Total Compensation and Wellness

Chuck Folino
Senior Human Resources Professional
# Talent Acquisition Costs

<table>
<thead>
<tr>
<th>Direct Costs</th>
<th>Indirect Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of staff filling in while position is vacant</td>
<td>Quality of work</td>
</tr>
<tr>
<td>Cost of lost knowledge, skills and contacts</td>
<td>Increased absenteeism</td>
</tr>
<tr>
<td>Time invested in replacing employee</td>
<td>Reduced customer service</td>
</tr>
<tr>
<td>Time invested in the hiring process</td>
<td>Individual/team productivity</td>
</tr>
<tr>
<td>Cost of training newly hired employee</td>
<td>Individual/team performance</td>
</tr>
</tbody>
</table>
Example: Financial Impact

- Question: How much does one employee cost MSU over 30 years of employment? Consider an employee who makes $70,000.

Salary Cost = $70,000
Benefit Cost = $20,000
Total Cost per year = $90,000

Multiply by 30 years = $2,700,000
= $2.7 Million for one employee
Talent Acquisition

Team Members

Anna Barner
Debra Jackson
Karlita McClinton
Kristie Sova
Mitchell Avant

Services

• Posting Positions
• Screening Process
• Initiate CBCs
Talent Acquisition Resources

- **Employment Guide**
  - Posting, interviewing, orientation, etc.
- **Posting Process**
  - Roadmap to Talent
- Represent MSU at career fairs
- Partnership with Graystone Advertising Group
## Talent Acquisition Metrics

<table>
<thead>
<tr>
<th>Posting Type</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAS Postings Opened</td>
<td>446</td>
<td>507</td>
</tr>
<tr>
<td>SS Postings Opened</td>
<td>1302</td>
<td>1407</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1748</td>
<td>1914</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criminal Background Checks</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>4,812</td>
<td>5,690</td>
</tr>
</tbody>
</table>
## Talent Acquisition Metrics

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant I</td>
<td>118</td>
</tr>
<tr>
<td>Secretary II</td>
<td>113</td>
</tr>
<tr>
<td>Information Technologist I</td>
<td>106</td>
</tr>
<tr>
<td>Health Care Assistant</td>
<td>95</td>
</tr>
<tr>
<td>Office Assistant III</td>
<td>65</td>
</tr>
<tr>
<td>Research Assistant I</td>
<td>65</td>
</tr>
<tr>
<td>Information Technologist II</td>
<td>58</td>
</tr>
<tr>
<td>Building Services Worker</td>
<td>48</td>
</tr>
<tr>
<td>Extension 4-H Program Coordinator</td>
<td>47</td>
</tr>
<tr>
<td>Information Technology Professional</td>
<td>46</td>
</tr>
</tbody>
</table>
## Agile Recruitment and Onboarding: ARO

<table>
<thead>
<tr>
<th>Team Members</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roxanne Graham</td>
<td>• Process Reengineering</td>
</tr>
<tr>
<td>Dana Grimm</td>
<td>• Implementing Applicant</td>
</tr>
<tr>
<td>Samantha Lake</td>
<td>Tracking</td>
</tr>
<tr>
<td>Shannon Kemp</td>
<td></td>
</tr>
</tbody>
</table>
Agile Recruiting and Onboarding: ARO

• Mission Statement: To support and advance Michigan State University student success and faculty research through an efficient and effective recruitment and hiring process that yields high-quality faculty, academic staff and support staff in a timely manner.

• Stakeholder involvement
  o HRXchange
  o Focus groups
  o Central Offices (Provost Office, AHR, & OIII)
  o HRConnect
## Example Metrics

<table>
<thead>
<tr>
<th>Talent Management Area</th>
<th>Example Metrics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Talent Acquisition</td>
<td>• New Hire Performance in First Year</td>
</tr>
<tr>
<td></td>
<td>• Ratio of Offers Made to Acceptances</td>
</tr>
<tr>
<td></td>
<td>• Time to Fill</td>
</tr>
<tr>
<td></td>
<td>• Cost per Hire</td>
</tr>
<tr>
<td>Retention</td>
<td>• Turnover Rate</td>
</tr>
<tr>
<td></td>
<td>• Engagement/Satisfaction</td>
</tr>
<tr>
<td></td>
<td>• Stay Interviews</td>
</tr>
</tbody>
</table>
Retention Initiatives

Current:
- Coordinate awards and recognition events
  - Service Awards, Jack Breslin Distinguished Staff Award, Gliozzo Clerical-Technical Awards, Ruth Jameyson Award

Future:
- Assess ways we can partner with university leaders to support strategic objectives and retain key employees
What is Total Compensation?

“Compensation refers to all forms of financial returns and tangible services and benefits employees receive as a part of an employment relationship.” (Milkovich, Newman, Gerhart, 2014)
Benefits Administration

Team Members

Carole Nicholas
Michelle Fewless
Tabatha Dixon

Services

• Benefits Administration
• ACA
• COBRA
• Student Insurance
Benefits

• Benefits Administration
  o Eligibility – including ACA
  o Open Enrollment – support staff, faculty and academic staff, and students
Resources
Resources (Cont.)

MSU Human Resources Affordable Care Act Information

The information contained in this site provides a summary of the Affordable Care Act (ACA), also referred to as Health Care Reform. Health Care Reform brings massive changes and complex information. While many provisions of the law are still being worked out, MSU continues to implement elements where there is a clear understanding of the law. The ACA was passed by Congress and signed into law by the President on March 23, 2010, and upheld by the Supreme Court on June 28, 2012.

This mini-site was created to provide you with MSU’s activities in our effort to comply with ACA and also to provide you access to resources where more information can be found, such as the Henry J. Kaiser Family Foundation website.

The video “Health Insurance Explained – The YouToons Have It Covered” produced by the Henry J. Kaiser Family Foundation, is a light-hearted treatment of a difficult and important topic, breaking down insurance concepts, such as premiums, deductibles and provider networks. It explains how individuals pay for coverage and obtain medical care and prescription drugs when enrolled in various types of health insurance, including HMOs and PPOs. The video is available on the right or the full-screen mode video link is available here.

This site will be helpful in communicating latest activities to those who visit and have an interest in learning more. Our plan is to post updated information as it becomes available.

Questions?

If you have questions about the Act or information offered on this page, please email ACAMail@hr.msu.edu

For questions related to the Health Fee and preferred account numbers for the ACA charges, please email HR ACAHealthFeeInfo@hr.msu.edu


This information was reproduced with permission from the Henry J. Kaiser Family Foundation. The Kaiser Family Foundation, a leader in health policy analysis, health journalism and communication, is dedicated to filling the need for trusted, independent information on the major health issues facing our nation and its people. The Foundation is a non-profit private operating foundation, based in Menlo Park, California.
Compensation and Classification

Team Members

Chuck Folino
Jayme Miller
Mitchell Avant

Services

• Support Staff Compensation
• Support Staff Classification
Compensation and Classification

• Support Staff Compensation
  o Lump sum payments – merit, equity, retention, recognition awards, signing bonus, etc.
  o Pay changes - merit, equity, retention, step increase, job rate, etc.

• Support Staff Classification
  o Position classification/reclassification - including position audits
  o Classification and compensation data/surveys
## Classification Data

<table>
<thead>
<tr>
<th>Reclassifications</th>
<th>2014 (4th qtr)</th>
<th>2015</th>
<th>2016 (1st qtr)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Requests</td>
<td>60</td>
<td>468</td>
<td>142</td>
</tr>
<tr>
<td>Ave. Time To Complete</td>
<td>52</td>
<td>23</td>
<td>20</td>
</tr>
</tbody>
</table>
Resources
Layoff and Bypass Administration

Team Members

Queen McMiller
Karlita McClinton
Kristie Sova
Debby Jackson
Anna Barner

Services

• Layoff
• Bypass
• Trial Periods
• Reduction in Hours
• Off-Date
• Limited Term
# Layoff/Bypass Cases 2015 and 2016 Data

<table>
<thead>
<tr>
<th>YEAR</th>
<th>2015</th>
<th>2016*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Layoff/Bypass Cases</td>
<td>20</td>
<td>18</td>
</tr>
<tr>
<td>% of Displaced Employees Placed in Vacant Positions</td>
<td>75%</td>
<td>90%</td>
</tr>
</tbody>
</table>

* 2016 (January to May)
# Leaves

## Team Members
- Beth Tominski
- Julie Reynolds
- Kendra Culham
- Sheila Chorey
- Tony Lemke

## Services
- Paid, Unpaid and FMLA
- LTD
- Workers’ Compensation
Leaves (2014/2015 data)

- FMLA – 1,000 employees per year
- LTD – 20 cases

<table>
<thead>
<tr>
<th>Workers’ Compensation</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claims</td>
<td>959</td>
<td>1013</td>
</tr>
<tr>
<td>Cost</td>
<td>2.8M</td>
<td>2.1M</td>
</tr>
</tbody>
</table>
Resources

- Campus Outreach
- Workers’ Compensation Agency – http://www.michigan.gov/wca
- USDOL
## Retirement

### Team Members

- Dianne K MEPshield
- Dan Mackey
- Sherry VanKampen

### Services

- 403(b)
- 457(b)
- Executive Compensation
  - (e.g. 401(a))
## Retirement (2014 data)

<table>
<thead>
<tr>
<th>Retirement</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Plan Value</td>
<td>$4.4B</td>
<td>$4.4B</td>
</tr>
<tr>
<td>Participation</td>
<td>95.5%</td>
<td>96.1%</td>
</tr>
<tr>
<td>403(b) base</td>
<td>33.8%</td>
<td>33.8%</td>
</tr>
<tr>
<td>403(b) deferred comp</td>
<td>8.3%</td>
<td>9.0%</td>
</tr>
<tr>
<td><strong>Total Contributions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Contribution</td>
<td>$79.2M</td>
<td>$85.3M</td>
</tr>
<tr>
<td>MSU Contribution</td>
<td>$74.7M</td>
<td>$77.9M</td>
</tr>
</tbody>
</table>
Resources

- Campus Outreach
- One-on-One Consultation
Resources (Cont.)

Where do I find Retirement Planning Tools or Information?

Education Opportunities and Online Tools

- Education Programs
- Webinars and Online Tools
  - Fidelity
    - Calculators and Tools
  - Webinars
  - TIAA-CREF
    - Calculators and Tools
    - Learning Center
    - Webinars
  - StraightLine
    - Webinars
  - Other
    - MSU Payroll Calculator
    - Taking the Mystery Out of Retirement Planning
    - Start Early to Take Charge of Your Financial Future - For College Seniors and Young Workers

Request Individual Appointment

- Investment Vendors

Approved Investment Vendors for MSU Retirement Plans

Michigan State University is proud to offer faculty and staff a variety of investment opportunities for the 403(b) Retirement Plan and the 457(b) Deferred Compensation Plan. MSU Human Resources Benefits is available to assist all employees with retirement questions and concerns.

The following investment vendors are options for the MSU Plans. You may contact your investment vendor for forms, general fund information, fund performance, existing account information, allocation changes, transfers, withdrawals, and beneficiary information.

Approved Investment Vendors may accept MSU 403(b) Retirement Plan and 457(b) Deferred Compensation Plan intra-plan contract exchanges from both Approved Investment Vendors and former Investment Vendors and non-MSU rollovers.

<table>
<thead>
<tr>
<th>Investment Vendors</th>
<th>Available Plans</th>
<th>Appointments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fidelity Investments</td>
<td>403(b) Base Program</td>
<td>Make an appointment 800-642-7131</td>
</tr>
<tr>
<td>MSU Microsite</td>
<td>403(b) Supplemental Program</td>
<td>Make an appointment 800-343-0860</td>
</tr>
<tr>
<td></td>
<td>457(b) Deferred Compensation Plan</td>
<td></td>
</tr>
<tr>
<td>TIAA-CREF</td>
<td>403(b) Base Program</td>
<td>Make an appointment TIAA-CREF Local Office 4660 South Hagadorn Rd East Lansing, MI 48823 517-203-3610 866-842-2823</td>
</tr>
<tr>
<td>MSU Microsite</td>
<td>403(b) Supplemental Program</td>
<td></td>
</tr>
<tr>
<td></td>
<td>457(b) Deferred Compensation Plan</td>
<td></td>
</tr>
</tbody>
</table>
Summary

TABC and ARO

Benefits, Compensation and Classification

Leaves

Retirement
Questions?

Contact Information
Chuck Folino
517-884-0138
folinoch@hr.msu.edu