiaries
- You can review or designate your beneficiaries for the following benefits: Group Term Life, Deseret 401(k) plan, Supplemental Group Term Life (SGTL) and any other benefit that may require a beneficiary.
- There are options to designate primary and alternate beneficiaries.
- Review your beneficiaries regularly and update them as needed.

Beneficiaries



MY PLANS

MY HEALTH

MY RETIREMENT

FIND A PROVIDER

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LOG OUT

Summary Plan Descriptions (Handbooks)

Services Related to
COVID-19
General Information
Deseret Choice Hawaii
Deseret Dental PLUS
with MetLife
Flexible Spending
Living Healthy
Disability Plan
Other Plan Handbooks

Deseret 401(k) Plan
Master Retirement Plan
EAP (Employee Asst)
Group Term Life (GTL)
Supplemental GTL
24-Hour AD&D
Occupational AD&D
Definitions

Benefit Summaries

Pharmacy
Vision Plan
Discount Programs
Plan Comparisons

Financial Planning
Retiree Medical
Required Legal Plan Notices

My Benefit Information

View/Change Enrollment
Manage Dependents
Beneficiaries
Privacy Authorizations
Benefit Statement
Life Benefits
Disability Benefit

Beneficiaries



MY PLANS

MY HEALTH

MY RETIREMENT

FIND A PROVIDER

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LOG OUT



Beneficiaries

To review or designate your beneficiaries, please select a plan from the following list.

Group Term Life

Last reviewed on: 4/8/2021

Deseret 401(k) Plan

Last reviewed on: 4/8/2021

Beneficiaries



Beneficiaries

To review or designate your beneficiaries, please select a plan from the following list.

- Group Term Life**
Last reviewed on: 4/8/2021
- Deseret 401(k) Plan**
Last reviewed on: 4/8/2021

Primary Beneficiaries

Divide Equally

Name	Percentage	
	<input type="text" value="100"/> %	Edit Remove

DESIGNATE PRIMARY

Alternate Beneficiaries

No alternate beneficiaries found

DESIGNATE ALTERNATE

Forms

- Please complete the following forms:
 - ***DMBA Authorization to Disclose Retirement or Life & Accident Benefit Information***
 - ***DMBA Authorization to Use and/or Disclose Protected Health Information***
- These forms can be found in the ***DMBA Forms Library*** near the bottom right of the DMBA website. Click on the ***Forms Library*** Link.
- You can send your completed forms directly to the SLC DMBA office through fax or mail.
- Need assistance? Please email employeebenefits@byuh.edu or call the HR office at (808) 675-3713.

New Workday Features & Changes

Submit Time

The screenshot displays the 'Enter My Time' interface for user Jade Allen (H2071362). The interface shows a weekly time entry grid for the week of April 4-10, 2021. The grid columns represent the days of the week, and the rows represent the time of day from 7 AM to 6 PM. A regular shift is entered for Monday, April 5, from 10:28 AM to 1:33 PM, totaling 3.083333 hours. The shift is marked as 'Not Submitted'. A 'Review' button is located at the bottom right of the interface.

Day	Hours
Sun 4/4	Hours: 0
Mon 4/5	Hours: 3.083333
Tue 4/6	Hours: 0
Wed 4/7	Hours: 0
Thu 4/8	Hours: 0
Fri 4/9	Hours: 0
Sat 4/10	Hours: 0

Summary
Apr 4 - 10, 2021

Total Hours Worked:	3.083333
Regular Hours:	3.083333
Overtime:	0

Review

There is no longer a **Submit** button. Instead, there is a **Review** button. After selecting **Review** there will be an option to **Submit**.

The Workday tutorial video can be found [here](#).

Job Requisitions – Guided Tours

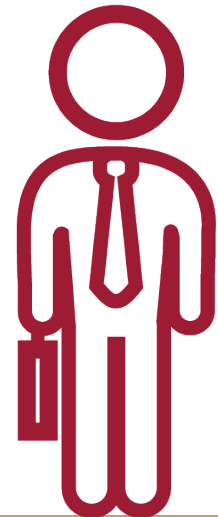
- Difference between JM and non-JM supervisory organizations
- When creating job requisitions, click on the “?” icon in the upper right hand corner to enable the guided tours feature.
- This feature will populate a question mark next to specific fields. If you click on the question mark, Workday will provide a simple explanation of the information that belongs in that field.

New Feature: Workday Assistant

- Helps you perform common Workday tasks faster and more easily
 - Change marital status
 - Request time off
 - View tax forms
 - View W-4
- Available beginning Tuesday, March 23rd
- Also available through Microsoft Teams



Student Employment Update



Managers of Graduating Student Employees

- Students who are graduating and leaving the island on or near graduation day must stop working three days prior to graduation.

Managers of Graduating Student Employees

- For those graduating and not leaving the island near graduation day, the last day of work can be graduation day.
- All graduating students should submit the [Request for Final Payroll Check](#) form to HR Student Employment.

Graduating Student Employees

- The link to this form can be found on the BYU–Hawaii HR website under HR FORMS > PAYROLL

Brigham Young University–Hawaii
REQUEST FOR FINAL PAYROLL CHECK
(for Student & Temporary Employees)

Requests for final checks must be submitted to HR/SE by 9 a.m. in order to be ready by 3 p.m. the same day. The employee must have notified their department 'in writing' of their intention to end employment with BYU Hawaii at least one pay period prior to their end date. Please attach signed and approved timesheet (including projected hours worked for the last day), a termination form, and a copy of the resignation letter to this form.

EMPLOYEE NAME		BYU ID#
DEPARTMENT	IMMEDIATE SUPERVISOR	LAST DAY OF WORK
REASON FOR LEAVING	MAILING ADDRESS POST BYUH	DATE LEAVING ISLAND
INSTRUCTIONS FOR DISBURSEMENT OF FINAL PAYCHECK <small>(check one)</small>		
<input type="checkbox"/> Please mail final paycheck to the following address:	<input type="checkbox"/> Check will be picked up at the Cashier window	<input type="checkbox"/> Direct Deposit
Employee Signature/Date and Phone no.		Department Signature /Date
FOR HR USE ONLY:		
Forwarding address where future correspondence is to be sent:		<input type="checkbox"/> Employee has returned ALL items belonging to BYUH and all access to PS or other computer systems have been terminated.

Terminations

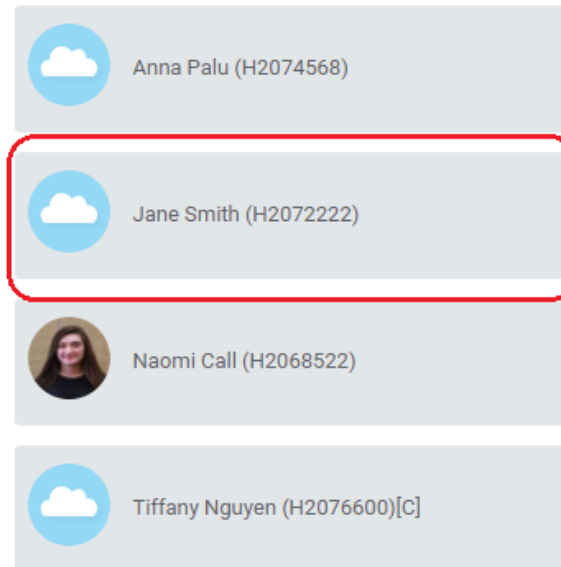
- Graduates must be terminated on Workday.
- It is the manager's responsibility to submit a termination request for all student employee graduates.

Graduating Student Employees Termination Process

- Step 1: On your Workday home page go to the **'My Team'** icon and click on the **profile** of the student who will be terminated.

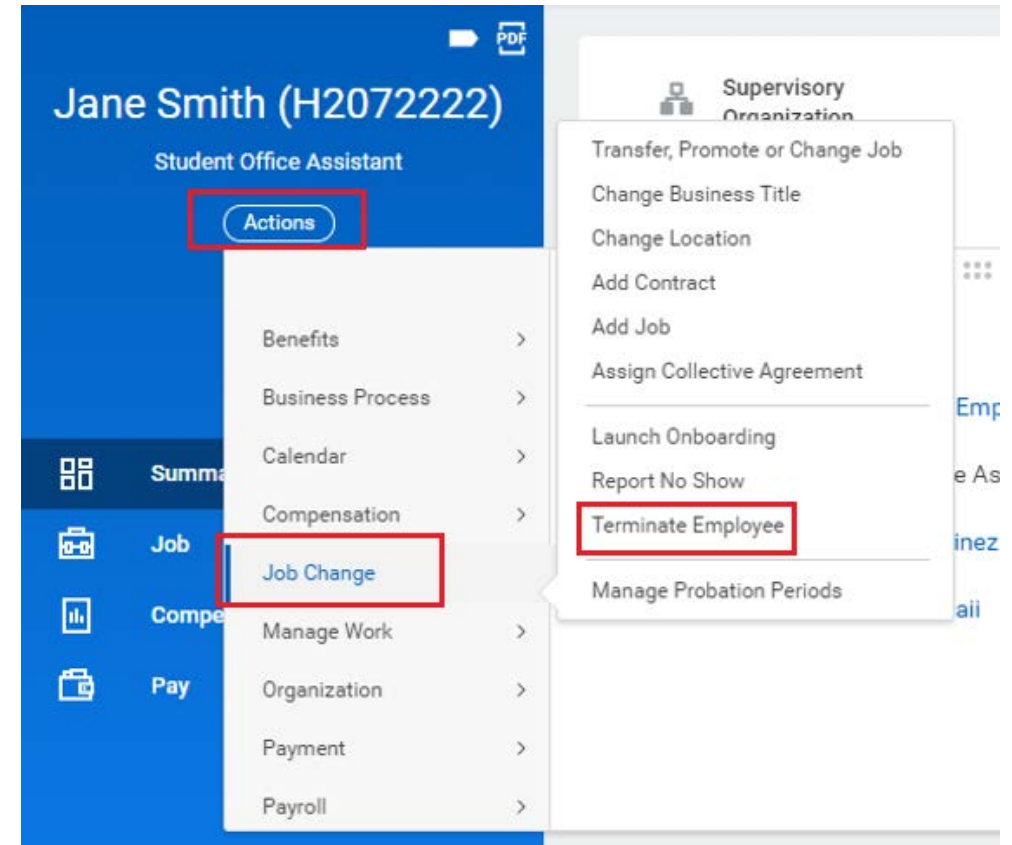


My Team



Graduating Student Employees Termination Process

Step 2: Under the student's profile choose **Actions > Job Change > Terminate Employee**.



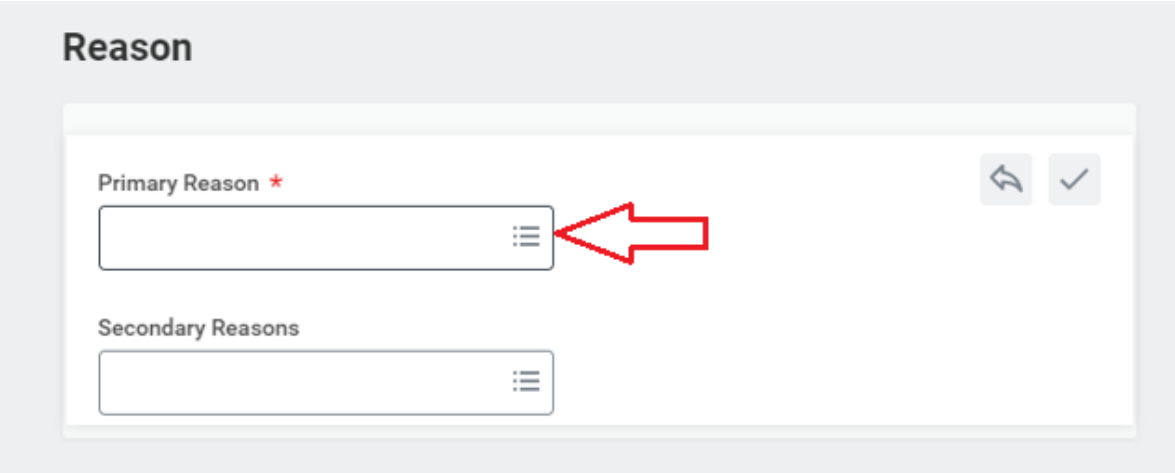
Graduating Student Employees Termination Process

Step 3: Enter in
the **Primary Reason**

Reason

Primary Reason *

Secondary Reasons

A screenshot of a web form titled "Reason". The form has two main sections: "Primary Reason" and "Secondary Reasons". The "Primary Reason" section is marked with a red asterisk and contains a text input field with a menu icon on the right. A red arrow points to this field. The "Secondary Reasons" section also contains a text input field with a menu icon. In the top right corner of the form, there are two small icons: a refresh icon and a checkmark icon.

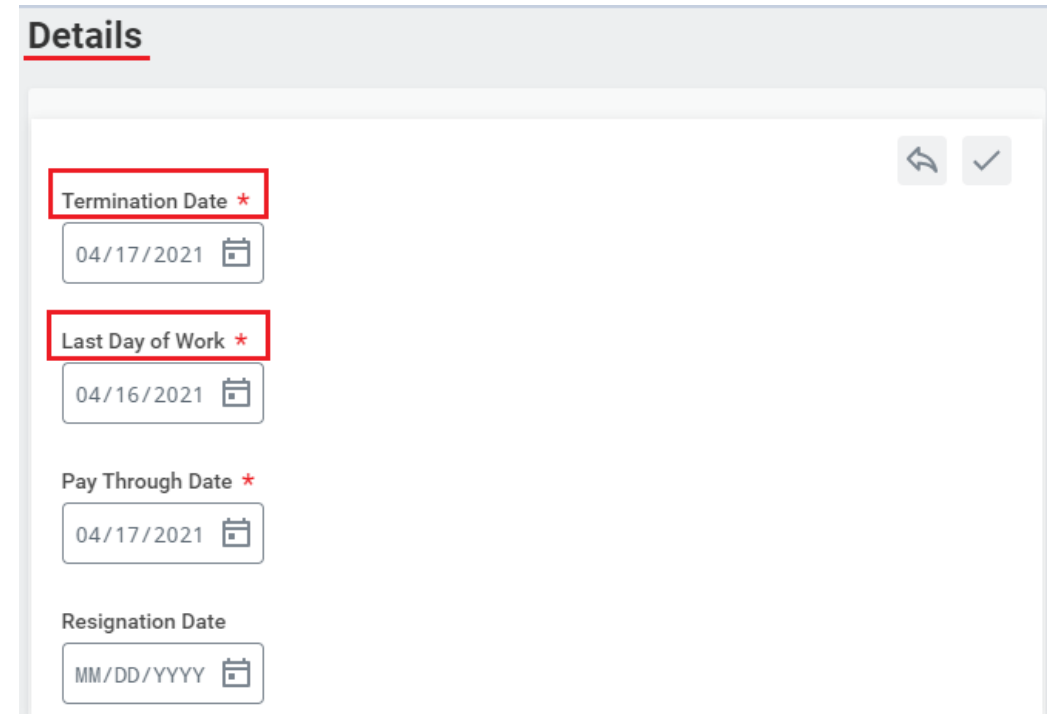
Graduating Student Employees Termination Process

Step 3: Primary Reason
Voluntary > Graduation

The screenshot shows a web interface for terminating an employee. At the top, there is a search bar with the text "hire employee". Below it, the main heading is "Terminate Employee" followed by "Student" and "H2072". A dropdown menu is open, showing a list of reasons under the heading "Voluntary". The options are: "Voluntary > End of Contract", "Voluntary > Going Home/Relocation", "Voluntary > Graduation" (which is selected with a blue circle), "Voluntary > In Lieu of Termination", "Voluntary > Internship", and "Voluntary > Missionary Service". Below the list is a search bar and a button with "x Voluntary > Graduation". At the bottom, there is a section for "Secondary Reasons" with an empty input field and a menu icon.

Graduating Student Employees Termination Process

Step 4: Enter **Termination Date** and change **last day worked** if it is different than the actual termination date.



Details

Termination Date *
04/17/2021

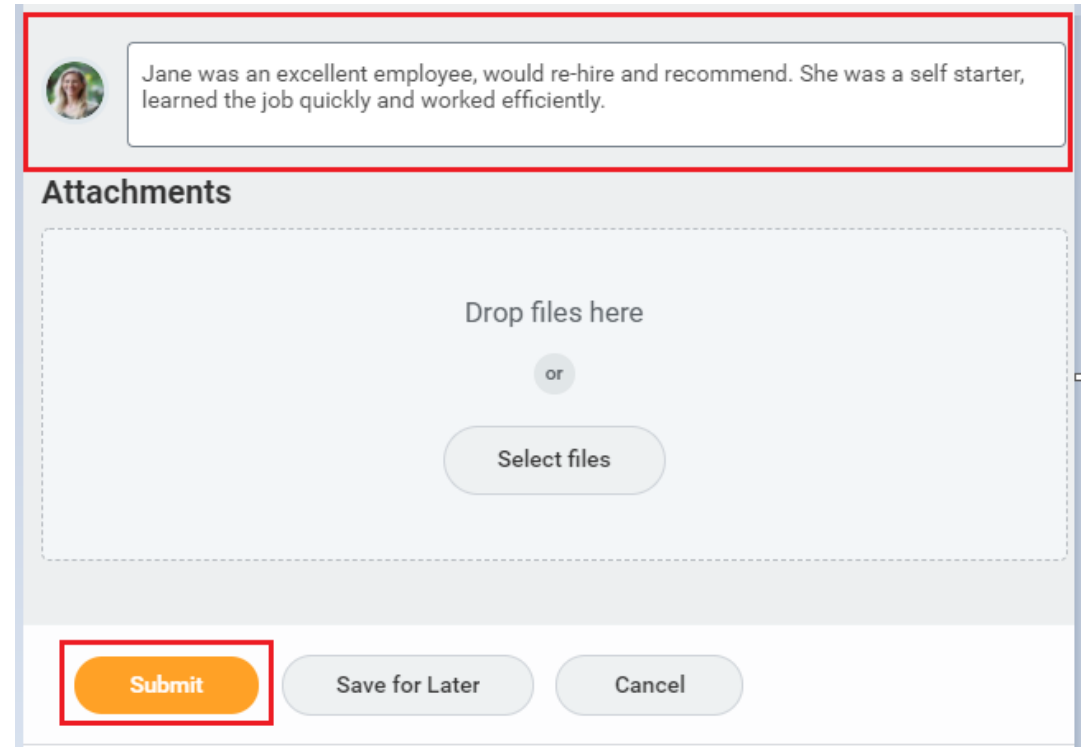
Last Day of Work *
04/16/2021

Pay Through Date *
04/17/2021

Resignation Date
MM/DD/YYYY

Graduating Student Employees Termination Process

Step 5: Under the **comment section**, include any notes about student performance and **Submit**.



The screenshot shows a web form for providing a comment. At the top left is a circular profile picture of a woman. To its right is a text input field containing the text: "Jane was an excellent employee, would re-hire and recommend. She was a self starter, learned the job quickly and worked efficiently." Below this is a section titled "Attachments" with a dashed border and the text "Drop files here" and "or" above a "Select files" button. At the bottom of the form are three buttons: "Submit" (highlighted with a red box), "Save for Later", and "Cancel".

Graduating Student Employees Termination Process

- Terminations can be entered now and post dated for the student's actual end date.

Back to Campus

As recently announced, all students are invited back to campus to participate in face-to-face classes beginning fall semester 2021. To adequately prepare to support students and the university mission, all employees are requested to return to campus to work. **Effective June 1, 2021**, BYU–Hawaii’s policy regarding remote work (see section 3.3.1 in the Work Hours Policy) that was temporarily suspended due to COVID-19 will be reinstated:

3.3.1 Variations from University Office Hours

“Department heads may authorize individual variations from University Office Hours when they serve the University’s interests and the authorization is documented. **Department heads may not authorize a telecommuting work schedule without written approval of the President’s Council. . .**”

In other words, effective June 1, 2021, working remotely will be the rare exception and not the rule. Any employee who violates this policy may be subject to discipline. Consistent with university policy, Human Resources, in cooperation with the Disability Coordinator, will also continue to consider requests for disability accommodations on an individual basis.

While there have been some conveniences mixed with the burdens imposed by COVID-19, we now look forward to returning to a more normal campus state. Please ensure all employees under your supervision are aware of this change so they can begin making plans. The university will continue to monitor COVID-related developments as well as applicable health regulations and will notify you of any necessary modifications to this policy.

Questions?