

# Total Rewards Tips and Tricks

Cynthia Todhunter – Sr. Employee Benefits Representative

Crystle McIlveene – Benefits & Wellness Specialist

Amber Dyer – Benefits & HR Coordinator



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# Total Rewards- Supervisor Tips and Tricks

## Total Rewards defined:

- Total Rewards is a functional unit within Human Resources. This functional unit is composed of Insurance Benefits, Retirement, Time and Leave, and Wellness.

## Course Description:

- This course will provide supervisors with important tools to become successful in navigating time and leave situations for their employees. Supervisors will be more knowledgeable about the Employee Assistance Program and how it could help themselves and their employees. Encourage supervisors to promote timely completion of the Two-Step Wellness incentive requirement. Educate Supervisors on the Total Rewards steps to off boarding a terminating/retiring employee.

# Total Rewards Quiz

Lets have some fun!!! We are going to ask a few questions to see if you have the tools needed to help your employees.

All answers are anonymous, to play the game please get your cell phone ready.

# Biweekly Timesheets

- Non-exempt employees are responsible for entering worked and paid leave hours in Workday by each pay period deadline
- Supervisors are to ensure non-exempt employees submitted their timesheet
- Supervisors are responsible for approving timesheets by each pay period deadline
- FLSA – Overtime has to be approved by the department

Payroll Calendar can be found at <https://www.tamuc.edu/facultyStaffServices/payrollServices/payrollCalendar.pdf>

# Previous State Time

- When hiring an employee with previous State service remind the employee that this time will not automatically transfer over to TAMUC. They will need to complete the Request for Previous State Employment Record form, submit the form to previous State Agency and have the certified form returned to [HR.Leave@tamuc.edu](mailto:HR.Leave@tamuc.edu).

Request for Previous State Employment Record form can be found <https://www.tamuc.edu/facultyStaffServices/humanResources/Total%20Rewards/employeeBenefits/state-verification.aspx>

# Vacation

- Ensure employee enters vacation request through Workday and approve their time off request in a timely manner
- Remind employees to monitor vacation balances, only a maximum amount will carry-forward each fiscal year

A full-time (100% effort) employee accrues vacation leave and may carry it forward from one fiscal year to the next in accordance with the following schedule:

| <b>Employees With Total State Employment of:</b> | <b>Hours Accrued per Month for Full-time Employment</b> | <b>Maximum Hours Carried Forward From One Fiscal Year to the Next for a Full-time Employee</b> |
|--|---|--|
| less than 2 years                                | 8   | 180  |
| at least 2 but less than 5 years                 | 9   | 244  |
| at least 5 but less than 10 years                | 10  | 268  |
| at least 10 but less than 15 years               | 11  | 292  |
| at least 15 but less than 20 years               | 13  | 340  |
| at least 20 but less than 25 years               | 15  | 388  |
| at least 25 but less than 30 years               | 17  | 436  |
| at least 30 but less than 35 years               | 19  | 484  |
| 35 years or more                                 | 21  | 532  |

# Sick Leave

- All employees that are half time or more earn sick leave accruals.
- Ensure employee enters sick leave request through Workday and approve their time off request in a timely manner
- When an employee is absent from work for more than **three** continuous working days due to his or her or a family member's medical condition, the employee must provide the Supervisor and HR with a doctor's certificate.
- Employees can not use sick leave for sick pets

# Supervisor Responsibilities under FMLA

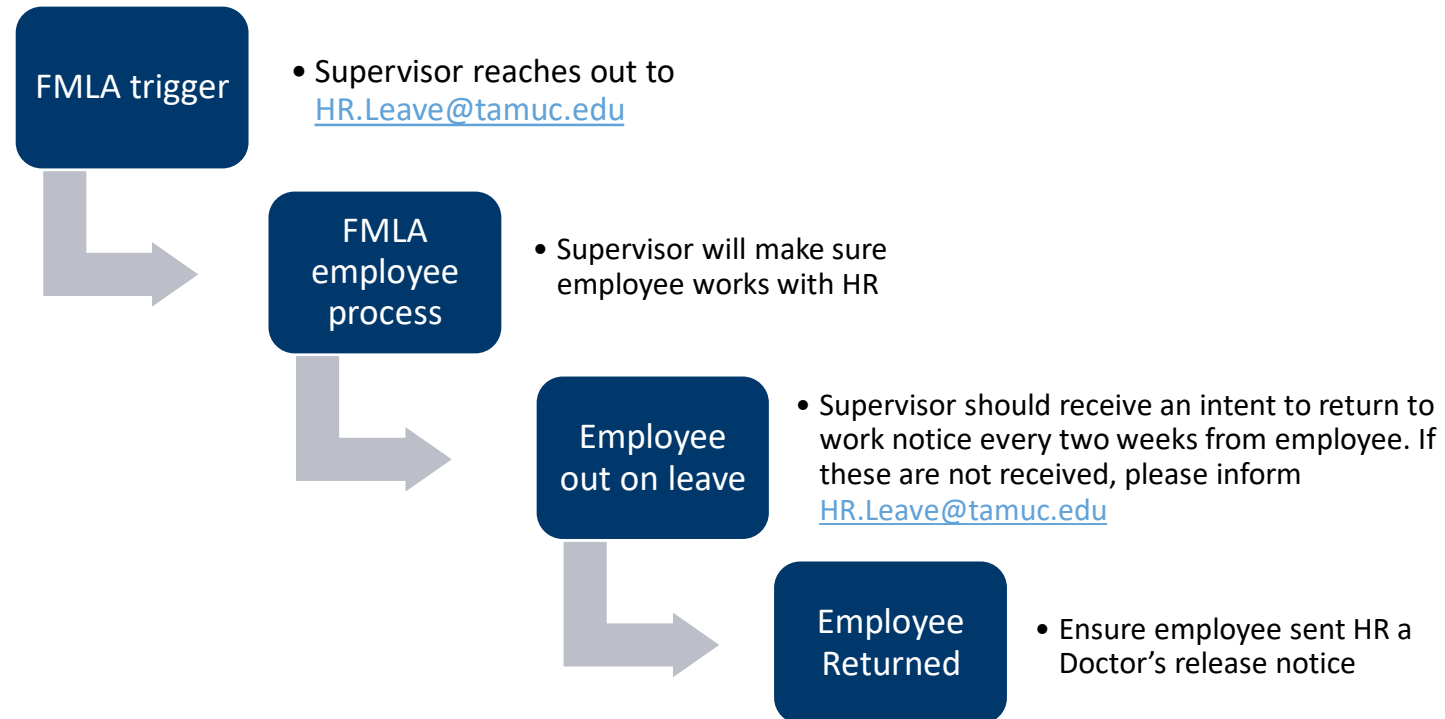
Supervisors are an important first step in the FMLA leave process. Specifically, supervisors will need to notify the [HR.Leave@tamuc.edu](mailto:HR.Leave@tamuc.edu) when an employee's absence triggers a potential need for FMLA leave. This need could be evident when an employee:

- Notifies the supervisor of their own or a spousal pregnancy, that his/her family will be adopting a child, or that the family will be receiving a child from foster care.
- Misses more than 3 (three) continuous days of work.
- Misses work due to a chronic health condition for self, child, spouse, or parent.
- Is placed in a hospital or day care facility for any length of time.

Supervisor Responsibilities under FMLA flowchart and FAQ can be found at [https://www.tamuc.edu/facultyStaffServices/humanResources/Total%20Rewards/employeeBenefits/vacationSickLe  
ave/fmla-display.aspx](https://www.tamuc.edu/facultyStaffServices/humanResources/Total%20Rewards/employeeBenefits/vacationSickLeave/fmla-display.aspx)



# FMLA cont.



# Worker Compensation

- When an employee is injured as the Supervisor you must email [HR.Leave@tamuc.edu](mailto:HR.Leave@tamuc.edu) and [Eddie.Pinckard@tamuc.edu](mailto:Eddie.Pinckard@tamuc.edu) as soon as you become aware of the injury.
  - Supervisors will make sure the injury/illness report is completed through Eddie
  - If the injury/illness requires medical attention, the employee will not be able to return to work until they have provided HR with a return to work status report

# Employee Assistance Program

## Resources Available Through Work/Life Solutions

- **Confidential Counseling**-Life can be stressful. Work/Life Solutions offers relief with short-term counseling services for employees and their dependents to help them handle concerns constructively, before they become major issues.
- **Work-Life Solutions**-Too much to do and too little time to get it all done? Work/Life Solutions specialists do the research and provide qualified referrals and customized resources for child and elder care, moving, pet care, college planning, home repair, buying a car, planning an event, selling a house and more.
- **Legal Support**-With Work/Life Solutions, your employees and their dependents have an attorney on call. They can speak with an expert about divorce, custody, adoption, real estate, debt and bankruptcy, landlord/tenant issues, civil and criminal actions and other legal issues.
- **Financial Information**-Everyone has financial questions. With Work/Life Solutions, your employees and their dependents can get answers about budgeting, debt management, tax issues and other money concerns from on-staff CPAs, Certified Financial Planners® and other financial experts, simply by calling the toll-free number.
- **GuidanceResources Online**-[Guidanceresources.com](http://Guidanceresources.com) and the mobile app, [GuidanceNowSM](http://GuidanceNowSM), allow anytime, anywhere access to expert information on thousands of topics, including relationships, work, school, children, wellness, legal, financial and free time.

# EAP Tool Kit for Managers & Supervisors

## How does an employee engage with Work/Life Solutions?

- As management, you are the cornerstone of a successful Work/Life Solutions. You are in the best position to observe your employees' performance, attendance and conduct. It is your responsibility to document any performance issues and to take corrective action, if indicated.
- At the same time, it is not your job to be a professional counselor or best friend. Getting involved in your employees' personal issues can cloud your judgment and make it difficult to treat everyone in a fair, consistent and objective manner.
- When an employee's performance falls below acceptable standards, discuss your concerns with Human Resources and develop a course of action, including a referral to Work/Life Solutions, if appropriate. Referral to Work/Life Solutions may motivate the employee to seek professional help.
- To assist you in managing your employees and to head off personal issues before they escalate, it is highly recommended that you use the materials provided by Work/Life Solutions. These communication materials may include posters, flyers, HelpSheetsSM and other handouts, as well as the GuidanceResources® Online website and mobile application.

## What is the manager's or supervisor's role in Work/Life Solutions?

- Self-referrals are voluntary referrals by an employee who recognizes a need for assistance and calls the Work/Life Solutions' toll-free number to request services. All voluntary referrals are strictly confidential. Without a signed release by the employee, no information regarding Work/Life Solutions participation will be revealed to any third party.
- Informal referrals are referrals to the Work/Life Solutions suggested by the employee's supervisor or manager as a result of the employee sharing personal issues. As a manager, you should see this as an opportunity to encourage the employee to utilize Work/Life Solutions services rather than providing advice on how the employee can resolve his or her personal issue.
- Formal referrals are initiated by management after consulting with Human Resources to ensure that all internal policies are followed. These referrals take place when the employee's personal issues affect work performance or workplace behavior. A formal referral should be exercised only after careful thought and preparation. After consultation with Human Resources, the manager should contact Work/Life Solutions prior to meeting with the employee to initiate the referral process.
- Please remember that for any type of referral, the toll-free number included on all Work/Life Solutions communication materials should be used.

# Employee Wellness Program

- Supervisor should encourage employees to participate in the Employee Wellness Programs:
  - Wellness Release time
  - Book club
  - Running club
  - Catapult
  - Financial wellness webinars

# Have an Employee Departing TAMUC

- Supervisors should always advise the employee to contact [HR.Benefits@tamuc.edu](mailto:HR.Benefits@tamuc.edu) to discuss their benefit end date, potential vacation payout/transfer and sick leave transfer/donation

# Total Rewards Quiz

Lets check to see how we did in teaching you all about Total Rewards.

All answers are anonymous, to play the game please get your cell phone ready.



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EMPLOYEE  
**WELLNESS**

STARTING TODAY FOR A HEALTHIER TOMORROW