MU SUPERVISOR ROUNDTABLE
March 7, 2022
Introductions

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Executive Director, Human Resources

Andrea Hauri
Assistant Director, Human Resources

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Benefits Manager, Human Resources

Lori Rodriguez
Auditor Team Leader, Payroll

Joy N.S. Simpson
Director, Payroll

Linda Spak
Classification Manager, Human Resources
AGENDA

- Purpose of Forum
- Payroll Pointers
  - Employee Status Change Request Form
  - Viewing Time Off Balances in ESS
  - Common Errors
- Tips/Resources
- Supervisor’s Role Clarifications
- Open Discussion
Why?

- Common Knowledge
- Conversation
- Connection
Payroll Pointers for Supervisors:
Managing Absenteeism - through ESS / MSS
# New – Employee Status Change Request Form

**MILLERSVILLE UNIVERSITY - EMPLOYEE STATUS CHANGE REQUEST FORM**

**PERSONNEL DATA**

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>Permer #</th>
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<tbody>
<tr>
<td>First Name:</td>
<td>Middle Name:</td>
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**EFFECTIVE DATE OF CHANGE:**

**DEPARTMENT:**

**CHANGE REQUESTED / JOB INFORMATION:**

<table>
<thead>
<tr>
<th>Current Status</th>
<th>New Status</th>
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<tbody>
<tr>
<td><strong>Job Title:</strong></td>
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<td><strong>Position #:</strong></td>
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<td><strong>Location:</strong></td>
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<td><strong>CAMPUS Address:</strong></td>
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<th>Shift Change:</th>
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<td><strong>Work Schedule:</strong></td>
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<td><strong>WK1:</strong></td>
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<td><strong>HRS:</strong></td>
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<td><strong>HRS:</strong></td>
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<tr>
<td><strong>Supervisor:</strong></td>
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<th>Supervisor/Manager:</th>
<th>Date:</th>
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<tr>
<td>Printed Name:</td>
<td></td>
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<tr>
<td>Human Resources:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

**CC:** Payroll, Randy Coden

**Go to:** [https://www.millersville.edu/hr/payroll/payrollforms/current-documents/ee-status-change-request-form.pdf](https://www.millersville.edu/hr/payroll/payrollforms/current-documents/ee-status-change-request-form.pdf)
How to Videos / ESS

- How to “Approve” LEAVE Requests in Employee Self Service (ESS).

- How to “Approve” Overtime and COMP TIME Requests in Employee Self Service (ESS).

Go to:  http://www.Millersville.edu/hr/payroll

*Note: DINING / POLICE / OPEIU – are NOT currently using ESS to submit Requests for Leave, OT & Comp, but can still view their Direct Reports in ESS.
FIORI SAP / NEW ESS

- NEW – “Fiori SAP” - Employee Self Service (ESS) Portal now live; See Documentation

Go to: http://www.Millersville.edu/hr/payroll
To View Direct Reports Leave Balances:

Go To: https://tp1.passhe.edu/irj/portal

- Login to ESS Using your regular Production ESS login (email login):
  - **User Name**: joy.simpson@millersville.edu
  - **Password**: XXXXXXXXX

- Go to Manager Self Service Tab
  - *Select “View Staff Absence Quotas”
  - *Filter on “Direct Reports”, your EE’s will be listed.
  - *Select an EE to see their Leave Balances
To View Direct Reports Leave Balances:
Common Leave Missteps

Leave submitted outside normal working hours or on an unscheduled day.

Solution: Select correct day or hours. If schedule is incorrect, contact Payroll and complete an Employee Change Request Form.
Common Leave Missteps

Leave selected for the next calendar year BEFORE the leave balances have been loaded into ESS.
Employees are able to request the leave but the manager will not see leave balances.
Leave will not post to employee’s record until the next year.
Common Overtime/Comp Leave Entry Errors

Selecting Overtime vs Comp time:

Hours Worked 0100 *Overtime*

Hours Worked – OT Comp 0102 *Comp Time*
Common Overtime/Comp Leave Entry Errors

Entering OT/Comp hours correctly
Enter hours OUTSIDE work schedule

Ex. Work schedule is 8:00-17:00;
EE worked Overtime from 17:00-18:00;
Enter only 17:00-18:00 in the Start/End times

Do Not enter hours as 08:00-18:00 – this will pay OT for the full 08:00-18:00 shift in addition to the employee’s regular work time.
Tips & Resources
Absenceeism Origins

- Physical/mental health issues
- Child/eldercare responsibilities
- Transportation challenges
- Stress/burnout
- Conflict at work
- Feeling unappreciated/undervalued
- Disengagement/job searching
What are some things we can do to impact the causes of absenteeism?
Contact HR for Consultation

- Flexible shift scheduling
- Potential LOA/ADA
- Return to work conference
- Addressing conflict between team members
SEAP Services

- Unlimited use of the SEAP hotline at no cost.
- Up to (4) face-to-face sessions for you and each family member who accesses SEAP, for each issue or problem, and the benefit renews each calendar year.
- Free telephonic financial or telephonic legal consultation.
- Discounted legal mediation services.
- Access information on the Live and Work Well website as often as you want at no charge.
Eligibility

Everyone who lives in your house... as well as your parents, adult children, and siblings, regardless of where they live.
SEAP Confidentiality

- All information about SEAP participation is confidential
- No information can be shared without written consent
- Fines from $500 to $5,000
- If employee self disclosures involvement in SEAP, you may not redisclose info to anyone, including persons in your chain of command, without written consent
Use the Consultation Line When...

- You are unsure how to approach a difficult situation with employee

- You need technical assistance or techniques on how to motivate an employee to make initial contact

- As an early intervention tool
Employee Wellness Committee Events

- Events planned to address the following dimensions of wellness:
  - Intellectual
  - Emotional
  - Physical
  - Social
  - Occupational
  - Environmental
  - Spiritual
Transportation Challenges

- Share Millersville University’s partnership with Commuter Services of Pennsylvania
- Share RRTA schedule
Stress/Burnout

- SEAP
- Communicate
- Evaluate workloads – are they appropriate?
- Be EPPIIC – compassion
- Recognize contributions
- Address underperformers
- Provide enrichment opportunities
- Look for opportunities to streamline processes
Feeling Underappreciated / Undervalued

- Connect employee’s work to mission/strategic plan
- Visits by senior management
- Model the behavior you want employees to display
- Provide growth opportunities
- Use active listening skills
Managing Attendance in Hybrid Environments

- Use master calendar to display expected in-office attendance
- Use *Teams* as a virtual water cooler
- Be clear about your expectations for availability and response time, and how/when an employee should notify you when they cannot meet them.
- Select common day for ALL in office
- Be available
Managing Attendance in Hybrid Environments

- Encourage “dress as you would in office”
- Respect work-life balance
- Use video for face-to-face calls
Managing Absenteeism – Clarifying the Supervisor’s Role
Collective Bargaining Agreements

- Develop your knowledge of the collective bargaining agreements (CBA) and related documents covering employees you supervise

https://www.passhe.edu/inside/HR/LR/Pages/default.aspx
Clarification

You are **not** required to approve leave simply because leave is available.
If an employee is absent for 3 or more consecutive days, the employee must provide a doctor’s note to the supervisor before returning to work.

You must send doctor’s note to Payroll immediately upon receipt.
Coordinating LOAs with HR

If the employee is scheduled for a medical procedure, hospitalized, or taking a leave of absence, they must contact HR in advance even if they have leave time available.

The supervisor must also notify HR.
Coordinating LOAs with HR

If the employee has an approved FMLA/ADA/LOA, the supervisor will receive a copy of the approval letter from HR.

If an employee submits an FMLA/ADA/LOA leave request in ESS and you have no knowledge of an approved leave, contact HR before approving the request.
Contact HR When…

- An employee is absent 3+ consecutive days
- An employee says they have an approved LOA/FMLA/ADA and you do not have knowledge of it
- A pattern develops
- The absences are excessive
- The FMLA absences don’t match their approved intermittent schedule
- Anytime you want SUPPORT!