

New Employee Orientation

MTSU Benefits



Overview

- Benefits Processing
- Where information is located
- Pay Increases
- Important Dates
- Benefits Questions and Answers

Benefits

- How are benefits processed at MTSU
 - Benefits are processed via dynamic forms electronically
 - Benefits effective dates
 - When can changes be made
 - Workers Compensation and Family Medical Leave
 - Educational Assistance
- Where information is located
 - <https://hrs.mtsu.edu/benefits>

Benefits



Pay Changes:

- State funded Across the Board Increase (ATB)
- Market Adjustments
- Reclassifications
- Promotions
- Changing classifications
- Changing from full-time to part-time and vice versa

Benefits



- Important Dates:
 - Initial enrollment period
 - Annual enrollment period
 - Special Qualifying Event
 - Separation of service

Benefits



➤ Benefits Staff Contact Information

- Lisa Batey, Director
 - Lisa.batey@mtsu.edu or 615-898-5712
- Wendy Brown, Associate Director
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- Kim Burns, Benefits Specialist
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MTSU Benefits



Questions & Answers

MTSU Benefits



NEW SUPERVISORS

MTSU Benefits

Overview

- Benefits Processing – what is the supervisor role
- Where information is located – how to assist your employees
- Workers Compensation
- Family Medical Leave (FML)
- Paperwork processing
- Exit Procedures

MTSU Benefits

- Benefits Processing – what is the supervisor role
 - Make sure your new employee completes their benefits forms electronically.
- Where information is located – how to assist your employees find important information.

MTSU Benefits

- Workers Compensation
 - Any injury must be reported, no matter how minor in nature.
 - How to report an injury.
 - <https://hrs.mtsu.edu/wcomp/>
- Family Medical Leave (FML)

MTSU Benefits



- Paperwork processing
 - Changes in positions
 - Paperwork for exiting employees
 - Reclassifications
- Exit Procedures
 - Notify HR as soon as you know an employee is leaving employment.

MTSU Benefits



*Questions
&
Answers*



MTSU Benefits - Supervisors

New Supervisor Information

- *Overview*
 - *Benefits Processing*
 - *Where information is located*
 - *Workers Compensation*
 - *Family Medical Leave and ADA*
 - *Administrative Procedures*

MTSU Benefits - Supervisors

➤ *Benefits Processing*

➤ *Employees must complete benefits online.*

➤ *Where information is located*

➤ *<https://hrs.mtsu.edu/>*

➤ *Workers Compensation*

➤ *Any injury in the scope of employment must be resported, no matter how minor in nature.*

➤ *<https://hrs.mtsu.edu/wcomp/>*

MTSU Benefits - Supervisors

- *Family Medical Leave and ADA*
 - *Eligibility*
 - *What is covered*
 - *What is the supervisor's responsibility*
- *Administrative Procedures*
 - *For exiting employees*
 - *Position changes*
 - *Promotions and reclassifications*
 - *Pay Increases*

MTSU Benefits-Supervisors



*Questions
&
Answers*

Benefits - Supervisors

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