HR Update
March 31, 2023
HR Team Members

• Reid Millerberg – Director, Human Resources
• Rainn Takashima – Manager, Training & Development & HRIS
• Noemi Paddock – Manager, Compensation & Benefits
• Melissa Martinez – Manager, Employment
• Taliana Pasi – Manager, Employee Relations
• Naomi Pasi – Benefits Specialist
• Ofa Tilini – Student Employment Specialist
• Noellette Cookson – Intern
QUIZ
What is the next holiday?
CORRECT
The next holiday is Monday, May 29th, Memorial Day.
Student employees are allowed to work at both BYU–Hawaii and PCC at the same time.
TRUE! Student employees who want to work at both BYUH and PCC at the same time will need to fill out the “BYUH & PCC Co-Employment Clearance Form.”
What happens if a manager lets a student start working without a yellow card?
What happens if a manager lets a student start working without a yellow card?

A. The student will be suspended from work for 3 days.
B. The manager will be suspended for 3 days.
C. The student will not be able to work in that position.
D. Nothing
CORRECT

The student will be suspended from work for 3 days.
What should a student do if they forgot to enter their time and it is past the 12 o’clock Monday deadline?
What should a student do if they forgot to enter their time and it is past the 12 o’clock Monday deadline?

A. Contact their manager

B. Fill out a Workday Time Tracking Edit Form

C. Contact Student Employment

D. Contact Workday Help
CORRECT

Students should fill out a Workday Time Tracking Edit Form, have it signed by their manager and email it to fnspayroll@byuh.edu.
What is the maximum amount an employee can be reimbursed for tuition assistance for a graduate degree?
What is the maximum amount an employee can be reimbursed for tuition assistance for a graduate degree?

A $15,700

B $15,750

C $15,000

D $12,750
CORRECT

Assistance will be paid as a reimbursement to the employee of one half of tuition paid, not to exceed $15,750 per employee.
New Process for Ecclesiastical Endorsements

Melissa Martinez
Hire or Recruiting Process Changes

- Interviewing
- Selecting
- Hiring
- Onboarding

Hiring Manager
Hire or Recruiting Process Changes

1. For non-faculty/non-student positions managers will prepare and conduct first/and or second rounds of interviews.

2. Managers will decide on their top 3 choices of applicants.

3. For Adjunct Faculty- all applicants will have Endorsement clearances checked prior to first interviews.
3. Managers will move applicants to Assessment by choosing the “Request Ecclesiastical Endorsement” drop down in Workday.

4. HR Employment sends the endorsement request to the Ecclesiastical Endorsement Office (ECO).

5. Once Cleared HR updates Workday and the Hiring Manager is notified.

6. If not cleared, hiring manager will also be notified and HR will update Workday, moving the applicant to inactive status.
7. Managers will conduct final interviews for top cleared applicants or move their top cleared applicant to offer if final interviews are not needed.

8. Employment is notified of intent to offer when manager moves applicant to “Offer” in Workday.

9. Employment requests that the compensation manager complete job analysis and recommended a pay rate.

10. Employment generates offer letter and sends it to the hiring manager though Workday for review.
Verbal Offers

1. Once offer letter and rate are reviewed by the manager and found in order, the manager calls to extend the verbal offer.

2. If applicant accepts verbally, manager “Submits” the offer letter in Workday for applicant review and electronic signature.

3. Applicant signs offer letter and can now begin the hire process with HR Employment.
External Candidates

- Login to candidate account
- Click on “Candidate Home”
- Click on “Start”
- Click on “E-sign by Adobe Sign”
- Sign the offer
- Click “Submit”
Internal Candidates

- Login to Workday
- Go to inbox to view offer letter
- This is mostly for promotions or other internal job changes
Involuntary Terminations for Student Employees

Fololani Faaoa
Purpose and Outcome

• Process improvement through identifying student employees whose employment termination status was involuntary and revamping the process to better serve the student employee, managers and the University

• Forming partnerships with other departments to help student employees as they navigate through this process of improving behavior in preparation for success in their next job.

• Ensuring that resources are more fully utilized to create a more positive employee experience and deter repeat incidents from occurring, thereby protecting the interests of all those involved

• Accountability taken by student and goals towards success in the workplace formed to equip student with tools for success.
Process for Involuntary Terminations

1. Consult with Employee Relations regarding situation to provide fair opportunity for employee to improve and taking appropriate action

2. If resulting in an involuntary termination, manager meets with employee to address this with the HR Incident form, ensuring that employee is aware and understands what's happening. Manager then sends the HR Incident form to Employee Relations

3. Manager process the termination through Workday, citing appropriate boxes for termination and attaching HR Incident form
Process for Involuntary Terminations

1. Employee Relations meets with student to ensure there's understanding why this happened and how we move forward in a positive way, working towards eligibility for rehire.

2. Dependent on situation, student will either be:
   - Cleared through Employee Relations;
   - Referred to Honor Office;
   - Referred to International Student Services
Process for Involuntary Terminations

• Once cleared from other departments, Employee Relations will grant clearance in Workday for student to re-enter the workforce.

• Student is eligible for rehire through student employment
Questions???

• Taliana Pasi and/or Reid Millerberg
• Extension: 53492
• Email: taliana.pasi@byuh.edu, employeerelations@byuh.edu
Benefits Updates

Naomi Pasi
Employee Assistance Program (EAP)

• Sessions increased from 3 to 6 on January 1, 2023
• Beacon changed its name to Carelon Behavioral Health
• Access to counselors and other experts for assistance in a variety of circumstances
• Six sessions per issue per year for each covered member
• Great option for marriage and family counseling
• My EAP Helper by Carelon Behavioral Health is available at anytime:
  • 844-280-9629
  • https://myeaphelper.mybeaconwellbeing.com
DMBA’s Diabetes Condition Management Program

• Soft Launch – January 1, 2023
• Official Launch – February 1, 2023
• Virta - https://youtu.be/K87gpme1fC8
• Livongo - https://youtu.be/7R8Oaqh_vMA
• No additional cost, copays, or coinsurance to participate
PCC Discount Cards

• Now available online, HR no longer issues physical cards
• All packages can be booked online ahead of time
  • Except Aliʻi Luau & Super Ambassador Package – must be booked in person the day you decide to go
• Discount doubled from 15 to 30
• For more information visit: https://hr.byuh.edu/byuh-employee-benefits-at-the-polynesian-cultural-center
• Email: HR-Benefits@polynesia.com
• Phone: (808) 590-3127
DMBA Employee Medical Plans

• February 1, 2023 – Change to contraceptive coverage
• May 11, 2023 – Changes to your health plan as a result of the end of the COVID-19 public health emergency (PHE)
Coming Soon…

• April 6, 2023 – National Employee Benefits Day
  • Visit us at the Ballroom from 9am – 11am
• April 2023 – Benefits Committee
• Department Staff Meetings with DMBA
Contact Information

• Email: npasi@byuh.edu, employeebenefits@byuh.edu
• Phone: (808) 675-3490, (808) 675-3713, (808) 675-3513
• Visit our website: https://hr.byuh.edu/employee-benefits
Retirement Process

Noemi Paddock
I’M THINKING ABOUT RETIREMENT, NOW WHAT?
Selecting your dates

What should you consider?
THINGS TO CONSIDER BEFORE SELECTING A DATE

- All employees should consider the following when selecting their retirement date:
  - Leave Balances - maximum amount is 176 hours
  - Health & Other Insurance continuation for you and your dependents.
  - Understand your years of service. Years of service may not equal your years in the retirement plan.

- In addition employees in the MRP plan should also consider the following:
  - The difference in early/full retirement.
SCHEDULE A PERSONAL APPOINTMENT

- It is recommended to meet with HR and DMBA to discuss retirement.
- Complete retirement application 3-4 months prior to your retirement date.

To complete the retirement application go to www.dmba.com.
Employees interested in drawing their social security benefits should contact Social Security directly or go online to www.ssa.gov.

Application for Social Security can be processed online or at the local social security office.

Social Security recommends that you make an appointment if you wish to visit the local office.
Insurance for Retirees and Dependents Over Age 65

- You will need to sign up for Medicare
  - **Part A** - Hospital Coverage: (Free)
  - **Part B** - Medical Coverage: Based on Income
  - **Part C** - Prescription Coverage: Cost varies based on plan and income

- For coverage information download the Medicare & You Handbook from the Medicare website or visit: [www.medicare.gov](http://www.medicare.gov).
IF YOU PLAN AHEAD...

This could be YOU!!
Student Employee Training Program

Rainn Takashima
Student Employee Training Program

1 hour trainings

Customer Service, Time Management, Ethics in the Workplace, Communication, etc.

Held 2 training sessions this year

Send your students!
Student Employee Training Program

PURPOSE

To help students develop professional work habits, learn how to meet management expectations and develop positive working relationships with others.
Clearance Forms & Deadline to Approve Hours

Ofa Tilini
Clearance Forms

• Termination date must end no later than Saturday prior to the new job start date.

• Start date must be on a Monday after the termination date of the previous job.

• Student Employment will not approve if the dates do not follow as stated on the Clearance Forms.
Time Submissions & Approvals

• Student Employee Deadline – Monday before payday at 12 PM.
• Managers & Timekeepers Deadline – Monday before payday at 5 PM.
• Student employees and managers are encouraged to submit and approve time on a weekly basis.
• Student employees are expected to clock in and out in real time.
• Down Time for Workday – Friday from 11:00pm to 2:00am Saturday.
• Missed deadline? First review the time entries. If corrections are needed, a time edit form will need to be completed and sent to payroll.